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**YEAR-END INVENTORY, PRICE PAID AND ANNUAL HANDLER REPORT****APC Form F7 - Instructions**

This report is submitted pursuant to 7 CFR 986.77 and 986.78 and is subject to audit verification by the American Pecan Council (7 CFR 986.79). The completed form and assessments due must be delivered to the American Pecan Council no later than September 10, 20 .

Please note: If completing electronically, you need only to insert data in the blank WHITE cells. Once the information is entered, the column totals will be calculated automatically. If completing the form by hand, please calculate the totals on the form. The following are instructions for completing APC Form 7 - Year-End Inventory Report:

**Date Completed:** Enter the date the form is being completed.

**Crop Year:** Enter the Crop Year being reported upon.

**Pecans in Inventory and Handled Throughout the Year:**

1. In the top section of the form, enter the total weight of inshell remaining in inventory, broken down by type (i.e. Improved, Natives and Substandard), as well as how much of the inventory is committed/contracted, but not shipped, for both export and domestic commitments. The "Total Pounds" figure includes all inshell in inventory REGARDLESS OF COUNTRY OF ORIGIN.
2. Enter the Average Price Paid for all inventory obtained during the crop year, by type, REGARDLESS OF COUNTRY OF ORIGIN.
3. In the second section of the form, enter the total amount of Shelled Meats remaining in inventory, as well as what is committed/contracted, but not shipped, for both export and domestic commitments. Enter the "Shell-Out/Yield per pound" based on the average yield for all inshell processed, REGARDLESS OF COUNTRY OF ORIGIN, whether Improved, Native or Substandard.
4. Enter the breakdown of the Shelled Meats remaining in inventory by halves, pieces and work in process (WIP). The total of the three must equal the total Shelled Meat figure. Enter how much of the Shelled Meats inventory has been contracted/committed, but not shipped, for both export and domestic commitments
5. In the bottom section of the form, enter the total amount of US Inshell handled throughout the year broken down by type (i.e. Improved, Native and Substandard). This is the inshell that the handler paid the assessment or is still obligated to remit. IN THIS SECTION, REPORT ONLY U.S. INSHELL HANDLED.

**UPON COMPLETION:** Read the Certification statement at the bottom of the form and write in/type the Handler/Company name. Then sign and date the form in the spaces provided and fax or email it to the American Pecan Council.

**§986.81 Confidential information. All reports and records submitted by handlers to the Council staff, which include data or information constituting a trade secret or disclosing the trade position, or financial condition or business operations of the handler, shall be kept in the custody of one or more employees of the Council and shall be disclosed to no person except the Secretary of Agriculture.**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB 0581-0291. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing the instructions, searching existing data sources, gathering and maintaining the data needed, and completing and review the collection of information.

**YEAR END INVENTORY, PRICE PAID AND ANNUAL HANDLER REPORT - FORM 7**

Date completed: \_\_\_\_\_ Crop Year: \_\_\_\_\_ Handler Number: \_\_\_\_\_ (office use)

INSHELL IN INVENTORY ON AUGUST 31					
Type of Inshell	**Crop Year - Average Price Paid (Per Pound)	Inshell in Inventory on August 31st	Committed, not shipped - Export	Committed, not shipped - Domestic	Uncommitted
Improved					0.00
Natives/Seedlings					0.00
Substandard					0.00
<b>Total Inshell</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

\*\*NOTE: "Average Price Paid (Per Pound)" is the average price paid for all inshell pecans purchased during the crop year whether for export, gift pack, retail and/or shelling, INCLUDING PECANS FROM OUTSIDE THE 15-STATE PRODUCTION AREA.

SHELLED MEATS IN INVENTORY ON AUGUST 31					
Type of Shelled	Total Pounds	Shell-Out/Yield per	Committed, not shipped - Export	Committed, not shipped - Domestic	Uncommitted
<b>Total Shelled Meats</b>					0.00
<b>Breakdown of Total Meats/Work in Process</b>	Halves				0.00
	Pieces				0.00
	WIP				0.00
<b>Math Check (Must = 0)</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

TOTAL INVENTORY (INSHELL BASIS) ON AUGUST 31					
Type	Total Pounds		Committed, not shipped - Export	Committed, not shipped - Domestic	Uncommitted
<b>Total Shelled Meats</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

\* NOTE: Shelled Meats are converted to inshell using a yield of 50% (multiplying the shelled meats by 2). The form automatically makes this calculation.

U.S. PECANS HANDLED THROUGHOUT THE YEAR					
Pecans	Total Pounds	Assessed Rate	Total Assessment Owed For Crop Year	Assesment Paid to Date	Amount Still Owed
Improved		\$0.03	\$0.00		\$0.00
Natives/Seedlings		\$0.02	\$0.00		\$0.00
Substandard		\$0.02	\$0.00		\$0.00
<b>TOTALS</b>	<b>0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Handler/Company Name and Address \_\_\_\_\_

(including Street, City, State and Zip Code) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Certification Statement: The making of any false statements or representations in any matter within the jurisdiction of any agency of the United States, knowing it to be false, is a violation of title 18, section 1001, of the United States Code, which provides for a penalty of a fine for individuals and for organizations or imprisonment, or both.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.