

2018/2019 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
- Large Equipment (ex: vehicles, forklifts, tractors)
- 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

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

- Approved Board minutes/resolution approving the request/contract for allocations
- 2017 approved Statement of Operations (STOP)
- 2017 Financial Review or Financial Audit¹
- 2019 Operating Budget with supporting approved Board minutes/resolution

¹ An audit/financial review engagement letter may be considered

- 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, or Joint Powers Authorities (JPAs).
- Abide by California State Rules for California Fairs, ensuring all youth whom participate in livestock shows have taken an approved quality assurance course²
- All Fairs in the Fairs on the Watch Program (FOTW) must be current on all required reports due to CDFA (DAAs only)
- Be current with CDFA's 2019 requirements to provide F&E a list of the board members and staff that have failed meet the Fair Political Practices Commission's requirements regarding the filing of Statement of Economic Interest (Form 700) and/or Ethics Training (DAAs only).
- Comply with applicable State and CDFA rules, policies, directives, guidelines, and other governing oversight requirements (DAAs only).

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.

Current year Training Reimbursement Requirements

- The training allocation is to focus on fair fiscal management, facility operations, animal disease transmission prevention, training for Board members and CEOs, reducing liability/exposure, and improving management skill sets.
 - Recommended use of training allocation³:
 - State required trainings
 - Western Fairs Association annual convention
 - Fall Managers' Conference
 - Maintenance Mania
 - Event Sale & Management Symposium
 - Strategic planning
 - Board of Directors training
- All other training not identified above is to be approved prior by F&E to ensure training is within the training allocation guidelines. Training funds will

² New 2019 State Rule, proof of program tracking may be requested at anytime

³ Only In-state and Border-state travel will be reimbursed, border state travel is limited to 5 days

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, 2019.**

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.