

# UNIFORM STATE REPORT

## INTRODUCTION

The purpose of the uniform state report is to provide a detailed summary of information for all operations conducted by entities licensed by the Iowa Division of Banking to make supervised loans.

This report requires information on all delayed deposit services business (533D) that transpired in your company(s) for the calendar year. If more than one company or corporation is involved, the instructions are explicit as to the proper reporting.

The reporting entity must follow all instructions precisely. If a company or affiliate operates more than one licensed office, the report must be filed on a composite basis, supported by a "Schedule G." When preparing the report, **do not underline or change captions. Report all amounts in even dollars.**

It is necessary that this report be reviewed promptly upon receipt and any questions be made known early so as to avoid late filing and penalties for doing so.

Iowa Code §537.2304 (2) states "on or before April 15 each year every licensee shall file with the licensing authority a composite annual report in the form prescribed by that authority relating to all supervised loans made by the licensee. The licensing authority shall consult with comparable officials in other states for the purpose of making the kinds of information required in annual reports uniform among the states. Information contained in annual reports shall be confidential and may be published only in composite form. **The licensing authority shall assess against a licensee who fails to file the prescribed report on or before April 15, a penalty of ten dollars for each day the report is overdue, up to a maximum of thirty days.** When an annual report is overdue for more than thirty days, the licensing authority may institute proceedings under section 537.2303 for revocation of the licenses held by the licensee."

The following schedule letters, captions, and line numbers correspond with those shown in the report.

Information may be entered into the shaded areas only.

## REPORTING ENTITY

- 2 and 4. The name and license number for delayed deposit services businesses as shown on the license. If more than one license is issued to one company, Line 4 should be answered “multiple.” Each license number then will be shown on “Schedule G.”
6. For a single license operation, enter the address as shown on the license. If more than one license is held, please enter the address of the home office.
10. thru 22. Self-explanatory.
- 24 thru 28. List all the other types of business operated at the location of the license. If no other business is operated at the licensed location, answer “none.”

## SCHEDULE A Statement of Income and Expense

The purpose of this schedule is to show all income derived or produced from Iowa delayed deposit services business conducted within the premises of the delayed deposit services business’s licensed location(s) in Iowa in the “Iowa Delayed Deposit Business” column. All other income should be shown in the “Other Activity” column.

For purposes of this schedule, the Iowa Delayed Deposit schedule shows all expenses incurred by the licensee for its Iowa delayed deposit services business. Other expenses must be reported in the “Other Activity” column.

34. *Charges Collected and/or Earned* – This account must include fee income derived from Iowa delayed deposit transactions. DO NOT INCLUDE PENALTIES TO BE SHOWN IN LINE 36. If the reporting entity’s books are kept on a cash basis, this item will show the actual charges collected. If the report entity’s books are kept on an accrual basis, this item will show the charges earned.
35. *Other Income* – This account must show all other revenue earned or collected from receivables or other sources.
36. *Late Charges* – Report on an actual basis the total charges for penalties when the check is not payable on the date agreed upon taken into income.
38. *Total Operating Income* – The sum of Lines 34 thru 36.
41. *Advertising* – This account must show the amount incurred by the reporting entity during the year for promoting or retaining the business of the reporting entity. Show only the amount for purchases of advertising supplies or outside services.
42. *Auditing* – This account must show the amount incurred by the reporting entity during the year for accounting, auditing services, and state exam.
43. *Bad Debts* – This account must reflect the reporting entity’s bad debt experience during the year.
44. *Charge-Off* – If the reporting entity is on a direct charge-off method of accounting for bad debts, this account must show the amount of bad debts actually written off during the year.
45. *Deduct: Recovery on Charge-Off* – This account must show the total of amounts (principal, interest, and other charges) received by the licensee during the year which were previously written off as a bad debt.

46. *Additions to Reserve for Bad Debts* – If the reporting entity maintains an accrual method of accounting for bad debts, this account must show the addition to the reserve account for the year.

NOTE: LINES 44 AND 46 ARE MUTUALLY EXCLUSIVE.

47. *Depreciation and Amortization* – This account must show amount expenses for fixed assets and other depreciable assets, such as debt expenses, organization expense, real and personal property, etc.
48. *Insurance and Fidelity Bonds* – This account must show the amount expended by the reporting entity during the year for all insurance and bonding of employees.
49. *Legal Fees and Disbursements* – This account must show the amount expended by the reporting entity during the year for legal fees and disbursements related to the activities of outside counsel. Do not include recording and notary fees.
50. *Postage, Printing, Stationery, and Supplies* – Self-explanatory.
51. *Rent, Janitorial Services, and Utilities* – This account must show the total amount paid by the reporting entity during the year for the rental of buildings, office equipment, etc., janitorial services, and utilities, including heat, light, water, sewer, etc. Expenses for janitorial services must be included here if they are not performed by an employee. If they are performed by an employee, include in Item 53.
52. *Salaries of Officers, Owners, and Partners* – This item must include all salaries, bonuses, pensions paid during the year.
53. *Salaries of All Other Employees* – This item must include all salaries, bonuses, wages, pensions paid during the year.
54. *Taxes – Other Than on Income* – This item must include all property taxes and any other taxes which are now shown separately.
55. *License Fees* – This account must show the amount incurred by the licensee during the year for license fees paid to city, county, state, and federal governments.
56. *Telephone and facsimile* – Self-explanatory.
57. *Travel, Auto Expense, and Allowance* – This account must show the amount incurred by the licensee during the year for travel and travel-related activities. The amount must include, but is not limited to, either direct payment or employee reimbursement of air, taxi, bus, train, auto rental and leasing fees, lodging and meals, travel insurance, use of employee vehicles and gasoline, registration and other fees, insurance and repairs associated with vehicles owned by the reporting entity.
58. *Supervision and Administration* – This account must show the total amount of the expenses of an affiliated company during the year directly assigned and/or allocated to the reporting entity when not allocated to other items.
59. *Other Expenses* – This account must list all other expenses incurred by the reporting entity not otherwise shown.
60. *Interest Paid on Borrowed Funds* – Represents total interest expense on all debt obligations during the year.
61. *Total expenses Before Income Taxes* – Total of Items 41 through 60.
62. *Income Before Income Taxes* – Line 38 less Line 61.

63. *Income Taxes* – The actual state and federal income taxes paid or accrued should be allocated. In instances where pretaxable income (line 62) for a particular line of business is a loss, a tax credit should be assigned.
66. *Total Expenses* – Sum of Lines 61, 64 and 65.
67. *Net Income* – Line 38 less Line 66.
68. *Net Income as a Percent of Average Receivables* – Line 66 divided by Line 175, Schedule F.

## **SCHEDULE B**

### **Balance Sheet**

The purpose of this schedule is to provide a balance sheet for the period covered by this report which conforms to the actual books of reporting entity or entities. If the reporting entity operates under more than one corporation, a composite balance sheet reflecting total assets and liabilities of all corporations should be filed.

73. and 74. *Cash on Hand in Banks* – This account must show the amount of cash on hand or on deposit by the reporting entity with a bank or other financial institution at the end of the year.
75. *Short Term Investments* – This account must show the amount of certificates of deposit, treasury bills, and other investments of a liquid nature.
76. *Loans Receivable* – Represents the gross amount of the reporting entity's loans at the statement date.
77. *Less Reserve for Bad Debt* – This account must show the amount which has been set aside by the reporting entity at the statement date for uncollectible loans.
78. *Total Liquid and Earning Asset* – Total of Lines 73 thru 77.
79. *Inter-Company Loans* – This account must show the balance owing on loans made to other companies or subsidiaries owned by the reporting entity.
80. *Investments in Affiliates* – This account must show the investment of capital in other companies or affiliates owned by the reporting entity.
81. *Other Investments* – This account must show other investments of the reporting entity, such as stocks, bonds, etc.
82. *Furniture, Fixtures, Equipment and Vehicles (Less Depreciation)* – Self-explanatory.
83. *Building and Land (Less Depreciation)* – Self-explanatory.
84. *Repossessed Property* – This account must show the net balance owing on all repossessed property on hand as of the reporting date, including real estate.
85. *Prepaid Expenses and Deferred Charges* – Self-explanatory.
86. *Other Assets* – Must show all other assets not shown in this schedule.
87. *Total Assets* – Total of Lines 78 through 86 and must agree with Line 105.
90. *Short Term Borrowings* – Self-explanatory.
91. *Long Term Borrowings* – Self-explanatory.
92. *Reserves* – Self-explanatory.
93. *Dividends Payable* – This account must show dividends accrued on capital stock of the reporting entity corporation during the reporting year.
94. *Other Liabilities* – This account must show all other liabilities not shown in Lines 90 through 93.

- 95. *Total Liabilities* – This account must show totals of Lines 90 through 94.
- 97. *Net Worth* – This account must show net worth of unincorporated business.
- 98. *Capital Stock* – Must show issued capital stock less treasury stock, if any.
- 102. *Paid-in Surplus* – This account must show the paid-in surplus or additional paid-in capital of the corporation.
- 103. *Retained Earnings* – This account must show the accumulative retained earnings or undivided profits.
- 104. *Total Shareholders Equity* – Sum of Lines 97 through 103.
- 105. *Total Liabilities and Net Worth or Equity* – This account is the total of Lines 95 and 104.

#### **DETAIL OF LOANS**

- 110. *Gross Loans* – This is the outstanding balance of Iowa loans, including fees (face amount of the check.)
- 111. *Less Unearned:* Delayed deposit companies do not have unearned fees, as the fee is earned at the inception of the agreement.
- 113. *Less Reserve for Bad Debt*

### **COMPLETE SCHEDULES C, D, E, F AND G FOR IOWA LOCATIONS ONLY.**

#### **SCHEDULE C**

#### **Analysis of Supervised Loan Activity**

NOTE: ALL AMOUNTS ARE TO BE REPORTED NET.

- 119. *Loans Outstanding at Beginning of Year* – Same as loan outstanding as of December 31 of the preceding year.
- 120. *Loans Made During Year* – This item must show the total number and amount for loans.
- 121. *Loan Balances Purchased During Year* – All loans purchased by either inter-company transfer or bulk purchase.
- 122. *Total* – Sum of Lines 119 through 121.
- 123. *Loan Balances Charged Off During Year* – This account must agree with Line 44, Schedule A, for companies using a direct charge-off method.
- 124. *Loan Balances Sold During Year* – This is amount sold by either inter-company transfer or bulk sale.
- 125. *Loans Outstanding at End of Year* – Must agree with Line 76, Schedule B, Loans Receivable.
- 126. *Total* – Sum of Lines 123 through 125.
- 127. *Collections of Loan Amounts During the Year* – Line 122 less Line 126.

#### **SCHEDULE D**

#### **Delinquency Summary**

- 131. *Past Due Accounts* – Accounts which are contractually past due.
- 136. Computed by dividing Line 135 by Line 76.

**SCHEDULE E**  
**Legal Action**

140. This schedule is designed to show cases in which legal remedies are used for collection of delayed deposit transactions. The headings are self-explanatory.

**SCHEDULE F**  
**Determination of Allocation Percentages**

145. *Number of Accounts Outstanding at End of Month* – Self-explanatory.
159. *Dollar Amount of Receivables at End of Month* – Self-explanatory.
173. *Average Number of Accounts Outstanding Per Month* – Computed by accumulating the end of month balances as reported in Lines 146 thru 157, and dividing by 12. In instances where a reporting entity has not been in operation for a full 12 months, the result shall be divided by actual number of months in operation.
175. *Average Amount of Receivables Outstanding Per Month* – Compute using the same procedure as described for Line 173 by using Lines 160-171.

**SCHEDULE G**

The instructions for completing this schedule are the same as those for the corresponding schedules of the composite report. Totals to agree with Line 76.