



December 29, 2016

F2016-12

TO: All Fair CEOs & Accounting Staff

SUBJECT: 2016 STATEMENT OF OPERATIONS

We are pleased to present the 2016 Statement of Operations (STOP) instruction package. Please read the enclosed instructions prior to submitting your STOP. All necessary worksheets are available for immediate download on Fairs & Expositions' (F&E) website at www.cdfa.ca.gov/fe.

The submission of an annual STOP maintains the fairs' eligibility to receive funds and is a requirement if the fair is utilizing state assets (B&P 19622). In addition, the information from the STOP is compiled in the annual STOP publication, which is a document that includes all STOP financial information by class size. Fairs use the publication for budgeting and networking purposes. Furthermore, the financial information in the STOP for the District Agricultural Associations (DAAs) is compiled into a set of financial statements and submitted to the State Controller's Office for the annual Comprehensive Annual Financial Report (CAFR). The CAFR is a set of governmental financial statements comprising the financial report of the state.

With new accounting and reporting requirements (e.g. GASB 68), several modifications has been made to the STOP template. Please read the enclosed instructions prior to submitting your STOP.

Submittal Deadline

All STOP submittals must be emailed or postmarked to F&E by **Monday, March 6, 2017**.

Fairs on the Watch - Additional Reporting Requirements

Additional reporting requirements will be required for all DAAs with negative reserves as stated on the 2016 STOP. F&E will contact the DAAs with negative reserves in April or May of each year to outline additional reporting requirements.

If you have any questions regarding this package please contact Joji Kume at 916-900-5367, or via email at joji.kume@cdfa.ca.gov.

Sincerely,

John Quiroz
Branch Chief

Enclosures

