

# **2019/2020 GENERAL FAIR ALLOCATION PROGRAM**

**SUMMARY:** An allocation will be disbursed to all class I-X to IV+ fairs, which include District Agricultural Associations (DAAs), county fairs and citrus fruit fairs. The allocation can be used for:

- Administration Expenses (travel, audit, office supplies, training)
- Maintenance & General Operations Expenses (payroll, training, utilities, supplies and equipment)
- Fair Event Expenses (advertising, attendance supplies, exhibit supplies)
- Premium Expenses (awards, ribbons, trophies)
- Horse Racing Expenses (supplies)
- Satellite Wagering Facility Expenses (supplies)
- Capital Improvements (building improvements, land improvements, new construction), including deferred maintenance projects
- Long-Term Debt (payoff/down loans)
- Payment to state agencies for premiums owed (i.e., auto insurance; pension/health premiums; attorney/legal services)

**BUDGET:** \$2,604,813

**Table 1 – General Allocation per Class Size**

<b>CLASS LEVEL</b>	<b>GENERAL ALLOCATION</b>
<b>CLASS I</b>	\$50,920
<b>CLASS I-X *</b>	\$50,411
<b>CLASS II</b>	\$45,828
<b>CLASS III</b>	\$42,009
<b>CLASS III+</b>	\$38,190
<b>CLASS IV</b>	\$35,644
<b>CLASS IV+</b>	\$30,552

\*Schools Involvement Fair is eligible for \$42,009.

**ELIGIBILITY:** Funds will be disbursed to the fair once all the following state requirements/obligations listed below are current:

## **The Fair shall:**

1. Submit the below documents to CDFA by **June 1, 2020**, and comply with the following:
  - a. Approved Board minutes/resolution approving the request/contract for allocations
  - b. 2018 approved Statement of Operations (STOP)
  - c. 2018 Financial Review or Financial Audit<sup>1</sup>

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<sup>1</sup> An audit/financial review engagement letter may be considered

- d. 2020 Operating Budget with supporting approved Board minutes/resolution
  - e. Be in good standing (either current or under a payment agreement duly approved by the appropriate entity) on all loans/obligations to CDFA and all other state entities and Joint Powers Authorities (JPAs)
  - f. Abide by California State Rules for California Fairs, ensuring all youth whom participate in livestock shows have taken an CDFA approved quality assurance course<sup>2</sup>
  - g. If a fair operated by a nonprofit, comply with the Ralph M. Brown Act (California Government Code section 54950 et seq.) and Public Records Act (California Government Code section 6250 et seq.). All DAAs in the Fairs on the Watch Program (FOTW) must be current on all required reports due to CDFA
  - h. By April 15th of each year, return the completed and signed Form 700s and the filer’s certification list to the F&E Training Coordinator (DAAs only).
2. Submit all operational allocation requests to CDFA in a timely manner (must be postmarked or emailed by June 1, 2020<sup>3</sup>).
  3. The operational allocation may be used for the following items related to the fair’s operations:
    - a. Administration Expenses (i.e., travel, audit, office supplies, training)
    - b. Maintenance & General Operations Expenses (i.e., payroll, training, utilities, supplies and equipment)
    - c. Fair Event Expenses (i.e., advertising, attendance supplies, exhibit supplies)
    - d. Premium Expenses (i.e., awards, ribbons, trophies)
    - e. Horse Racing Expenses (i.e., supplies)
    - f. Satellite Wagering Facility Expenses (i.e., supplies)
    - g. Long-Term Debt (payoff/paydown loans)
    - h. Payment to state agencies for premiums owed (i.e., auto insurance; pension/health premiums; Attorney General’s Office services)

**Table 2 – Training Reimbursement per Class Size**

CLASS LEVEL	GENERAL ALLOCATION
CLASS I	\$3,225
CLASS I-X *	\$3,193
CLASS II	\$2,903
CLASS III	\$2,331
CLASS III+	\$2,419
CLASS IV	\$2,258
CLASS IV+	\$1,935

\*Schools Involvement Fair is eligible for \$2,661.

<sup>2</sup> Proof of program tracking may be requested at anytime

<sup>3</sup> If additional time is needed requests for extensions must be submitted to CDFA and approved by prior to June 1, 2020

Current year Training Reimbursement Requirements

1. Submit all training allocation reimbursements to CDFA by **June 1, 2020**.
  - a. The training allocation is to focus on fair fiscal management, facility operations, animal disease transmission prevention/consumer protection, training for Board members and CEOs, reducing liability/exposure, and improving management skill sets.
  - b. Recommended use of training allocation<sup>4</sup>:
    - i. State required trainings
    - ii. Western Fairs Association annual convention
    - iii. Fall Managers' Conference
    - iv. Maintenance Mania
    - v. Event Sale & Management Symposium
    - vi. Strategic planning
  - c. Board of Directors training  
**If the fair anticipates seeking reimbursement for training not identified above, the class needs to be pre-approved by F&E to ensure it meets the training allocation guidelines.** Training funds will be reimbursed once sufficient information has been provided to ensure training was taken (i.e., training certificate, training confirmation).

**APPROVAL:** Upon meeting the requirements, funds will be disbursed from CDFA. Outstanding loan payments due to F&E will be dealt with on a case by case basis and those funds may be deducted from the allocation.

**DEADLINES:** **All requests must be submitted by June 1, 2020.**

**REPORTING:** Allocation monies are to be tracked and reported on the 2019 Statement of Operations (STOP). Reporting is required due to general fund monies requirements and restrictions.

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<sup>4</sup> Only In-state and Border-state travel will be reimbursed, border state travel is limited to 5 days, Out-of-State travel will not be reimbursed