

INSTRUCTIONS FOR P&SP 3003

ANNUAL REPORT OF MARKET AGENCY SELLING ON COMMISSION

As an individual, corporation, or association engaged in business as a market agency selling livestock on a commission basis, you must file an annual report with the U.S. Department of Agriculture's Packers and Stockyards Program (P&SP) on Form P&SP-3003, Annual Report of Market Agency Selling on Commission.

If you report on a calendar year basis, your form must be received by Packers and Stockyards Program (P&SP) by April 15 each year. If you file on a fiscal year basis, P&SP must receive your Annual Report form by 90 days after the close of your fiscal year. Requests for additional time to file this report must be received by P&SP no later than the applicable filing dates above. Failure to file this form may result in a fine of \$110 for each day the report is delinquent. **All information must be completed on this form in its entirety. Failure to do so will result in the form being returned as incomplete. If available, you may provide independently audited financial statements as an attachment to the fully completed annual report form.**

For questions about Form P&SP-3003, or additional copies of the form, please contact the P&SP 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. 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 P&SP
P.O. Box 110639
Aurora, CO 80042

All items with an asterisk (*) following them must be completed before submitting the form to PSP. If the items are not completed when the form is received, the form will be returned for completion by the reporting firm.

SECTION-BY-SECTION INSTRUCTIONS

FORM HEADER – BUSINESS ENTITY ID

Business Entity ID should be completed using information provided by P&SP. If the information is not already completed on the form, please contact your Regional P&SP office to obtain the number.

FORM HEADER – PREFERENCE FOR FILING

Select the method by which you prefer to receive your Annual Report; Electronic or Paper Copy. If you select Electronic, you will receive an email message from our system, reminding you that your annual report is due, with instructions to go to the E-Files website located at <https://formsadmin.sc.egov.usda.gov/>

GENERAL INFORMATION - SECTION 1

Enter name, address and contact information for the entity.

ORGANIZATIONAL STRUCTURE - SECTION 2

Provide information on the organization and ownership of the firm as well as businesses controlled by this firm.

SOC ACTIVITY (CLAUSE 1 BOND) - SECTION 3

Line No.	Instruction
301	Enter the total number of head for each category of livestock sold during the year on a commission basis by your market agency. Include livestock sold for individual officers, directors and separately registered partners (report livestock consigned by the market on line 302).
302	Enter the number of head of livestock consigned by you (the market agency) to the market..
303	For each category of livestock, enter the sum of lines 301 and 302 as the total number of head sold on commission.
304	For each category of livestock, enter the gross value of livestock sold on commission
305	Enter the number of days livestock sales were conducted by the market.

DEALER AND BOC OPERATIONS (CLAUSE 2 BOND) - SECTION 4

In Section 4, selling on commission firms that also operate as livestock dealers/order buyers should report only information about their own dealer/order buying business activity. If you provide a clearing service in addition to your dealing/order buying activities, then the business activity of those that you are providing the clearing service to should be reported in Section 5 below.

Line No.	Instruction
401	Enter the cost for each species of livestock and the total cost of livestock purchased on a dealer basis during the reporting period.
402	Enter the number of head for each species of livestock and the total number of head of livestock purchased on a dealer basis during the reporting period.
403	Enter the cost for each species of livestock and the total cost of livestock purchased as an order buyer during the reporting period. You must include all livestock that you bought on commission whether you or another entity paid for it.

Line No.	Instruction
404	Enter the number of head purchased for each species of livestock and the total number of head of livestock purchased as an order buyer during the reporting period. You must include all livestock that you bought on commission, whether you or another entity paid for it.
405	Enter cost of livestock purchased as a dealer per quarter.
406	Enter cost of livestock bought on commission per quarter.
407	Enter the Total Cost of Livestock Purchases (line 401e plus 403e)
408	Enter the number of days livestock was purchased, as a livestock dealer and/or order buyer, during the reporting year.

CLEAREE AND CLEAROR DESIGNATIONS – SECTION 5

Line No.	Instruction
501	Check appropriate box indicating if another business provides clearing services for you.
502	If you checked “Yes” on line 501, enter name of clearing agent. If you checked “No”, skip lines 402-512 and go directly to Section 6.
503	Check appropriate box indicating if you provide clearing services for others.
504-511	If you checked “Yes” on line 503, list the names of Clearees, and gross dollar value of livestock purchased by each clearee during the reporting period, regardless of who paid for it, on lines 504-511. Attach an additional sheet if necessary. If “No”, skip lines 504-512 and go directly to Section 6.
512	Enter the sum of lines 505, 507, 509 and 511.

ANALYSIS OF CUSTODIAL BANK ACCOUNT FOR SHIPPERS’ PROCEEDS - SECTION 6

Any and all bank accounts that are designated as custodial funds should say “Custodial Account for Shippers’ Proceeds.”

Line No.	Instruction
601-602	Enter the date and balance as per the bank statement.
603	Enter the dollar amount of deposits in transit. Deposits in transit are deposits that have been made or mailed by the analysis date but were credited to the custodial bank account after the analysis date.

Line No.	Instruction
604	Enter the balance as of the analysis date of certificates of deposits or savings accounts that are designated as custodial funds. These accounts and certificates of deposit must be at the same bank that holds the custodial checking account.
605	Enter the dollar amount of proceeds on hand. Proceeds on hand consist of cash and checks that have been received from the sale of livestock which have not yet been deposited into the custodial account.
606	Enter the dollar amount of proceeds receivable. "Proceeds Receivables" vary based on the livestock buyer. For most buyers when conducting the custodial analysis any uncollected funds during the time period including the analysis date and the 6 days before the analysis are proceeds receivables. For livestock purchases made by the market, its owner, officers, employers, and credit buyers the time period is limited to include only the analysis date and the previous business day.
607	Enter the sum of lines 602 through 606.
608	Enter the dollar amount of outstanding checks and drafts which have not yet cleared the custodial bank account.
609	Enter the dollar amount of proceeds that are due to consignors of livestock for which no checks were issued.
610	Enter the dollar amount of expense items incident to sales for which no checks were issued.
611	Enter the sum of lines 608 through 610.
612	If line 607 exceeds line 611, enter the difference on line 612 as Overage.
613	If line 611 exceeds line 607, enter the difference on line 613 as Shortage.

BALANCE SHEET - SECTION 7

This section must be completed on this form. Independently audited Balance Sheets are not accepted in lieu of a fully completed Annual Report. Include only the Assets, Liabilities and Net Worth of the reporting Entity. **If available, you may provide independently audited financial statements as an attachment to the fully completed annual report form.**

Line No.	Instruction
701	Enter the total of your firm's cash on hand, total book balances of all bank accounts that were not in an overdraft position.

Line No.	Instruction
702	Custodial Overage from line 612.
703	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
704	Enter the dollar amount of only those accounts receivable that are due in one year or less from sources not related to the company.
705	Enter the dollar amount of only those accounts receivable that are due in one year or less from sources related to the company, such as owners or officers
706	Enter the sum of lines 704 and 705.
707	Enter notes receivable and portions of installment notes that are due within one year, including those past due that are deemed likely to be collected.
708	Enter the dollar value of livestock inventory
709	Enter the dollar value of any other inventory.
710	Enter the sum of lines 708 and 709.
711	Enter the dollar value of other current assets.
712	Enter the sum of lines 701, 702, 703, 706, 707, 710 and 711.
713	Enter the dollar amount of your firm's investments.
714	Enter the dollar value of the property, plant and equipment owned by your firm, net of accumulated depreciation and amortization.
715	Enter the dollar value of all other long-term assets.
716	Enter the sum of lines 713 through 715.
717	Enter the sum of lines 712 and 716.
718	Enter the bank overdraft as shown on the firm's books, not on the bank statement
719	Custodial Shortage from line 613.
720	Enter the dollar amount you owe for livestock
721	Enter notes payable 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 No.	Instruction
722	Enter notes payable 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).
723	Enter the sum of lines 720 through 722.
724	Enter the total dollar value of notes, mortgages, bonds, and installments thereon which are payable in one year or less.
725	Enter the total dollar value of any other accounts payable which have not already been included on lines 720 through 724.
726	Enter the sum of lines 718, 719, 723, 724, and 725.
727	Enter the total dollar value of notes, mortgages, bonds and installments that are not payable within one year (past-due notes, etc. should be reported on line 724).
728	Enter the sum of lines 726 and 727.
729	Enter Total Net Worth (Equity – lines 717 minus line 728).
730	Enter the sum of lines 728 and 729 (This amount should equal line 717, Total Assets).

INCOME STATEMENT - SECTION 8

Line No.	Instruction
801	Selling Commissions of Market. Enter the amount of commission your market agency collected for selling livestock on a commission basis.
802	Gross Dealer Profit (+) or Loss (-). Enter gross profit on dealer transactions conducted by the market.
803	Buying Commission from line 406. Enter the amount of commissions your market agency collected for buying livestock on a commission basis
804	Other Income. Enter any other income earned during the reporting period.
805	Total Income. Enter the sum of lines 801 through 804.
806	Total Expenses. Enter total expenses for the reporting period.
807	Net Profit or Loss. Subtract line 806 from line 805; enter the difference as Net Profit (+) or Net Loss (-).

CERTIFICATION - SECTION 9

An owner, partner, officer or member in control of the entity must sign the report. Any owner, officer, partner, or officer signing the report must be listed on lines 201-205.

Line No.	Instruction
901-905	Lines 901-905: Enter the date the report was signed, the title or authority of the person signing the report, phone number and signature.