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| Form RD 1930-5 (Rev. 4-97) | UNITED STATES DEPARTMENT OF AGRICULTURE Rural Housing Service | FORM APPROVED OMB NO. 0670-002 |
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BOOKKEEPING SYSTEM - Small Borrower

19

Name _____

Street or Post Office Box _____

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According to the Paperwork Reduction Act of 1995, no person is required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0670-0025. The time required to complete this information collection is estimated to average 100 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This bookkeeping system has been designed for small organizations as a method of recording and maintaining accounting transactions and as the source for preparing the required financial reports.

- PROCEDURE FOR PREPARATION : RD Instructions 1930-C and 1942-A.
- PREPARED BY : Optional use by small organizations.
- NUMBER OF COPIES : One.
- SIGNATURES REQUIRED : None.
- DISTRIBUTION OF COPIES : Copy issued to borrower by field office personnel.