

Completing the return

PA 054 – Report on Board and Staff Related Loans

The following table explain how the Report on Board and Staff Related Loans form may be completed.

Explanation
Name of Borrower (Column 1)
Report the name of the person the CFI has granted a loan to.
Name and Relationship (Column 2)
<i>If the borrower is not an employee or board member</i> , report the name of the employee or board member the borrower is related to in the CFI, and the relationship the borrower has with the employee or board member.
Position in CFI (Column 3)
Report the position of the employee or board member in the CFI.
Date Issued (Column 4)
Report the date the loan was granted to the borrower.
Term of Loan (Months) (Column 5)
Report the months the loan was granted for, on the date of issue.
Amount Disbursed (Column 6)
Report the amount that was granted to the borrower, on the date of issue.
Current Balance (Column 7)
Report the amount still owing by the borrower, as at the date of the submission of the report.
Arrears (Column 8)
Report the amount the borrower is in arrears by, as at the date of the preparation of the report.