

INSTRUCTIONS FOR THE COMPLETION OF SMC 7 FORM - MONTHLY REPORT OF RECEIPTS AND UTILIZATION

NOTE: REPORT IS DUE TO THE OFFICES OF SMC BY THE 7TH OF EACH MONTH.

Licensee: Enter the name of the processing plant for which the report is prepared.

Address: Enter the location of the processing plant.

Report Month/Year: Enter the month and year for which the report is being prepared.

License No: Enter the license number assigned to the processing plant when the processor was licensed by SMC.

Schedule 1 - Producer Milk (lines 1 - 5):

Lines 1 - 4: Record the name of the different cooperatives licensed by Virginia who put milk into the processing plant. List each cooperative separately, recording any base pounds assigned to the cooperative as well as the total deliveries, butterfat test and fat pounds for the cooperative.

Line 5: Total lines 1 - 4 and enter the amounts here.

Schedule 2 - Receipts from Other Processing Distributors Licensed by SMC (lines 6 - 9):

Line 6: Enter the total product pounds, average butterfat test and fat pounds of Class I products received from other licensed process distributors. This information comes off of line 10 of form SMC-7-2A.

Line 7: Enter the total product pounds, average butterfat test and fat pounds of Class I-A products received from other licensed process distributors. This information comes off of line 17 of form SMC-7-2A.

Line 8: Enter the total product pounds, average butterfat test and fat pounds of Class II products received from other licensed process distributors. This information comes off of line 24 of form SMC-7-2A.

Line 9: Enter to total of all transfers received from other licensed processor distributors (total of lines 6 - 8).

Schedule 3 - Receipts-Other Sources and Processing Distributors not Licensed by SMC (lines 10 - 16):

Lines 10 -15: List receipts from other processors, producer-distributors or cooperatives not licensed by SMC. Enter also any receipts of reconstituted products.

Line 16: Enter the total of lines 10 - 15.

Schedule 4 - Inventory:

Line 17: Enter the beginning inventory for the report month. This should be the same amount as the total ending inventory for the previous report month.

Total To Account For:

Line 18: Enter the total of lines 5, 9, 16 and 17.

The individual preparing the report and the individual approving the report must sign and date the form SMC-7.

Utilization - Schedule 5-Transfers to Other Processing Distributors Licensed by SMC:

Line 19: Enter the total product pounds, average butterfat test and fat pounds for all Class I products sold to other licensed processing distributors. This information comes from line 10 on form SMC-7-5A.

Line 20: Enter the total product pounds, average butterfat test and fat pounds for all Class I-A products sold to other licensed processing distributors. This information comes from line 17 on form SMC-7-5A.

Line 21: Enter the total product pounds, average butterfat test and fat pounds for all Class II products sold to other licensed processing distributors. This information comes from line 24 on form SMC-7-5A.

Schedule 6 - Class I Sales and Transfers:

Line 22: Enter the total pounds of Class I products sold in SMC's eastern controlled markets. This information comes from the SMC-7A form for the Eastern Market.

Line 23: Enter the total pounds of Class I products sold in SMC's western controlled markets. This information comes from the SMC-7A form for the Western Market.

Line 24: Enter the total pounds of Class I products sold in SMC's southwestern controlled markets. This information comes from the SMC-7A form for the Southwestern Market.

Line 25: Total lines 22 - 24 and enter the amounts here.

Line 26: Enter the total pounds of Class I transfers listed on line 19.

Line 27: Total lines 25 and 26 for the total Class I sales and transfers.

Schedule 7 - Class I-A Sales and Transfers:

Line 28: Enter the total sales of Class I-A products sold in markets outside control of the SMC.

Line 29: Enter the total pounds of Class I-A transfers listed on line 20.

Line 30: Total lines 28 and 29 for the total Class I-A sales and transfers.

Schedule 8 - Class II Usage:

Line 31: Enter the total product pounds, butterfat test and fat pounds of milk and cream used in the production of cottage cheese.

Line 32: Enter the total product pounds, butterfat test and fat pounds of milk and cream used in the production of dips and sour cream.

Line 33: Enter the total product pounds, butterfat test and fat pounds of milk and cream used in the production of eggnog. This is any eggnog not sold as Class I or Class I-A. These sales must be reported in the appropriate market. (Note: All eggnog sales are now Class I as of January 1, 2000. Sales in Virginia controlled markets must be reported as Class I in the appropriate market. Sales in non-Virginia controlled markets must be reported as Class IA. DO NOT ENTER EGGNOG PRODUCTION ON LINE 33.)

Line 34: Enter the total product pounds, butterfat test and fat pounds of milk and cream used in the production of ice cream and ice cream mixes.

Line 35: Enter the total product pounds, butterfat test and fat pounds of milk and cream used in the production of yogurt.

Line 36: Enter the total of milk dumped either through plant loss or route returns or milk sold as animal feed.

Line 37: Enter the total pounds of powder used in the fortification of Class I products.

Line 38: Enter the total pounds of powder used in Class II products.

Line 39: Enter the total pounds of packaged cream products sold.

Line 40: Enter the total pounds of milk sold for use in cooking and baking.

Line 41: Enter the sale Class II products sold to plants not licensed by SMC.

Line 42: Use this line to record any utilization not covered by any of the above. Be sure to specify for what the product was used.

Line 43: Enter the total of Class II transfers entered on line 21.

Line 44: Enter the ending inventory of packaged fluid milk products.

Line 45: Enter the ending inventory of bulk tanks.

Line 46: Enter the ending inventory of cream.

Line 47: Add lines 31 through 46 and enter the totals here.

Total Accounted For:

Line 48: Enter the total of lines 27, 30 and 47.