

# DON CLARKE SEMINARS

## FIELD EXAMINER SEMINAR COURSE OUTLINE



1641 N. 71st Terrace | Hollywood, Florida 33024 ■ Office: (954) 962-0099 ■ Fax: (954) 962-4132  
Toll Free: 1 (800) 861-5711 | Email: [d.clarke@ablc.net](mailto:d.clarke@ablc.net) | [corain.cash@ablc.net](mailto:corain.cash@ablc.net)  
Visit Us Online: [www.ablc.net](http://www.ablc.net)

# FIELD EXAMINER SEMINAR

Length: 3 day Seminar

- *Day 1: 9:00am – 4:00pm | Day 2: 9:00am – 4:00pm | Day 3: 9:00am – 12:00pm*

Seminar Schedule:

- Class Begins: 9:00am | Class Ends: 4:00pm
- Day 1 & 2 Breaks: (15 min) - 10:30am & 2:30pm | Lunch: (1 hr.) -12:00pm
- Day 3 Break: (15 min) – 10:30am

**Course Overview:**

*A discussion of the art and science of conducting field examinations with focus on discovery and disclosure of risks in the asset based borrower's business and their impact on the lender's position.*

**Course Objective:**

*To teach the proper field examination practices and techniques in order to achieve the best results.*

## COURSE OUTLINE:

### 1) Introduction

- a. Rationale for an ABL Loan
- b. Role of the Examiner

### 2) Planning The Examination

- a. Recurring
  - i. *Read the Credit File*
  - ii. *Discussion with Account Executive*
  - iii. *Read Examination File*

- iv. Interaction with Operations/Verifications Person*
  - v. Logistics*
- b. Surveys
  - i. Read Proposal Letter*
  - ii. Industry Research*
  - iii. Logistics*
- 3) Examination Process (Overview)
  - a. Tour of the Facility
  - b. Review of the Accounting Records
  - c. Networking with Your Office
  - d. Exit Interview
- 4) Examining Collateral
  - a. Order of Review
  - b. Accounts Receivable
    - i. Record Keeping / Systems*
    - ii. Aging Analysis*
    - iii. How Receivables are Created*
    - iv. Credit Extension & Collection Process*
    - v. Spread & Turnover Analysis*
    - vi. Concentration / Analysis of Customer Base*
    - vii. Analysis of Delinquent Accounts*
    - viii. Sales & Dilutive Elements*
    - ix. Tests of Authenticity*

x. *Analysis of Ineligible A/R*

xi. *Reconciliations*

c. Inventory

i. *Pre-Audit Considerations*

ii. *Tour of Premises*

iii. *Inventory System*

iv. *Classification of Inventory*

v. *Reporting*

vi. *Examination Procedures*

vii. *Financial Statement Presentation - LIFO vs. FIFO*

viii. *Tests of Authenticity*

ix. *Calculation of Inventory Advance Rates*

d. Fixed Assets

i. *Lending Methodology*

ii. *Variables Affecting Asset Values*

iii. *Types of Appraisals*

iv. *How to Read An Appraisal*

v. *Field Examiners' Role*

5) The Cash Audit

a. Cash Receipts

b. Disbursements

c. Bank Reconciliations

6) Asset Other Than Cash and Collateral

- a. Accounts Payable
  - b. Notes Payable
  - c. Loans Payable
  - d. Other Liabilities / Contingencies
  - e. Types of Taxes
- 7) Off Balance Sheet Items
  - 8) Availability Forecasting
  - 9) Financial Statement Review
  - 10) Case Studies