



September 1, 2015

F2015-03

TO: All Board members and CEO's
SUBJECT: 2015/2016 Fair Funding Programs

Fairs & Expositions (F&E) is pleased to announce General Fund support to fund various programs for fiscal year 2015/2016. California's fiscal year 2015/2016 budget provides \$2,605,000 for an allocation program, \$200,000 for a training program, and \$7,000,000 for deferred maintenance projects. F&E will disburse allocation and training funds to eligible fairs class I-X to IV+. An allotment of \$286,000 will also support F&E operations.

The allocation amount will support 63 fairs and will be approximately 25 percent of the original proposed 2011/2012 allocation. This new General Fund allocation program will replace the existing allocation program previously supported by the F&E fund. Fairs will be required to submit a written request for this allocation including supporting documentation. A summary of the necessary documentation is enclosed. Applicants will not be required to resubmit any documents already submitted to F&E in their regular course of business. The training allocation will also be available on a reimbursable basis. Eligible fairs must meet the enclosed criteria to be eligible to receive the training funds.

Allocation disbursements are expected to begin in fall 2015 and must be distributed by June 30, 2016. Please note that unspent General Fund allocations will be returned to the General Fund if not disbursed by June 30, 2016. **All requests, including required forms, for the general allocation must be submitted by June 1, 2016; no late requests will be granted.**

Training funds will be reimbursed once sufficient information has been provided to ensure training was taken (i.e., training certificate, training confirmation, etc.). All invoices are to be postmarked or emailed by **June 1, 2016; no late requests will be granted.**

Deferred maintenance funding will be announced later this year. F&E is working with the Department of Finance and the Department of General Services to finalize the details. Please contact John Quiroz at 916-900-5025 or via email at John.Quiroz@cdfa.ca.gov with questions.



2015/2016 Fair Funding Programs

September 1, 2015

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Sincerely,



John Quiroz

Enclosure



2015/2016 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 will be 25% of the fair’s original proposed 2011/2012 allocation. 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)
- Large Equipment (ex: vehicles, forklifts, tractors)
- Long-Term Debt (payoff/down loans)

BUDGET: \$2,604,813

Table 1 – General Allocation per Class Size

CLASS LEVEL	GENERAL ALLOCATION
CLASS I	\$50,920
CLASS I-X *	\$50,411
CLASS II	\$45,828
CLASS III	\$42,009
CLASS III+	\$38,190
CLASS IV	\$35,644
CLASS IV+	\$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:

Current Year Allocation Requirements

- Letter requesting the allocation in conjunction with board approving the request for allocations
- 2014 Approved Statement of Operations
- 2014 Financial Review or Financial Audit
- Current on all loans/obligations to CDFA
- 2016 Operating Budget with supporting approved board minutes (the submission deadline for this specific requirement is January 31, 2016)

2015/2016 FAIR TRAINING ALLOCATION PROGRAM

SUMMARY:

A training allocation will be available to all class I-X to IV+ fairs, which include district agricultural associations, county fairs and citrus fruit fairs. The allocation will be based on class size and will be provided on a reimbursable basis. The training allocation is to focus on fair fiscal management, facility operations, animal disease transmission prevention, etiquette training for board members, reducing liability/exposure, enhance program efficiencies and strengthen effective management.

Recommended use of training allocation:

- State Required trainings
- Western Fairs Association Annual Convention
- Fall Managers Conference
- Maintenance Mania
- Event Sales & Management Symposium
- Fair Regional Training
- New Fair CEO Orientation
- Strategic Planning
- Board of Director Training

Please contact F&E if alternate training is requested to ensure training is within the training allocation guidelines.

BUDGET:

\$200,000, approximately 80% of funds will be disbursed to fairs. The remaining funds will be used for statewide training efforts.

Table 1 – Training Allocation per Class Size

CLASS LEVEL	TRAINING ALLOCATION
CLASS I	\$3,225
CLASS I-X *	\$3,193
CLASS II	\$2,903
CLASS III	\$2,661
CLASS III+	\$2,419
CLASS IV	\$2,258
CLASS IV+	\$1,935

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

ELIGIBILITY:

Fairs are eligible to utilize training funds for training registration and travel expenses only for fair staff and fair board members. Training registration fees will be reimbursed first and travel expense

reimbursements will be secondary. All travel expenses must follow California travel reimbursement guidelines and all receipts must be provided for reimbursement. Training funds will be reimbursed once the following sufficient information has been provided to F&E:

Table 2 –Training Courses and Reimbursement Requirements

Training Course	Dates of Trainings	Required documents for reimbursement
State Required trainings	Anytime	Certificate of completion and proof of payment, if payment is required.
Western Fairs Association Annual Convention	January 3 - 6, 2016	Proof of registration and a list of all training sessions attended. Any certificates and proof of payment.
Fall Managers Conference	November 2 – 4, 2015	Proof of registration and a list of all training sessions attended.
Maintenance Mania	October 27 – 29, 2015	Proof of registration
Event Sales & Management Symposium	October 27 – 29, 2015	Proof of registration
Fair Regional Training	Spring 2016	Proof of registration
New Fair CEO Orientation	Anytime	Proof of attendance
Strategic Planning	Anytime	Final Strategic Plan Report and proof of payment. Strategic planning must be performed by a third party excluding fair employees and board members.
Board of Director Training	Anytime	Proof of attendance

APPROVAL: Upon receiving the required documents referenced in Table 2 above, CDFA will disburse the funds to the fair.

DEADLINES: All invoices are to be postmarked or emailed by **June 1, 2016**. All invoices postmarked or emailed after **June 1, 2016** will not be reviewed and will not be reimbursed.

Prior Year Requirements - If submitted, please disregard.

- 2010 Approved Statement of Operations
- 2011 Approved Statement of Operations
- 2012 Approved Statement of Operations
- 2013 Approved Statement of Operations
- 2012 Financial Review or Financial Audit
- 2013 Financial Review or Financial Audit
- 2014 Operating Budget with supporting approved board minutes
- 2015 Operating Budget with supporting approved board minutes
- Current on all loans/obligations to CDFA

Audit/Review Cycle:

Per Assembly Bill 2490, DAAs with annual revenues exceeding \$5,000,000 are required to have an annual financial audit. DAAs with annual revenues of less than \$5,000,000 have the option to have financial reviews performed each year for a period of two years and on the third year a financial audit is required. County and citrus fairs must also follow the same requirements as DAAs. If the fair had previous financial audits/reviews prior to January 1, 2015, those will be grandfathered in. See the below audit/review cycle. Fairs & Expositions (F&E) recommends the fair completes the financial audit or review within a year following the audit reporting period.

Table 1 – Fairs Audit/Review Cycle if annual revenues are less than \$5,000,000

Audit Reporting Period	January 1, 2012 - December 31, 2012	January 1, 2013 - December 31, 2013	January 1, 2014 - December 31, 2014	January 1, 2015 - December 31, 2015	January 1, 2016 - December 31, 2016
Scenario 1	Financial Audit	Financial Review	Financial Review	Financial Audit	Financial Review
Scenario 2	Financial Review	Financial Audit	Financial Review	Financial Review	Financial Audit
Scenario 3	Financial Review	Financial Review	Financial Audit	Financial Review	Financial Review

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, 2016, no requests submitted after June 1, 2016 will be processed.**

REPORTING: Allocation monies are to be tracked and reported on the 2015 Statement of Operations (STOP). A new schedule will be included in the 2015 STOP package. Reporting is required due to general fund monies requirements and restrictions.



July 21, 2015

F2015-03

To: All Fair CEOs

Subject: Fiscal Year 2015/2016 Fair Funding

The Division of Fairs & Expositions (F&E) is pleased to announce the Governor signed the 2015/2016 budget and included \$3,091,000 in General Fund support for the fair industry, which \$3,086,000 is continuous annual support. Also, included in the budget is one-time support of \$7,000,000 for deferred maintenance projects. The breakdown of the 2015/2016 General Support is as follows:

Fair Allocation Program (Fair Class I to VI+)	\$2,605,000
Fair Training Program	\$ 200,000
F&E Operational Support	\$ 286,000
Total 2015/2016 Operational Support	\$3,091,000
<u>Deferred Maintenance Program (Class I to V)</u>	<u>\$7,000,000</u>
Grand Total	\$10,091,000

F&E is currently working on program development and further details will be announced in August 2015. F&E appreciates the advocating the fair industry has shown for the need for operational and deferred maintenance support.

Sincerely,

John Quiroz

