

***This document should be forwarded to the person that completes the 5300 Call Report.***

***eSend Comments:***

The Office of Credit Unions (OCU) recently received new computers. The new computers do not have a floppy drive; thus, will not be able to import Call Reports that are submitted on a floppy disk.

The OCU encourages all credit unions to submit their 5300 Call Report via the eSend feature. The instructions for using eSend are in the 5300 User's Guide (available at [www.ncua.gov](http://www.ncua.gov)). In addition, you may contact Cathy Moody or Kim Brilowski for assistance in using this feature.

***Other Comments:***

- ❖ Even though the NCUA instructions state that you DO NOT have to send financials if you use the eSend feature, our office still would like **ALL** credit unions to submit a balance sheet and income statement with their Call Report. Financials may be mailed, e-mailed ([wi00@ncua.gov](mailto:wi00@ncua.gov)) or faxed to (608) 267-0479.
- ❖ The Call Report is due on Monday, April 24, 2006. If questions arise, contact OCU at (608) 261-9543.

***Changes to the June Call Report:***

- ❖ Changes to the 5300 Call Report will take effect with the June 30, 2006 cycle. Detailed commentary about the changes and the new form and instructions are in NCUA Letter to Credit Unions, No. 06-CU-03. Credit unions are encouraged to review this letter in preparation for the June cycle.
- ❖ We do not anticipate that credit unions will find the changes to be difficult. However, if we find that there are areas of difficulty; OCU will conduct training sessions prior to the September cycle. If training sessions are necessary, a notice will be sent to all credit unions at a later date.

***Call Report Resources:***

- ❖ NCUA Letter to Credit Unions No. 05-CU-10, "5300 Call Report Process Improvements" ([www.ncua.gov](http://www.ncua.gov))
- ❖ 5300 User's Guide, Tip Sheet and Frequently Asked Questions ([www.ncua.gov](http://www.ncua.gov))

- ❖ Current edition of the Call Report Software, Installation Instructions and System Requirements ([www.ncua.gov](http://www.ncua.gov))