Administrative Committee for Pistachios 4938 East Yale Avenue, Suite 102 Fresno, CA 93727 Tel (559) 255-6480; Fax (559) 255-6485

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## INSTRUCTIONS All Reports are due by the 10th of each month.

#### **Definitions:**

Open Inshell: Naturally open product with unstained or lightly stained shells. Report on inshell weight basis.

Artificially Opened: Closed shell product that has been split by mechanical or other means. Report on inshell weight basis.

Closed Shell: Product that is closed and does not meet specifications of open inshell. Report on inshell weight basis.

Shelling Stock: Dark stain, stick-tights, shell damage, etc. Report on inshell weight basis.

Loose Kernels: Any kernels that are not in the shell. Report on kernel weight basis.

**Non-Handler Purchases:** Purchases of product from an entity other than a processor, such as a broker, re-bagger, etc. **First Handler:** Processor who initially receives deliveries from a producer /grower and is responsible for paying the assessment.

### **Instructions (by line number):**

Beginning Inventory – bring forward the ending inventory figure from the prior month's report.

Grower Deliveries This Month (New Crop) – report new crop received from grower deliveries during the month covered by this report. Include product that will be custom processed. Do not report total new crop to date.

3 **Current Month's Shipments - Domestic** – report all domestic shipments this month. Product that is custom processed should not be reported as a shipment until it leaves your plant.

Do not include: Inter-Handler Sales or Purchases or Non-Handler Purchases.

- 4 **Current Month's Shipments Export** report all export shipments. Attach Export Shipments by Country of Destination (second page of this form). Do not include product exported for splitting that will be returned to your inventory. (See example under Inventory Adjustments).
- Current Month's Inter-Handler Transfers report by handler any sale, purchase or transfer of product from another handler. This figure must agree with the respective handler's report and will be verified by Commission staff. Both handlers must report the same category of product. For example: Handler #1 reports a sale to Handler #2 of 10,000 lbs. of inshell and 20,000 lbs. of shelling stock. Handler #2 must report a purchase of 10,000 lbs. of inshell and 20,000 lbs. of shelling stock. Do not include any non-handler purchases or product that will be transferred for custom processing and returned to your inventory.
- Non-Handler Purchases of Product Report outside purchases of <u>product only</u> from someone other than a handler. For example, a purchase made from a re-bagger or broker should be reported here.
- 7 **Inventory Adjustments** Report adjustments to inventory due to splitting, shelling, shrinking, loss of product, etc. )
  Please give a brief explanation of any adjustment made. Do not report pounds lost due to further processing of shelling stock or closed shell product. Below are examples of calculations for some of the inventory adjustments. The reported adjustment should be the sum of all adjustments (splitting, shelling, shrink, etc.).

**Example #1 (Splitting Adjustment):** Handler A decides to split 10,000 lbs. of closed shell. This results in 7,500 lbs. of artificially opened product and 300 lbs of loose kernels. He should report a reduction of closed shell inventory of 10,000 lbs. and an addition to inshell of 7,500 lbs. and loose kernels of 300 lbs. The 2,200 lbs. that is lost will not be reported.

**Example #2 (Shelling Adjustment):** Handler B decides to shell 10,000 lbs. of shelling stock. This results in 4,100 lbs. of loose kernels. He should report a reduction of shelling stock inventory of 10,000 lbs. and an addition to loose kernel inventory of 4,100 lbs. The 5,900 lbs. that is lost will not be reported.

**Example #3:** In October, Handler C exports 10,000 lbs. of closed shell to China for splitting. He will not report the reduction in closed shell inventory until the product returns to his plant. In December the product is returned to Handler C. He receives 7,500 lbs. of artificially opened product and 300 lbs. of loose kernels. On his December report, Handler C deducts the original 10,000 lbs. from his closed shell inventory and adds 7,500 lbs. to his artificially opened inventory and 300 lbs. to his loose kernel inventory. The 2,200 lbs. that is lost will not be reported.

#### **Artificially Opened Export Adjustments**

Product that is exported for splitting should not be reported until it is <u>received</u> back into your inventory. At that time report a reduction in closed shell inventory by the original amount exported and an addition to your artificially opened and loose kernel inventories.

8 **Ending Inventory** – report ending inventory by calculating additions and subtractions to beginning inventory as detailed in this report.

#### Export Shipments

Complete the attached Export Shipment by Country of Destination report. **All export shipments must be exported by country, not region.** If a shipment is made to a country not listed, report in the **other** category for the appropriate region,

Processor:	Prepared by:	

Argentina Belgium Belgium Belgium Belgium Belgium Bugaria Canada Canada Canada Chila Chira Colombia Costa Rica Cyprus Cyprus Cyech Republic Denmark Beudor Egypt Prance Germany Greece Guatemala Hong Kong India Indanesia Indanes	AREA/COUNTRY	OPEN INSHELL	ARTIFICIALLY OPENED	CLOSED SHELL	SHELLING STOCK	KERNELS
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Belgium   Bulgaria   Canada   Chile   China   Costa Nica   Chile   China   Costa Nica   Combia   Costa Nica	Australia					
Bulgaria	Belgium					
Canada   Chile   China   Chi	Brazil					
Canada   Chile   China   Chi	Bulgaria					
China   Colombia   Costa Rica   Costa Rica   Costa Rica   Costa Rica   Costa Rica   Costa Republic   Costa Republic Re	Canada					
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Korea   Latvia   Lebanon   Lithuania   Luxembourg   Lithuania   Lithua						
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OMB No. 0581-0215

Other (Specify)			
TOTALS			

# ADMINISTRATIVE COMMITTEE FOR PISTACHIOS MONTHLY REPORT OF INVENTORY/SHIPMENTS FOR THE MONTH OF:

t must be submitted to the ACD by the 10th of each month regarding the provious month's inventory/chipments

1	must be submitted to the	ACP by the 10 <sup>th</sup> of each month r	egarding the previous month's	inventory/shipments.		
PLEASE READ INSTRUCTIONS THOROUGHLY BEFORE COMPLETING THIS FORM	OPEN INSHELL	ARTIFICIALLY OPENED	CLOSED SHELL	SHELLING STOCK	LOOSE KERNELS	
(1) Beginning Inventory						
(2) Grower Deliveries This Month (New Crop)		N/A			N/A	
(3) Current Month's Shipments - Domestic						
(4) Current Month's Shipments - Export						
(5) Current Month's Inter-Handler Transfers						
Transfer from:						
Transfer to:						
(6) Non-Handler Purchases of Product						
(7) Inventory Adjustments (Please Explain)						
(8) Ending Inventory						
The undersigned on behalf of the reporting prohandler transfers during the reporting month. <b>Processor:</b>				a complete and accurate record	of all shipment and inter-	
By:			Phone: ( )	Phone: ( )		
The state of the s						
Title:						

Administrative Committee for Pistachios; 4938 E. Yale Ave., Suite 102; Fresno, CA 93727

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