



**Statement of Loans Made**

**Form 31-K**  
R.C. 3517.10

<b>Full Name of Committee</b>				
To Whom Made			Prior Amount	Amount Loaned this Period
Street Address				Outstanding Balance
City	State	Zip Code	<b>Payments Received This Period</b>	
	Date Loan Was Originally Made (MM/DD/YYYY)		Date of Payment (MM/DD/YYYY)	Amount
			Date of Payment (MM/DD/YYYY)	Amount
			Date of Payment (MM/DD/YYYY)	Amount
To Whom Made			Prior Amount	Amount Loaned this Period
Street Address				Outstanding Balance
City	State	Zip Code	<b>Payments Received This Period</b>	
	Date Loan Was Originally Made (MM/DD/YYYY)		Date of Payment (MM/DD/YYYY)	Amount
			Date of Payment (MM/DD/YYYY)	Amount
			Date of Payment (MM/DD/YYYY)	Amount

If a loan is forgiven, write "Forgiven" in the "Outstanding Balance" space. Transfer total of all loans made this period to the Statement of Expenditures (Form No. 31-B). Transfer total of all payments received in this period to the Statement of Other Income (Form No. 31-A-2). Transfer Total Outstanding Balance to the cover page.

Total Loans This Period \$ \_\_\_\_\_

(also record on Form 31-B)

Page Outstanding Balance \$ \_\_\_\_\_

(also record on cover page)

Total Payments Received this Period \$ \_\_\_\_\_

(also record on Forms 31-A-2)

## Statement of Loans Made - Form 31-K

The Statement of Loans Made form is used only if money is loaned *to* another committee. It tracks the status of the loan from the time it is first made until it is either repaid or forgiven. For example, if a loan is given in one reporting period and not repaid, then every time a report is filed the loan will appear as outstanding, even though there was no activity during the current period.

The State block should be completed with the U.S. Post Office's standard two-letter abbreviation. For example, Ohio would appear as OH.

The Date block should be completed with six digits. For example, March 9, 2001, would appear as 03 09 01.

The total of all *new* loans made should be transferred to the Statement of Expenditures. The total of all payments *received* should be transferred to the Statement of Other Income. A transfer is done by placing the words "Total of loans made from Form no. 31-K" or "Total loan payments received from Form no. 31-K," as appropriate to the situation. If the loan is forgiven, write "Forgiven" in the Outstanding Balance space. The total of all outstanding loans made should appear on line 11 on the cover page.