

**Instructions to Complete  
Supplemental Balance Sheet Special Report  
Form P&SP –7002**

As an entity regulated by the Packers and Stockyards Act you are required to file a special report with the U.S. Department of Agriculture's Packers and Stockyards Program (P&SP) on Form P&SP-7002, Supplemental Balance Sheet Special Report .

You must file the form by the date shown in the letter notifying you to file the special report. The penalty for failure to file each day the report remains delinquent is \$110. **All information must be completed on this form in its entirety. Failure to do so will result in the form being returned incomplete.**

For questions about Form P&SP-7002, or additional copies of the form, please contact the PSP Central Reporting Unit at 303-375-4264 or PSP-CRU.GIPSA@usda.gov. Forms and instructions are also on GIPSA's website at [www.gipsa.usda.gov](http://www.gipsa.usda.gov). Please fax the completed form to the Central Reporting Unit at 314-457-4421, email to PSP-CRU.GIPSA@usda.gov or mail to:

USDA PSP  
P.O. Box 110639  
Aurora, CO 80042

**SECTION-BY-SECTION INSTRUCTIONS**

**GENERAL INFORMATION - SECTION 1**

Enter name, address and contact information for the entity.

**BALANCE SHEET - SECTION 2**

Independently created Balance Sheets are not accepted in lieu of a fully completed report.

Line 201: Enter the total of your firm's cash on hand including total book balances of all bank accounts that were not in an overdraft position. An overdraft should be reported on line 230.

Line 202: Enter dollar amount of overage from analysis of Custodial Account. A shortage should be reported on line 231.

Line 203: Enter the dollar value of any temporary cash investments (securities, CD's, etc.).

Include only those marketable securities which represent the investment of cash available for current operations and not otherwise pledged as security. Include cost or market value, whichever is lower.

Line 204: Enter the dollar amount of only those accounts receivable that are due in one year or less from others not related to the company.

Line 205: Enter the dollar amount of only those accounts receivable that are due in one year or less from others related to the company (such as owners, officers).

Line 206: Enter the sum of lines 204 and 205.

Line 207: Enter the total dollar value of allowance for doubtful accounts.

Line 208: Subtract line 207 from 206; enter the difference as Total Accounts Receivable.

Line 209: Enter notes receivable and portions of installment notes that are due in one year or less, including those past due that are deemed likely to be collected, from sources not related to the company.

Line 210: Enter notes receivable and portions of installment notes that are due in one year or less, including those past due that are deemed likely to be collected, from sources related to the company (such as owners, officers).

Line 211: Enter the sum of lines 209 and 210.

Line 212: Enter the dollar value of livestock inventory.

Line 213: Enter the dollar value of meat and meat food products inventory.

Line 214: Enter the dollar value of any other inventory.

Line 215: Enter the sum of lines 212 through 214.

Line 216: Enter the dollar value of advances made on livestock and meat at the close of the reporting period.

Line 217: Enter the dollar value of other current assets.

Line 218: Enter the sum of lines 201, 202, 203, 208, 211, 215, 216 and 217.

Line 219: Enter the dollar amount of investments of any kind in subsidiaries and affiliated companies.

Line 220: Enter the dollar value of stocks, bonds, other financial instruments and real estate investments outside of the company.

Line 221: Enter the sum of lines 219 and 220.

Line 222: Enter the dollar value of land owned by your firm.

Line 223: Enter the dollar value of the property, plant and equipment owned by your firm, net of accumulated depreciation and amortization.

Line 224: Enter the sum of lines 222 through 223.

Line 225: Enter the dollar value of notes and loans payable due after one year from sources not related to the company.

Line 226: Enter the dollar value of notes and loans payable due after one year from sources related to the company.

Line 227: Enter the dollar value of other assets.

Line 228: Enter the sum of lines 225 through 227.

Line 229: Enter the sum of lines 218, 221, 224, and 228.

Line 230: Enter the bank overdraft amount as the overdraft on the firm's books, not the overdraft shown on the bank statement.

Line 231: Enter dollar amount of shortage from Custodial Account analysis.

Line 232: Enter the total dollar amount you owe for livestock.

Line 233: Enter the total dollar amount you owe for meat products.

Line 234: Enter the total dollar amount due in one year or less to sources not related to the company.

Line 235: Enter dollar amount due in one year or less to subsidiaries and affiliated companies and other sources related to company, for example employees and owners.

Line 236: Enter the sum of lines 232 through 235.

Line 237: Enter dollar amount of notes and loans due in one year or less to others.

Line 238: Enter dollar amount of notes and loans due in one year or less to subsidiaries and affiliated companies and other sources related to company.

Line 239: Enter the sum of lines 237 and 238.

Line 240: Enter the total dollar value of any other current liabilities which have not already been included on lines 230 through 239.

Line 241: Enter the sum of lines 230, 231, 236, 239 and 240.

Line 242: Enter the total dollar value of notes, mortgages, bonds and installments that are payable after one year or more to sources not related to the company.

Line 243: Enter the total dollar value of notes, mortgages, bonds and installments that are payable after one year or more to sources related to the company.

Line 244: Enter the dollar value of any other long-term liabilities.

Line 245: Enter the sum of lines 242 through 244.

Line 246: Enter the sum of lines 241 and 245.  
Line 247: If unincorporated, enter the dollar value of Net Worth.  
Line 248: If incorporated, enter dollar value of capital stock and other contributed capital.  
Line 249: Enter the dollar value of retained earnings.  
Line 250: Add lines 248 and 249; enter as Incorporated Net Worth.  
Line 251: If unincorporated, enter total from line 247, if incorporated enter total from line 250.  
Line 252: Enter the sum of lines 246 and 251.

### **FINANCING INFORMATION – SECTION 3**

Independently created Financing Information is not accepted in lieu of a fully completed report.  
Line 301-302: Check appropriate box indicating whether or not your firm has contingent liabilities. If “Yes”, briefly explain the possible direct financial obligations which are unsettled as to the certainty of the liability and the amount.  
Line 303: Check appropriate box indicating whether or not your firm had Accounts Receivable and/or Inventories or any part thereof, pledged or assigned as collateral under a financing agreement.  
Line 304: If you checked “Yes” on line 303, enter name of financial institution that has security interests in your firm.  
Line 305-306: Enter mailing address of financial institution.  
Line 307: Enter a person to contact at the financial institution.  
Line 308: Enter a phone number for the person listed on line 306.  
Line 309: Check appropriate box indicating whether or not inventories are collateralized under the agreement.  
Line 310: Check appropriate box indicating whether or not accounts receivable are collateralized under the agreement.  
Line 311: Enter the dollar value of the borrowing limit under the agreement.  
Line 312: Enter the dollar value of borrowing payable as of the end of the reporting period.  
Line 313: Check appropriate box indicating whether or not any company owners, directors, officers or stockholders are named as a guarantor under the agreement.  
Line 314: Check appropriate box indicating whether or not the parent company is named as a guarantor under the agreement.  
Line 315: Enter dollar value of minimum cash balance required to be maintained on deposit.  
Line 316: Enter the dollar value of minimum working capital required to be maintained.  
Line 317: Enter any other restrictions or covenants under the financing or loan agreement.

### **CERTIFICATION-- SECTION 4**

An owner, partner, officer of a corporation or a managing member in control of the entity must sign the report.  
Line 401- 405: Enter the date the report was signed, the title or authority of the person signing the report, phone number and signature.