

**COMMONWEALTH OF PENNSYLVANIA
MILK MARKETING BOARD
2301 North Cameron Street
Harrisburg, Pennsylvania 17110-9408**

**Instructions for PMMB-62
Milk Dealer's Monthly Report**

GENERAL

Each milk dealer must file a Milk Dealer's Monthly Report with the Board on or before the 25th day of each month (or the next business day thereafter if the 25th day falls on a Saturday, Sunday, or holiday). The report covers receipts and utilization of milk for the preceding month. If you are operating under a federal market order, you must submit a copy of all reports filed with and received from a federal market administrator for the reporting period. Three tables are attached to these instructions:

Table 1 - Use to convert from units to pounds.

Table 2 - Use to identify milk marketing areas within and outside of Pennsylvania.

Table 3 - Use to assign product codes by butterfat range throughout the report.

- Please note that these ranges are used for PMMB pricing purposes only and may not coincide with other regulatory agencies' ranges.
- Express product pounds and butterfat pounds in whole numbers.
- Carry butterfat test percentages to **four** decimal places.
- In fields that request dollar amounts, round to the nearest dollar.
Do not include cents.
- Be sure that all license numbers are reported accurately. (At least **seven** digits)

The Milk Dealer's Monthly Report (PMMB-62) along with these instructions and dealer lists with license numbers may be found on the Board's website at www.mmb.state.pa.us

PART IA – PRODUCER RECEIPTS

If applicable, enter your own farm milk production first, using your own license number in the appropriate space. Otherwise, enter purchases from Pennsylvania independent producers using license number 7777701 first, followed by out-of-state independent producers using license number 7777702. You must enter a license number for all cooperatives from whom you purchase milk. Enter bulk and packaged purchases from all other business entities on **PART II – OTHER RECEIPTS**.

First Reporting Row (Blocks 1 – 11):

- (1) Producer Group - Enter the name of the producer group. Use “Own Farm” to designate your own production and “Independent Producers” as a single category to designate all producers who are not members of a cooperative. List each cooperative separately by name. **(Note: Report milk received from producer-distributors or juggers on PART II.)**
- (2) License No. - Enter the license number of each cooperative. (Consult the license list issued by the Board which can be found on our website at www.mmb.state.pa.us)
Note: All cooperatives with members in Pennsylvania are licensed by the Milk Marketing Board and are on the license list found at the link above. If you cannot locate the cooperative, it may be licensed under another name. Please call the Board for the correct license number and name (717-787-4194). Ask for the audit supervisor. If you are purchasing from a cooperative located outside the state, not licensed by the Board, use license numbers 9999900, 9999901, 9999902 etc. through 9999909. If you are purchasing from more than ten (10) unlicensed out-of-state cooperatives, please call the Board for assistance.
- (3) Total Lbs. - Enter the total product pounds received from the producer group regardless of the state in which the milk originated.
- (4) Butterfat Lbs. - Enter the corresponding butterfat pounds received from the producer group.
- (5) PA Lbs. - Enter the product pounds of milk that came from Pennsylvania producers.
- (6) Pool Lbs. - Enter the product pounds of milk received from the producer group that was pooled under any federal milk marketing order.
- (7) Advance Amt. - Enter the total advance payment to the producer group.
- (8) Final Amt. - Enter the total final payment to the producer group.
- (9) Amt. Deducted - Enter the total of all deductions for hauling or authorized assignments paid on behalf of the producer group.
- (10) Settlement - Enter the amount paid into a producer settlement fund for milk purchased during the reporting period. **Do not** include settlement fund payments or deductions that reflect adjustments for milk purchased in prior periods. **(Note: If federal auditors have made adjustments for prior periods, send the reconciliation, along with all other reports received from a federal market administrator to the PMMB.)**

(11) Other Amt. - Enter any other amount paid to, or on behalf of, the producer group.

Second and Third Reporting Rows (Blocks 12 – 23):

In this section, report only milk that was pooled under federal milk marketing orders. The total of the product pounds pooled in all federal orders should equal the Pool Lbs. from item 6 in the first reporting line. If your milk is pooled in more than two federal orders, contact the PMMB field supervisor at 717-787-4194 for instructions before completing the report.

(12) F.O. # - Enter the federal order number under which the milk is pooled. If it is pooled under more than one federal order, enter the home federal order number first.

(13) Total Lbs. by FO - Enter the total product pounds pooled under each federal order.

(14) Butterfat Lbs. - Enter the associated butterfat pounds pooled under each federal order.

(15) Protein Lbs. - Enter the protein pounds in all milk pooled under each federal order, regardless of class or use.

(16) NFMS Lbs. - Enter the nonfat milk solids pounds in all milk pooled under each federal order, regardless of class or use.

(17) Other Solids Lbs. - For federal orders that calculate the other solids lbs. value, enter the other solids pounds.

(18) Somatic Cell Amt. - Enter the value of the somatic cell adjustment as provided by the federal market administrator. This must agree with the federal report included with your report.

(19) Advance Amt. - Enter the total advance payment to the producer group for the amount of milk pooled under the federal order.

(20) Final Amt. - Enter the total final payment to the producer group for the amount of milk pooled under the federal order.

(21) Amt. Deducted - Enter the total of all deductions for hauling or authorized assignments paid on behalf of the producer group for the amount of milk pooled under the federal order.

(22) Settlement - Enter the amount paid into a producer settlement fund for milk purchased during the reporting period for the amount of milk pooled under the federal order. Include settlement fund payments or deductions that reflect adjustments for milk purchased in prior periods. **(Note: If federal auditors have made adjustments for prior periods, send the reconciliation, along with all other reports received from a federal market administrator, along with your PMMB 62 to the PMMB.)**

(23) Other Amt. - Enter any other amount paid to, or on behalf of, the producer group.

Total Pool Pounds – Enter total pool pounds from all from all entries of item 6 above. This must be the total of all milk pooled under any federal order from each producer group.

Total Lbs. - At the bottom of the form, enter the total pounds purchased from all producer groups. That is the sum of all Total Lbs. entries from the first reporting line, item 3, of each producer group.

Butterfat Pounds – Enter the sum of all butterfat pounds, item 4, above.

Deduction for Bonding - Enter the product pounds of producer milk purchased in a state where you have filed a bond or other security for the protection of the producers.

Pounds After Deductions - From the Total Lbs, subtract the Deduction for Bonding and Own pounds and enter the result here.

Security Fund Pmt. @ .02/cwt. – If you participate in the Milk Producers' Security Fund, multiply Pounds After Deductions by \$0.02 per hundredweight (.0002) and enter the result. Attach to the report a check in this amount payable to the Pennsylvania Milk Producers' Security Fund.

PART IB – FEDERAL CLASSIFICATION

First Section, First Reporting Line:

Home F.O. # - Enter the number of your home federal order.

Total Lbs. – Enter the total product pounds pooled under your home federal order.

Protein Lbs. - Enter the associated protein pounds.

NFMS Lbs. - Enter associated nonfat milk solids pounds.

Other Solids Lbs. - Enter the associated other solids pounds.

Somatic Amt. – Enter the somatic cell adjustment value provided by the federal market administrator.

Overage Amt. - Enter the overage amount provided by the federal market administrator.

Inven. Reclass. Amt. - Enter the value of the inventory reclassification provided by the federal market administrator.

Other Source Amt. - Enter the value of other source milk provided by the federal market administrator.

Unreg. Supply Amt. - Enter the value of the milk designated by the federal market administrator as unregulated.

Reconst. Amt. - Enter the value, provided by the federal market administrator, of the milk that was reconstituted.

First Section, Class Reporting (Rows 1 – 4):

Skim Lbs. – Enter skim pounds assigned to each class for milk pooled in the home federal order.

Butterfat Lbs. - Enter butterfat pounds assigned to each class for milk pooled in the home federal order.

Skim Shrink – Enter the pounds of skim shrinkage assigned to each class for milk pooled in the home federal order.

B.F. Shrink - Enter the pounds of butterfat shrinkage assigned to each class for milk pooled in the home federal order.

Second and Third Sections:

For milk pooled in federal milk marketing orders other than your home milk marketing order, enter the appropriate information as instructed above.

PART II – OTHER RECEIPTS

Use this section to record purchases of bulk milk, bulk cream, bulk skim, ice cream mix, water, packaged milk, and packaged cream from other dealers, producer-dealers, and juggers. For packaged purchases, combine similar products received from a single dealer that fall within a particular product description and butterfat range as found on **Table 3**.

For juggers located in Pennsylvania, use license number 8888800; for juggers outside Pennsylvania, use license number 8888801. All dealers located in Pennsylvania are licensed by the Board. Their license numbers are located on the Board website at www.state.pa.us. If you cannot find the Pennsylvania dealer on the list, it may be licensed under another name. Please call the Board for the correct license number and name (717-787-4194). Ask for the audit supervisor. For dealers located outside the state not licensed by the Board, use license numbers 9999200, 9999201, 9999202, etc. through 9999298.

Lines 1-27 (Columns A-H):

- (A) **Name of Selling Dealer** - Enter selling dealer's name. If the selling dealer has more than one location, list each location you are purchasing from separately.
- (B) **License Number** - Enter selling dealer's license number. (At least **seven** digits)
- (C) **Product Code** - Enter the appropriate product code from **Table 3**.
- (D) **Product Pounds** - Enter the product pounds.
- (E) **Butterfat Percent** - Enter the butterfat percent to four decimal places.
- (F) **Concentrated Products NFMS Lbs.** - For condensed or concentrated products, enter the nonfat milk solids pounds. For all other products, leave this area blank.
- (G) **Cost** - Enter the total cost for each bulk purchase.

(H) D/T - For bulk purchases, enter "D" if the milk was diverted and was not received and pumped into the purchasing dealer's plant. Enter "T" if the milk or cream was transferred. For all other products, leave this area blank.

(Note: Report all ingredients, including water, powder, and any condensed or concentrated product that are used in reconstituting a price-controlled packaged product.)

Dealers Located Outside Pennsylvania

Unless otherwise instructed, for dealers located outside Pennsylvania, if total sales into Pennsylvania on **PARTS III, IV, and V** are greater than all purchases from producers and dealers located in Pennsylvania on **PARTS I and II**, enter the following:

- (A) Name of Selling Dealer** - Enter the words "Balancing Entry"
- (B) License Number** - Enter license number 9999299.
- (C) Produce Code** - Enter product code 3901.
- (D) Product Pounds** - Enter the product pounds which represent total sales into Pennsylvania (Parts III, IV and V) minus total purchases from Pennsylvania producers and dealers (Parts I & II).
- (E) Butterfat Percent** - Enter the butterfat percent to four decimal places. That is, the butterfat percent that would correspond to the butterfat pounds associated with Column D. **(Note:** If only butterfat sales into Pennsylvania are greater than purchases from Pennsylvania producers and dealers, and product pound sales into Pennsylvania are less than or equal to purchases from Pennsylvania producers and dealers, enter the butterfat pound sales less the butterfat pound purchases from Pennsylvania producers and dealers in Column D and enter 100% in Column E.)

Leave the remaining columns blank.

PART III - ROUTE DISPOSITION OF FLUID MILK AND CREAM SALES

Use this section to record the sales of Class I and Class II packaged products. Include all sales of packaged milk and cream to retailers, consumers, and Subdealers. You must combine similar products that fall within a particular product description and butterfat range as found on **Table 3**. Use only the lines provided. No other product codes are valid for this form. If you have questions about how to combine products, contact the Harrisburg office of the PMMB at 717-787-4194.

Header Row

From **Table 2**, enter the number for the **Area** in which the product was sold. For sales within Pennsylvania, indicate whether the sale is regulated or not by checking the appropriate **Y/N** (yes/no) area. Sales to federal installations or sales at the farm by a producer-distributor

would be unregulated. Out-of-state dealers, unless otherwise instructed, should enter only route sales within Pennsylvania.

Lines 1 – 14 (Columns A – K):

- (A) **Product** - No entry is necessary. The products listed are the only valid products for this form.
- (B) **Product Code** -No entry is necessary. These are the only valid product codes for this form.
- (C) **Butterfat % Range** - No entry is necessary.
- (D) **Butterfat %** - Enter the butterfat percent to four decimal places. Butterfat tests must be within the range listed in Column C.
- (E) **Product Pounds** - Enter total product pounds for all areas reported in columns F-L.
- (F – L) **Lines 1–14** - Enter route sales in product pounds by area.

Line 15 Total - Enter total for each column.

PART IV – PACKAGED SALES OF MILK AND CREAM TO OTHER DEALERS

Use this section to record the Class I and Class II packaged sales to other dealers. You must combine similar products that fall within a particular product description and butterfat range as found on **Table 3**. Use only the lines provided. No other product codes are valid for this form. If you have questions regarding how to combine products, contact the Harrisburg office of the PMMB at 717-787-4194.

(Note: Class I and Class II sales of price-controlled packaged products to businesses not licensed by the Pennsylvania Milk Marketing Board located **within** Pennsylvania should be listed in **PART III - ROUTE DISPOSITION.**)

Out-of-state dealers, unless otherwise instructed, should enter only sales to licensed dealers located within Pennsylvania.

Lines 1 – 3:

- (1) **Dealer Name** - Enter dealer name as shown on dealer license listing. (Dealer listing may be found on the Board's website at www.mmb.state.pa.us)
- (2) **License Number** - Enter license number from license listing. For dealers located outside Pennsylvania not licensed by the Board, use license numbers 9999400, 9999401, 9999402, 9999403, etc. through 9999499. If you are unable to find a license number for a Pennsylvania-located dealer from the license listing on the Board's website, please call the Board at 717-787-4194 for direction. Ask for the audit supervisor.
- (3) **Area/Zone Number** - Enter area/zone number from **Table 2** (attached).

Lines 4 – 17 (Columns A – M):

- (A) **Product** - No entry is necessary. The products listed are the only valid products for this form.
- (B) **Product Code** - No entry is necessary. These are the only valid product codes for this form from **Table 3**.
- (C) **Butterfat % Range** - No entry is necessary.
- (D) **Butterfat %** - Enter the butterfat test to four decimal places. Butterfat tests must be within the range listed in Column C.
- (E) **Total Product Pounds** - Enter total packaged sales by product for all dealers reported in pounds.
- (F-M) **Product Pounds** - Enter packaged sales to dealers by dealer, by area in product pounds.

Line 18: Total - Enter the totals for Columns E through N.

PART V – BULK SALES TO OTHER DEALERS

Use this section to record only the sale of bulk milk or cream to other dealers.

Lines 1 – 24 (Columns A-I):

- (A) **Purchaser's Name** - Enter purchaser's name as shown on license listing. The license listing can be found at the Board's website at www.mmb.state.pa.us
- (B) **License Number** - Enter license number from license listing. Dealers located outside Pennsylvania not licensed by the Board use license numbers 9999500, 9999501, 9999502, 9999503, etc. through 9999598. If you are unable to find a license number for a Pennsylvania-located dealer from the license listing on the Board's website, please call the Board at 717-787-4194 for direction. Ask for the audit supervisor.
- (C) **Product Code** - Enter appropriate product code from *Table 3*. This schedule should be used for product codes greater than 2000.
- (D) **Product Pounds** - Enter product pounds.
- (E) **Butterfat %** - Enter butterfat percent.
- (F) **Revenue** - Enter the total amount actually received, excluding hauling charges, if paid by purchaser.
- (G) **D/T** - Enter "D" if the milk was diverted and was not received and pumped into the purchasing dealer's plant. Enter "T" if the milk or cream was transferred.
- (H) **Pool Milk** - Enter an "X" if the milk in this sale is part of a federal order pool calculation.

(I) **Prod. O.S** - Enter an "X" if the milk was diverted from out-of-state producers.

Line 25: Total - Enter the totals for Columns D and F.

PART VI – CLASS II, III, AND III-A MANUFACTURED UTILIZATION

Use this section to record manufacturing activity.

Lines 1-21 (Columns A-D):

- (A) **Description of Products Manufactured** – Enter the manufactured product description. For products not listed on **Table 3**, contact the Accounting Division of the PMMB for an appropriate product code.
- (B) **Product Code** – Enter appropriate product code from **Table 3**.
- (C) **Product Pounds** – Enter product pounds of milk, skim and cream used to make the manufactured product. Do not enter yield pounds.
- (D) **Butterfat %** - Enter the butterfat percent to four decimal places. That is the butterfat percent that would correspond to the butterfat pounds associated with Column C.

Dealers Located Outside Pennsylvania

Unless otherwise instructed, dealer located outside Pennsylvania should enter the following:

- (A) **Description of Products Manufactured** – Enter "Other" as a description.
- (B) **Product Code** – Enter Product Code 3901.
- (C) **Product Pounds** – Enter the sum of all Pennsylvania purchases less the sum of all sales back into Pennsylvania, if greater than zero. If less than zero, skip PART VI entirely. (**Note:** If only product pound sales into Pennsylvania are greater than purchases from Pennsylvania producers and dealers, and butterfat pound sales into Pennsylvania are less than or equal to purchases from Pennsylvania producers and dealers, enter the butterfat pound sales less the butterfat pound purchases from Pennsylvania producers and dealers in Column C and 100% in Column D.)
- (D) **Butterfat %** - Enter the butterfat percent to four decimal places. That is the butterfat percent that would correspond to the butterfat pounds associated with Column C.

Line 22: Total – Enter total for Column C.

PART VII – INVENTORIES

Enter the beginning and end of the month inventory by class according to the official general order affecting your area. Enter **Product Pounds** in Columns B and D, and **Butterfat Pounds** in Columns C and E. Add Lines 1 through 4 and enter the total for product pounds and

butterfat pounds on Line 5. **(Please Note:** The current month's beginning inventory should be the same as the previous month's ending inventory.)

PART VIII – SUBDEALER WORKSHEET

Lines 1 – 20 (Columns A – E):

Use this section to record sales activity to Subdealers. Dealers with no Subdealer activity should still file this form in order to record the signature, name of the preparer and the date filed.

- (A) Subdealer's Name** - Enter the Subdealer's name. (Subdealers' list may be found on the Board's website at www.mmb.state.pa.us)
- (B) License Number** - Enter license number from license listing. (License numbers may be found on the Board's website at www.mmb.state.pa.us)
- (C) Milk Value** - Enter total dollar value of price-controlled packaged products for all milk sold to the Subdealer during the reporting period. This amount should be net of any discounts or rebates.
- (D) Total Quarts** - Enter total quarts/points of fluid milk products corresponding to Column C.
- (E) Days Balance Outstanding** - Enter current number of days outstanding for the Subdealer as recorded in the accounts receivable register.

Make sure all columns are correctly filled in for each entry.

PART IX – RECONCILIATION

This reconciliation page is used to calculate shrinkage. Enter the product pounds and butterfat pounds from each of the referenced PARTS to determine milk shrinkage (loss or gain on the amount of milk purchased)

(NOTE: REMEMBER TO SIGN AND DATE THE REPORT.)

Table 1

**CONVERSION FACTORS FOR USE IN CONVERTING
VOLUMES OF FLUID MILK PRODUCTS TO POUNDS**

B.F% Range	Gallon	Half Gallon	Quart	Pint	10oz.	Half Pint
0. - 0.99	8.63	4.315	2.1575	1.07875	.674219	.539375
1. - 2.99	8.62	4.310	2.1550	1.07750	.673438	.538750
3. - 4.99	8.60	4.300	2.1500	1.07500	.671875	.537500
5. - 8.99	8.58	4.290	2.1450	1.07250	.670313	.536250
9. - 13.99	8.55	4.275	2.1375	1.06875	.667969	.534375
14. - 18.99	8.51	4.255	2.1275	1.06375	.664844	.531875
19. - 22.99	8.48	4.240	2.1200	1.06000	.662500	.530000
23. - 26.99	8.45	4.225	2.1125	1.05625	.660156	.528125
27. - 28.99	8.43	4.215	2.1075	1.05375	.658594	.526875
29. - 30.99	8.41	4.205	2.1025	1.05125	.657031	.525625
31. - 32.99	8.40	4.200	2.1000	1.05000	.656250	.525000
33. - 34.99	8.39	4.195	2.0975	1.04875	.655469	.524375
35. - 36.99	8.37	4.185	2.0925	1.04625	.653906	.523125
37. - 38.99	8.36	4.180	2.0900	1.04500	.653125	.522500
39. - 40.99	8.35	4.175	2.0875	1.04375	.652344	.521875
41. - 42.99	8.33	4.165	2.0825	1.04125	.650781	.520625
43. - 44.99	8.32	4.160	2.0800	1.04000	.650000	.520000
45. - 46.99	8.30	4.150	2.0750	1.03750	.648438	.518750
47. - 48.99	8.29	4.145	2.0725	1.03625	.647656	.518125
49. - 50.99	8.28	4.140	2.0700	1.03500	.646875	.517500
Flavored Milk	8.00	4.000	2.0000	1.0000	.625000	.500000

Use this table to convert fluid milk volume measurements to pounds. First, locate the butterfat range of the product you wish to convert. Next, move across the table to the size container you wish to convert to find the conversion factor. Multiply the conversion factor by the number of units you are converting to arrive at the pounds of product. Note that all flavored milk conversions are located at the bottom of the table and are converted the same regardless of butterfat content.

COMMONWEALTH OF PENNSYLVANIA
MILK MARKETING BOARD
AREA/ZONE TABLE LISTING

DESCRIPTION	AREA	ZONE
Southeastern Area	1	0
Baltimore, Maryland	1	3
Southern New Jersey	1	4
State of Delaware	1	5
East Central	2	0
Northeastern	3	0
Northern New Jersey	3	1
New York Adjacent to Area 3	3	2
South Central	4	0
Maryland Adjacent to Area	4	1
Western	5	0
Ohio Adjacent to Area 5	5	1
New York Adjacent to Area 5	5	2
West Virginia Adjacent to Area 5	5	3
West Central	6	0
Western Maryland	6	1
New York Adjacent Area 6	6	2
Not Adjacent to Pennsylvania	9	9
FO 1, Not Adjacent to PA	9	1
FO 33, Not Adjacent to PA	9	3
Other FO's, Not Adjacent to PA	9	5

Table 3

Code	Description	B.F. Range	Class	Bulk/Pkgd./Mfg
0400	Standard Milk	3.10 - 6.00	1	Packaged
0500	Flavored Milk	3.10 - 6.00	1	Packaged
0510	Egg Nog	0.00 - 17.99	1	Packaged
0600	Flavored Reduced Fat	0.00 - 3.09	1	Packaged
0800	Reduced Fat 2%	1.50 - 3.09	1	Packaged
0900	Lowfat Milk 1%	0.50 - 1.49	1	Packaged
1000	Buttermilk	0.00 - 6.00	1	Packaged
1200	Nonfat Milk	0.00 - 0.49	1	Packaged
1500	Mixed Milk	6.01 - 17.99	2	Packaged
1600	Sour Cream	18.00 - 29.99	2	Packaged
1601	Lowfat Sour Cream	0.00 - 17.99	2	Packaged
1700	Light Cream	18.00 - 29.99	2	Packaged
1800	Medium Cream	30.00 - 35.99	2	Packaged
1900	Heavy Cream	36.00 - 50.00	2	Packaged
200X	Bulk Milk, Where X=Class	0.50 - 6.00	X	Bulk
210X	Bulk Cream, Where X=Class	6.01 - 50.00	X	Bulk
220X	Bulk Skim, Where X=Class	0.00 - 0.49	X	Bulk
2301	Powder For Reconstitution	0.00 - 6.00	1	Bulk
2400	Water	0.00 - 0.00	1	Bulk
2502	Skim Condensed	0.00 - 0.49	2	Bulk
2602	Ice Cream Mix	3.00 - 99.99	2	Bulk
2704	Buttermilk Condensed	0.00 - 6.00	4	Bulk
3002	Cottage Cheese		2	Mfg.
3012	Other Soft Cheeses		2	Mfg.
3102	Sherbet Mix, Ice Milk Mix		2	Mfg.
3202	Yogurt		2	Mfg.
3304	Butter		4	Mfg.
3402	Chip Dip		2	Mfg.
3503	Hard Cheese		3	Mfg.
3702	Commercial Food Processing		2	Mfg.
3804	Powder, Manufactured		4	Mfg.
390X	Other, Where X = Class		X	Mfg.
400X	Livestock Feed, X = Class		X	Mfg.
410X	Dumped, X = Class		X	Mfg.
420X	Plant Loss or Destroyed		X	Mfg.

Bulk Milk, Bulk Cream, Bulk Skim and Other are classified according to their final product. Livestock Feed, Dumped and Plant Loss are categorized according to the lowest valued class for the month in which reported.