

## Summary of Transactions

Association: \_\_\_\_\_

Date: \_\_\_\_\_

Option: Feeder

Breeder

### Purchases:

Date	Name (Member)	Schedule #	# Animals Purchased	Loan Amount (\$)	Assurance Fund Paid (\$)	Assurance Fund Total (\$)

### Sales:

Date	Name (Member)	# Animals Sold	Amount Received (\$)	Loan Paid (\$)	Loan Remaining (\$)

## Summary of Transactions

### ***Purpose***

The *Summary of Transactions* form (F21) is used by associations who opt to hold more frequent board meetings, rather than have a board member sign each *Schedule A, BA Feeder Agreement* or *Schedule B, BB Breeder Agreement* (for details, refer to item 4 on page G-11). However, the Livestock Loan Guarantee Program strongly recommends the use of the *Summary of Transactions* form as an effective reference for any board meeting.

### ***Policies and Procedures***

- 1) The association should advise the provincial supervisor and the lender in writing if the association would prefer to hold more frequent board meetings, rather than requiring a board member's signature on all *Schedule A, BA Feeder Agreements* or *Schedule B, BB Breeder Agreements*.
- 2) The board of directors should review the *Summary of Transactions* form and compare the information to the *Local Supervisor's Monthly Report* and any settlement receipts (if settlement receipts are being used). The board of directors may want to review the corresponding *Schedule A, BA Feeder Agreements* or *Schedule B, BB Breeder Agreements* and/or invoices should questions arise.
- 3) Where the association chooses to use the *Summary of Transactions* form, a copy of the completed form should be attached to the board minutes that the secretary-treasurer sends to the provincial supervisor.

### ***Completion***

The sample form provided indicates the basic headings that should be included in the *Summary of Transactions* for board review. The association is encouraged to add any additional headings deemed necessary by the board of directors for their review.