



Liabilities Schedule

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Oklahoma Cooperative Extension Fact Sheets
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Well designed schedules help in organizing values needed to complete the Balance Sheet, Cash Flow Statement, Income Statement, and Statement of Deferred Taxes and Valuation Equity (if used). This OSU Extension fact sheet provides instructions and forms for inventorying liabilities and documenting detail to support entries made in the financial statements.¹ Liabilities include everything owed. The liabilities schedule lists existing loans, both farm-related and non-farm, and provides for all calculations needed to make the loan-related entries in the balance sheet, cash flow statement, and income statement. It further provides for monitoring the repayment of individual loans. A liability schedule is needed for the beginning of every reporting period. References to line numbers in OSU financial statement forms such as balance sheet and cash flow are made in the sections that follow². Liability schedules for the example farm of Jack and Julie London are included for illustration.

Interest Accrued

Interest accrued is estimated by multiplying the principal balance by the interest rate to determine the annual amount charged, then multiplied by the portion of the year which has elapsed since interest was last paid.

The easiest and most accurate means of determining the interest accrued is by obtaining a statement from the lender. If the loan statement is not available, an approximate amount may be calculated. For example, the Londons' tractor note has a principal balance of \$41,936 and an interest rate of 10.5 percent. The last payment was made in mid-October 2003. Assuming that all payments are made in the middle of the month, interest will have accrued for 3 months to February 1, 2000: $\$41,936 \times .105 = \$4,403$ for one year. $\$4,403 \div 12 = \367 per month and $\$367 \times 3.5 = \$1,284$ accrued to the balance sheet date. Interest accrued to the operating notes and other term notes is calculated in the same manner. The total interest accrued to the Londons' farm notes is \$8,422.

Accounts Payable

Charge accounts and credit card accounts are itemized with balances outstanding in the liabilities schedule.³ The Londons estimate accounts for feed and supplies will have approximately the same balance one year from the balance sheet date while accounts for the purchase of propane and for equipment repairs will be paid off. Thus, the accounts payable balance will be lower at the end of the accounting period.

Line-of-Credit Operating Notes

Many farm operations have an open line-of-credit which enables the operator to borrow for operating expenses as needed, up to a set limit, and to repay the principal and interest as cash becomes available. Some farms have more than one credit line. Credit cards on which monthly balances are not paid off should be treated as a line of credit. The liabilities schedule provides four lines for line-of-credit operating loans. The entire principal balance of the loan and the accrued interest are considered current liabilities as they are due and payable within any twelve-month period.

The column for description will usually contain only the creditor's name as the use of the funds is not designated for a single purpose. The interest rate entered is the rate that the lender is charging on the loan. The easiest and most accurate means of determining the interest accrued is by obtaining a statement from the lender. The lender is a useful source for determining the principal balance as of the reporting date. No other entries are required on these lines. These amounts are transferred to the cash flow summary where the calculations are made monthly (OSU Extension Facts F-751, lines 62 and 66). The principal amount is combined with the principal amounts for any existing short-term operating notes and entered in the balance sheet (OSU Extension Facts F-752, line 31).

¹ OSU Extension Facts F-791, Schedule of Assets, provides a form for summarizing assets.

² See OSU Extension Facts F-751, Developing a Cash Flow Plan; F-752, Developing a Balance Sheet; and F-753 Developing an Income Statement.

³ If at all possible, separate farm and non-farm charges for business analysis as well as tax purposes. Ideally, farm and non-farm charges will not be mixed on a credit card.

Short-Term Operating Notes

These notes differ from line-of-credit notes in that a repayment date is specified and they are usually made for a specific purpose. The London farm has one short-term operating loan of \$50,000 for cattle which was made in mid-October in year 2003. Accrued interest to date is calculated by multiplying the principal amount by the interest rate, dividing by 12 to determine the monthly interest and then multiplying by the number of months that the loan has been outstanding: $\$50,000 \div 12 \times .11 \times 3.5 = \$1,604$. The lender will provide this information if asked. (The amount estimated by the above method should be reasonably close to that provided by the lender.)

Interest due this year, \$3,208, is entered in the cash flow statement line 48 in the column for March. The current principal amount is entered in line 49. New loans received during the year will appear on the liabilities schedule for the beginning of the next year.

Taxes Payable

Ad Valorem Taxes (taxes on assets based on value) and Employee Payroll Withholding are amounts accrued to the balance sheet date. The Londons owe half of the ad valorem (property) taxes for last year, due in March, plus an amount accrued for January of the current year for a total of \$1,675.

Income Taxes are estimated amounts. The income tax liability accrues as taxable income is earned. Farmers generally have the option to pay estimated taxes quarterly or to file early in the next tax year. The graduated tax-rate system along with various exemptions and deductions make precise estimates of tax liability difficult until all supporting data is assembled. Jack and Julie London file their returns in February of each year and remit any taxes due at that time. They estimate their accrued tax liability to be \$10,000 based on tax amounts paid in recent years and production for the past year.

Deferred Taxes arise when asset values increase beyond their tax basis. The change represents taxable income which is not recognized for tax purposes until the assets are actually sold. Most current assets will not have a tax basis since the cost of the assets are expensed. Two exceptions are marketable securities and livestock purchased for resale. Accrued expenses are subtracted from the excess of market value over tax basis to determine deferred taxable income for the current assets. This amount is then multiplied by an estimated average tax rate for federal and state income taxes. Subtracting \$103,949 for tax basis, accounts payable, accrued interest, and taxes leaves \$51,440 which would be subject to taxes if the current assets were sold. Applying an average tax rate of about 46 percent for federal, state and social security taxes results in a deferred tax expense of \$23,753. More detailed information about deferred taxes may be found in OSU Extension Facts F-939.

Non-Current Deferred Taxes are calculated in the same manner as current deferred taxes. The procedure is slightly simpler since social security and medicare taxes do not apply to the non-current deferred income. In the London case example, the current market value of land and improvements is less than the tax basis. This can occur because land is not depreciated for tax purposes and the market value can decline

after the purchase. Credit for previous operating losses which have not been claimed for tax purposes should be calculated and subtracted from the estimated deferred taxes to determine the net non-current deferred tax liability.

Term Debt

Loans secured by non-current assets are listed as term debt. Current interest (interest due this year) and current principal amounts are entered in the appropriate columns of the cash flow statement (lines 50 and 51 respectively). Current principal amounts are entered on line 32 of the balance sheet and non-current principal is entered on line 44 of the balance sheet. Interest and principal amounts due the following year are calculated to determine the current and non-current portions of the loan to be entered in the ending balance column of the balance sheet.

The tractor note has semi-annual payments so two lines are used to show the payment schedule. The pickup loan has monthly payments and will require preparation of an amortization table to determine interest and principal payments to be entered in the cash flow statement each month. The beginning balance of the loan is \$6,018, the interest rate is 10.25 percent, and the monthly payment amount is \$259.

Current principal is the sum of the twelve monthly principal payments due during the year (approximately \$2,613). Non-current principal is the remaining balance, approximately \$3,407. These amounts are transferred to the balance sheet.

The lease liability for a capital asset is handled just like a loan. For instance, the purchase price of a combine in March 2004 under a capital lease agreement is determined to be \$87,999. The first payment of \$20,250 is like a down-payment and is subtracted from the total price, leaving \$67,749 to be paid with interest at 9.5 percent. "Principal due next year" of \$13,814 would be included in line 32 of the balance sheet in the ending balance column. The remaining balance would be included in line 44, ending balance, of the balance sheet.

Real estate notes are loans secured by real property (land, buildings, etc.). Current interest and principal payments are calculated exactly the same way as non-real estate notes and are entered in the cash flow statement, lines 50 and 51. Current principal is also included on line 32 of the balance sheet, non-current principal is entered in the balance sheet on line 44.

Totals for Farm Notes

Total interest accrued for all notes (beginning and end of year balances) are needed for the balance sheet (line 33). Totals for current principal and principal due next year for term notes (exclude operating notes) are needed for balance sheet line 32.

Non-Farm Notes

Loans which are not related to the farming operation are kept separate to avoid distorting farm income. All calculations are made in the same manner as for farm loans. Accrued interest and principal due this year are entered on lines 41 and 42 of the balance sheet.

Summary

The liabilities schedule provides a convenient way of summarizing the amount owed to creditors at a point in time. The creditors will be the most accurate source of information for current balances. However loan statements on hand can

be used to develop reasonable estimates. Subtotals of current and non-current portions of liabilities as well as scheduled interest payments and accrued interest for different kinds of liabilities can be transferred to appropriate lines in the balance sheet or other financial statements.

Example Liabilities Schedule.

London Liabilities Schedule

Name: Jack & Julie London

Date: 2/1/2000

Description of Note Example: Creditor, Purpose, Maturity Date	Payment Month	Interest Rate	Payment Amount	Total Principal Balance	Interest Accrued	Interest Due This Year	Current Principal	Non-Current Principal
Accounts Payable (Including farm credit cards)								
Feed Store				231	0			
John Deere				1,732	0			
Propane Dealer				95				
Subtotal: Accounts Payable				2,058				
Line of Credit and Operating Notes								
Klondike Bank		11.0		40,240	738		40,240	
Klondike Bank - Cattle - Matures 3/2001	3	11.0	53,208	50,000	1,604	3,208	50,000	
Subtotal: Line of Credit and Operating Notes				\$90,240	\$2,342	\$3,208	\$90,240	
Taxes Payable								
Ad Valorem	N/A	N/A		1,675			1,675	
Income Taxes	N/A	N/A		10,000			10,000	
Deferred Taxes	N/A	N/A		62,664			23,753	38,911
Other Accrued Expenses								
Term Debt								
FMC - Tractor	4	10.5	6,554	41,936	1,284	2,202	4,352	33,003
Tractor	10		6,554			1,973	4,581	
Klondike Bank - Pickup	Mo.	10.25	259	6,018	41	497	2,613	3,407
FLB - NW 1/4 Sec 36	8	10.5	12,840	77,227	3,717	8,109	4,731	72,496
Prudential - NW 1/4 Sec 15	5	9.3	3,000 + interest	48,000	930	2,232	3,000	42,000
	11		3,000 + interest			2,093	3,000	
Klondike Mtg. Co. - House	Mo.	9.75	525	25,312	108	2,292	4,006	21,304
Subtotal: Term Debt				\$198,493	\$6,080	\$19,398	\$26,283	\$172,210
Non-Farm Notes								
Klondike S&L - Rent House	Mo.	8.5	99	4,204	15	324	864	3,340
Subtotal: Non-Farm Notes				\$4,204	\$15	\$324	\$864	\$3,340

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Extension carries out programs in the broad categories of agriculture, natural resources and environment; family and consumer sciences; 4-H and other youth; and community resource development. Extension staff members live and work among the people they serve to help stimulate and educate Americans to plan ahead and cope with their problems.

Some characteristics of the Cooperative Extension system are:

- The federal, state, and local governments cooperatively share in its financial support and program direction.
- It is administered by the land-grant university as designated by the state legislature through an Extension director.
- Extension programs are nonpolitical, objective, and research-based information.
- It provides practical, problem-oriented education for people of all ages. It is designated to take the knowledge of the university to those persons who do not or cannot participate in the formal classroom instruction of the university.
- It utilizes research from university, government, and other sources to help people make their own decisions.
- More than a million volunteers help multiply the impact of the Extension professional staff.
- It dispenses no funds to the public.
- It is not a regulatory agency, but it does inform people of regulations and of their options in meeting them.
- Local programs are developed and carried out in full recognition of national problems and goals.
- The Extension staff educates people through personal contacts, meetings, demonstrations, and the mass media.
- Extension has the built-in flexibility to adjust its programs and subject matter to meet new needs. Activities shift from year to year as citizen groups and Extension workers close to the problems advise changes.

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