

### RLF INCOME AND EXPENSE STATEMENT

For The (Most Recent) 12 Month

Period Ended: \_\_\_\_\_

	Most Recent Period	Prior Period
1. RLF INCOME	\$	\$
2. EXPENSES CHARGED TO RLF INCOME		
a. Employee Salaries	\$	\$
b. Employee Fringe Benefits	\$	\$
c. RLF-related Travel	\$	\$
d. Loan Processing/Closing Costs	\$	\$
e. Professional Services	\$	\$
f. Marketing	\$	\$
g. RLF Staff Training	\$	\$
h. Equipment - Rental	\$	\$
- Acquisition	\$	\$
I. Space (rent)	\$	\$
j. Audit	\$	\$
k. Indirect Costs	\$	\$
l. Other (Specify)	\$	\$
3. <b>TOTAL EXPENSES</b> (sum 2.a thru 2.l)	\$	\$
4. <b>NET RLF INCOME</b> (1 minus 3)	\$	\$
5. <b>Cumulative NET RLF INCOME</b>	\$	\$
6. EXPENSES as % of RLF INCOME (3/1)	%	%
7. For the current 12 month period, provide an estimate of projected RLF Income and the percentage expected to be used for RLF administrative expenses. Projected RLF Income: \$ _____ % for Administration: _____ %		
8. On a separate page, list all personnel positions which were funded partially or in full with RLF Income for the most recent period only; list the aggregate dollar amount for salaries and fringe benefits for each listed position, and the amount and percent which were funded by RLF Income.		

CERTIFICATION OF AUTHORIZED REPRESENTATIVE (designated RLF Administrator or Chief Financial Officer): I certify that the above information and any attachments thereto are complete and accurate to the best of my knowledge.

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

Name and Position: \_\_\_\_\_

*Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number. The OMB Approval Number for this collection is 0610-0095.*

*The information is required to ensure proper monitoring and compliance with program and administrative requirements pursuant to the Public Works and Economic Development Act of 1965, as amended (Public Law 89-136, 42 U.S.C. § 3121, et seq.), and as further amended by the Economic Development Administration Reform Act of 1998 (Public Law 105-393). No confidentiality for the information submitted is promised or provided except that which is exempt under 5 U.S.C. 552(b)(4) as confidential business information.*

*The public reporting burden for this collection is estimated to average 12 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Economic Development Administration, Herbert C. Hoover Building, Washington, DC, 20230, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503*

## INSTRUCTIONS FOR RLF INCOME AND EXPENSE STATEMENT

The RLF INCOME AND EXPENSE STATEMENT is to be used by recipients of revolving loan fund (RLF) grants provided by the Economic Development Administration (EDA), U.S. Department of Commerce. The Statement is to be completed for each year in which a grantee uses income generated from RLF activities to pay for RLF administrative expenses. It should be completed within 90 days of a grant recipient's fiscal year end or September 30. The period will be selected by the grant recipient; once selected, it may not be changed without the prior approval of EDA. Requirements for submitting the RLF Income and Expense Statement are provided at 13 CFR §308.14 (c). Expenses charged to RLF income sources must be eligible under the terms of the grant and must comply with applicable OMB cost principles. For grantees completing the Statement for the first time, or which did not charge any expenses against RLF income sources in a prior period, complete only the second column marked "Most Recent Period" and answer questions 7. And 8.

Except for the items explained below, all items on the Statement are self-explanatory or are adequately addressed in the applicable OMB Cost Principles.

Item	Entry
1	"RLF INCOME" includes all interest earned on outstanding loan principal, interest earned on accounts holding idle RLF funds, and loan fees and other loan-related earnings.
2d	Enter the amount of grantee out-of-pocket costs which were necessary to process and close RLF loans. These costs may include such costs for credit reports, title insurance, Uniform Commercial Code searches, filing fees, appraisals, etc., which are recorded in the grantee's accounting records. Any costs <i>not</i> recorded in the grantee's accounting records, e.g., those paid directly by a borrower to a third party, or those that were netted against loan fees (thereby reducing reported income), need not be reported here.
2g	Enter the costs charged to RLF Income for RLF-related training for employees involved in RLF operations. These costs may include training materials, textbooks, tuition and registration fees. Any training-related travel costs should be reported in Item 2c.
5	"Cumulative NET RLF INCOME" includes all RLF Income earned during the life of the RLF that was not used for RLF administrative expenses. The amount reported should be inclusive of the NET RLF INCOME reported in Item 4. (The Cumulative NET RLF INCOME for the most recent period should equal the sum of the amounts in Item 5 for the prior period and in Item 4 for the most recent period.