

# Call Report Preparation

A Two-Part Webinar Series

## Operational Schedules - SW2-1144

**Part 1 - June 18, 2008**

**1:30 - 3:30 pm CT**

Live webinar/materials  \$255 member  \$505 nonmember  
CD/materials  \$275 member  \$545 nonmember

## Lending Schedules - SW2-1132

**Part 2 - June 25, 2008**

**1:30 - 3:30 pm CT**

Live webinar/materials  \$255 member  \$505 nonmember  
CD/materials  \$275 member  \$545 nonmember

**Special Discount** - save \$25 (TBA Members Only). Sign up for both sessions now for \$485. Indicate your preferences for webinar or CD above.

We cannot guarantee timely and accurate registration for incomplete and/or illegible registration forms received. Please be sure to complete the form and type or write carefully.

Registrant Name

Bank

Mailing Address

City

State

Zip

Phone

Fax

E-mail

### Bankers Ed Books ALL Registrations – 888-262-7701

Preferred Payment Method: Online or E-check

Payment MUST accompany registration. Invoices not provided.

### Four Ways to Register:

**ONLINE:** Visit [TNBankers.org](http://TNBankers.org) (Professional Development Calendar) or [bankersed.com/TNBANKERS/catalog.asp](http://bankersed.com/TNBANKERS/catalog.asp)

**FAX:** Fax completed form with credit card info to 512-891-9640

**PHONE:** Call 888-262-7701 with credit card information

**MAIL:** Mail completed form with check 10 days prior to event to Bankers Ed, 5700 S Mopac, #C310, Austin, TX 78749

**LATE REGISTRATION:** Late registrations are accepted until the program starts. To ensure timely delivery of materials, etc, please register online when registering within 2 days of the event (credit cards and E-checks, accepted). For assistance with online registration, contact 888-262-7701.

### Method of Payment (check one):

Check made payable to Bankers Ed

DiscoverCard  MasterCard  VISA  AMEX

Card Number

Security Code

Signature

Exp Date

# What Is a Webinar?

A webinar is an enhanced telephone seminar. The audio portion of the program is still delivered by speaker phone; however, you now have the option of viewing a corresponding visual presentation using your PC or a PC connected to an AV projector for multiple participants. No special hardware is needed. You may still participate without the added web component.

The program includes 90 minutes of instruction and 30 minutes live Q&A. Each registration provides one connection to the live webinar, written materials, and 30-days' access to the online seminar (recorded copy of the event). You may have unlimited listeners on your connection by speaker phone and PC. You will receive a PIN, written materials, and instructions prior to the seminar. **E-mail confirmations may be intercepted by your E-mail security system as spam. If you do not receive a confirmation within 2 days of the event, please contact 888-262-7701.** You may also purchase the CD and materials.

**New:** Free 30-day Online Seminar — All presentations are archived within 5 working days of the broadcast. Webinar participants will receive a URL providing unlimited access to the presentation for 30 days. This enables you to participate in the live webinar, train additional staff, and review the material as needed.

**Transmission, retransmission, or republishing of the audio portion of the seminar is prohibited. Your registration entitles you to 1 connection at 1 location with permission to make copies of materials for all participants.**

**Bankers Ed books all registrations. Call 888-262-7701 with questions. Contact the TBA only for general information about Webinars.**



# Call Report Preparation

## A Two-Part Series

*Often, new or inexperienced call report preparers are overwhelmed by the scope of the material presented in a full-day seminar. These two webinars offer an opportunity to focus on specific areas of the report.*

### Part 1 – June 18, 2008 Operational Schedules

### Part 2 – June 25, 2008 Lending Schedules

## WEBINAR

1:30 - 3:30 pm CT

# Call Report Preparation

## A Two-Part Webinar Series

Often, new or inexperienced call report preparers are overwhelmed by the scope of the material presented in a full-day call report seminar. These two webinars offer an opportunity to focus on specific areas of the report.

A general summary covering purpose, reporting dates and frequency, differences in reporting asset size or concentration, instructions, signatures, submission procedures, amendments, consolidation, and accounting principles will be provided as a supplement but will not be covered during the sessions.

## Instructor

**Judith Jenkins** has provided call report training for national and state banking associations in 37 states. Since 1992, she has taught and been a resource for thousands of bankers. She understands the problems that bankers have in preparing the call report, because she also prepares and reviews call reports.

Jenkins was the controller of a \$300 million Houston bank and subsequently formed her own consulting firm, providing internal accounting services to independent banks. Her broad banking background is of unique value in communicating with bankers in their language.

## Part 1

### Operational Schedules

June 17, 2008, 1:30-3:30 pm CT

This session allows the bank to begin call report training with the less complex operational schedules that are prepared using information from the bank's general ledger. The following schedules will be discussed:

- RC: Balance Sheet
- RC-A: Cash and Due from Banks
- RC-E: Deposits
- RC-F: Other Assets
- RC-G: Other Liabilities
- RC-K: Quarterly Averages
- RI: Income Statement

## Audience

Call report preparers and reviewers, both experienced and inexperienced, will find this training valuable. The operational session will provide an excellent way to begin call report training for a new preparer or back-up. The lending session offers a much-needed opportunity to train the entire loan accounting staff. This webinar provides training and allows questions without time away from the bank.

## Continuing Education

**Applied:** 2.5 hours CRCM/CLBB credit with the Institute of Certified Bankers.

**Approved:** 2 hours credit per session with the Texas State Board of Public Accountancy.

## Part 2

### Lending Schedules

June 25, 2008, 1:30-3:30 pm CT

This session covers call report loan classification which determines reporting on RC-C, RC-K, RC-N, RI-B, and RI. It also includes reporting of insider extensions of credit, off balance sheet items, 1-4 family mortgage lending, and loan risk weights. The following schedules will be discussed:

- RC-C: Loans & Leases: Loan Classification Priority, 1-4 Construction, Owner-Occupied Nonfarm Nonresidential
- RC-K: Quarterly Averages
- RC-L: Letters of Credit, Commitments, OD Programs, Derivatives
- RC-M: Insider Extensions of Credit
- RC-N: Past Due & Nonaccrual
- RC-P: Mortgage Banking
- RI: Loan Interest & Fees
- RI-B I: Charge Offs & Recoveries
- RI-B II: Loan Loss Reserve
- RC-R: Loan Risk Weights