

SERVICING AND MANAGEMENT ASSISTANCE SECTION

Borrower Fiscal Year: Beginning _____ Ending _____

EXPIRATION AND DUE DATES		FOLLOWUP DATE	ACTIONS PLANNED	DATE COMPLETED
ITEM	DATE			
TAXES:				
INSURANCE				
REAL				
LIABILITY \$				
PUBLIC LIABILITY \$				
PROPERTY DAMAGE \$				
MALPRACTICE \$				
FIDELITY BOND:				
1. \$				
2. \$				
3. \$				
FINANCING STATEMENT NO.			FS	
SECURITY AGREEMENT NO.				
CONSTRUCTION INSPECTION				
FINAL INSPECTION				
BUILDER'S WARRANTY				
SECURITY INSPECTION				
RETURN PLANS AND SPECS. TO BORROWER				

(FOLD ON DOTTED LINE)				
DUE DATES		FOLLOWUP DATE	ACTIONS PLANNED	DATE COMPLETED
ITEM	DATE			
COMPLIANCE REVIEW				
MEETINGS: (Governing Body)				
REGULAR			DD to attend: <input type="checkbox"/> YES <input type="checkbox"/> NO	
ANNUAL			DD to attend: <input type="checkbox"/> YES <input type="checkbox"/> NO	
MANAGEMENT AND ANALYSIS REPORTS:				
442-2				
442-3				
442-4 (District Director)				
AUDIT REPORT				
LIST OF CURRENT GOV. BODY				
REPORT TO STATE OFFICE				
RESERVE: AMOUNT REQUIRED TO BE ON HAND AS CF : \$				
AMOUNT ACTUALLY ON HAND AS CF : \$				
FULLY FUNDED AT \$ QUARTERLY OR ANNUAL REQUIREMENT OF \$				

Used by field personnel for recording pertinent information relative to an association borrower or grant-only case and in planning, calendaring, and organizing District of County Office activities.

(see reverse)

- PROCEDURE REFERENCE : RD Instruction 1905-A.
- PREPARED BY : District Director or County Supervisor.
- NUMBER OF COPIES : Original only.
- SIGNATURES REQUIRED : None.
- DISTRIBUTION OF COPIES : Original retained in District or County Office and filed in Management System box. When Form RD 1905-10 must be replaced because of wear and tear, the old form from which the necessary information has been transferred should be destroyed.

INSTRUCTIONS FOR PREPARATION

ALL ENTRIES WILL BE MADE IN PENCIL

- (1) Enter beginning and ending dates of borrower's fiscal year.
- (2) Enter type of tax (real estate, personal property, water, etc.) and next due date.
- (3) Enter followup dates for actions planned.
- (4) Enter any information that would be helpful in account servicing.
- (5) Enter date planned action is completed, if desired.
- (6) Enter amount of coverage, if applicable.
- (7) Enter policy expiration date.
- (8) Enter position covered, amount of fidelity bond, and expiration date.
- (9) Enter security instrument number and expiration date, if applicable.
- (10) Enter date 6 months before expiration date of Financing Statement. (In most states, expiration date is five years from date filed.) Six-month period in which Financing Statement must be continued starts from date Financing Statement (NOT the Continuation Statement) was filed.
- (11) Enter filing date of Financing Statement and where filed.
- (12) As prescribed by State and National procedure for the type loan involved.
- (13) Enter date of final inspection.
- (14) Enter exact date 12 months after date entered in (13).
- (15) Enter date 11 months after date entered in (13).
- (16) Enter the next scheduled inspection date. Initial inspections will be made during the 11th month of operation and each third year after the initial inspection.
- (17) Enter date 2 years after date entered in (13). At discretion of District Director or County Supervisor, may be extended additional 2 years.
- (18) Enter next due date. Reviews scheduled by State Director as prescribed in RD Instruction 1901-E.
- (19) Enter day of meetings as prescribed by bylaws or other documents, such as "1st Tuesday of February". "Regular" applies to all regularly scheduled meetings other than annual.
- (20) Enter date meeting is to be held.
- (21) Indicate whether or not the District Director is to attend.
- (22) Enter date 20 days after end of each quarter.
- (23) Enter date 60 days after end of borrower's fiscal year, if applicable.
- (24) Enter date by which report should be made, Report by District Director due between 6th and 9th months of operation in first year and quarterly thereafter for delinquent borrowers and those with financial problems.
- (25) Audit reports include report of CPA, public accountant, or verification of financial report by membership committee.
- (26) For borrowers required to have an audit by an independent public accountant, enter date 90 days after end of borrower's fiscal year. For borrowers required to submit annual financial reports in lieu of an audit, enter 60 days after end of borrower's fiscal year.
- (27) Enter 60 days after the end of the borrower's fiscal year.
- (28) For borrowers whose Rural Development indebtedness exceeds \$500,000 and for delinquent or problem case borrowers, enter 120 days after end of borrower's fiscal year.
- (29) Space is provided for other reports and due dates as required.
- (30) Enter date which is end of borrower's current fiscal year.

INSTRUCTIONS FOR PREPARATION Continued

- (31) Enter amount of reserve to be accumulated by the date entered in (30) – initially from Bond Transcript, or Form RD 1942-9, then from Form RD-442-2, or Audit Report.
- (32) Enter amount of reserve on hand at end of fiscal year – from Audit Report or from Form RD 442-2.
- (33) Enter fully funded amount – from bonding documents or Form RD 1942-9.
- (34) Enter amount of quarterly or annual payment. Delete “quarterly” or “annual” as applicable.