

CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE  
FAIRS & EXPOSITIONS BRANCH  
**2015 STATEMENT OF OPERATIONS**

CONTENTS

Enclosed Documents

- 2015 Statement of Operations Cover Letter
- 2015 STOP Template
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- Statement of Operations Review Check Sheet
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CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE

Karen Ross, Secretary

December 16, 2015

F2015-08

TO: All Fair CEOs & Accounting Staff

SUBJECT: 2015 STATEMENT OF OPERATIONS

We are pleased to present the 2015 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](http://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.

#### **Submittal Deadline**

All STOP submittals must be emailed or postmarked to F&E by **Monday, March 7, 2016**.

#### **Fairs on the Watch - Additional Reporting Requirements**

Additional reporting requirements will be required for all DAAs with negative reserves as stated on the 2015 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 Thanh Nguyen at 916-900-5367, or via email at [thanh.nguyen@cdfa.ca.gov](mailto:thanh.nguyen@cdfa.ca.gov).

Sincerely,

John Quiroz

Enclosures



Fair Name

Fair Name

DAA # or fair name abbreviation

Fair Code

City

Location

STATEMENT OF OPERATIONS - OPERATING FUND	Reference	Account Number(s)	Jan 1 to Dec 31, 2015
<b>TOTAL NET RESOURCES, January 1</b>			
Net Resources-Unrestricted	Prior Year	29100	
Net Resources-Restricted	Prior Year	29300	
Net Resources-Capital Assets, Less Related Debt	Prior Year	29000	
Prior Year Audit Adjustment(s)	Prior Year	various	
<b>TOTAL NET RESOURCES, JANUARY 1</b>			0
<b>RESOURCES ACQUIRED:</b>			
Operating Revenues	from page 2	various	0
State (Local/Base) Allocation(s) (F&E)	to page 2	31200	
Training Allocation & Other Fiscal & Admin Assistance (F&E)	to page 2	31300	
Capital Project Reimbursement Funds	to page 2	31900	
One-time Revenue Sources (fire camp, sale of property, capital project audit adj)	to page 2	32500	
Contributions from Other Gov't (non-F&E) Sources	to page 2	33000	
Other (e.g. Flex Capital)	to page 2	34000	
<b>TOTAL RESOURCES ACQUIRED</b>			0
<b>RESOURCES APPLIED:</b>			
Operating Expenditures	from page 2	various	0
Depreciation Expense	from page 2	90000	0
<b>TOTAL RESOURCES APPLIED</b>			0
<b>INCREASE/(DECREASE) IN NET RESOURCES DURING THE YEAR</b>			0
<b>TOTAL NET RESOURCES, December 31</b>			
Net Resources-Unrestricted	from Sch 1	29100	0
Net Resources-Restricted	from Sch 1	29300	0
Net Resources-Capital Assets, Less Related Debt	from Sch 1	29000	0
<b>TOTAL NET RESOURCES, DECEMBER 31</b>			\$0

Unrestricted Reserve Percentage

#DIV/0!

CEO's Signature

Date

2015 Fair Theme

	Reference	Account Number	Jan 1 to Dec 31, 2015
<b>SUMMARY OF OPERATIONS</b>			
<b>OPERATING REVENUES:</b>			
Admissions to Grounds		41000	
Industrial and Commercial Space		41500	
Carnivals		42100	
Concessions		42200	
Exhibits		43000	
Horse Show		44000	
Horse Racing (Fairtime Pari-Mutuel)		45000	
Horse Racing (Satellite Wagering)		45005	
Fair Attractions		46000	
Motorized Racing		46109	
Interim Attractions		46009	
Miscellaneous Fair		47000	
Miscellaneous Non-Fair Programs		47005	
Interim Revenue		48000	
Prior Year Revenue Adjustment		49000	
Other Operating Revenue		49500	
TOTAL OPERATING REVENUES	to page 1		0
<b>OPERATING EXPENDITURES:</b>			
Administration		50000	
Maintenance & General Operations		52000	
Publicity		54000	
Attendance Operations		56000	
Miscellaneous Fair		57000	
Miscellaneous Non-Fair Programs		57005	
Premiums (For Exhibit programs only)		58000	
Exhibits		63000	
Horse Show		64000	
Horse Races (Fairtime Pari-Mutuel)		65000	
Horse Races (Satellite Wagering)		65005	
Fair Entertainment Expense		66000	
Motorized Racing		66109	
Interim Entertainment Expense		66009	
Equipment (Funded by Fair)		72300	
Prior Year Expense Adjustment		80000	
Cash (over/under)		85000	
Other Operating Expense		94000	
TOTAL OPERATING EXPENDITURES	to page 1		0
<b>NET OPERATING PROFIT/(LOSS) BEFORE DEPRECIATION</b>			\$0
Depreciation Expense	to page 1 & sch 7	90000	
<b>NET OPERATING PROFIT/(LOSS) AFTER DEPRECIATION</b>			\$0
State (Local/Base) Allocation	from page 1	31200	0
Training Allocation & Other Fiscal & Admin Assistance (F&E)	from page 1	31300	0
Capital Project Reimbursements	from page 1	31900	0
Other Funds (e.g. County, Supplemental, Fiscal Ass't)	from page 1	Various	0
<b>NET PROFIT/(LOSS) BEFORE DEPRECIATION</b>			\$0
<b>PROFIT MARGIN RATIO BEFORE DEPRECIATION</b>			#DIV/0!
<b>NET PROFIT/(LOSS) AFTER DEPRECIATION</b>			\$0
<b>PROFIT MARGIN RATIO AFTER DEPRECIATION</b>			#DIV/0!

DAA # or fair name

Fair Name: Fair Name

Fair Code: abbreviation

Schedule 1

STATEMENT OF FINANCIAL CONDITION	Account Number(s)		Dec 31, 2015
<b>ASSETS</b>			
Cash-Unrestricted	11100-11800 *		
Cash-Restricted	11000		
Total Cash			0
Accounts Receivable, Net of Allowance for Doubtful Accounts	13100-13300		
Deferred Charges	14300		
Other Assets	14100, 14700-16200		
Property, Plant & Equipment:			
Construction in Progress	19000		
Land	19100		
Buildings & Improvements	19200		
Less Accumulated Depreciation-Buildings & Improvements **	19201		
Equipment	19300		
Less Accumulated Depreciation-Equipment **	19301		
Leasehold Improvements	19400		
Less Accumulated Depreciation-Leasehold Improvements **	19401		
Total Property, Plant & Equipment			0
Total Accumulated Depreciation			0
Net Property, Plant & Equipment			0
Intangibles:			
Computer Software, Land Use Rights, Patents, Copyrights, Trademarks, etc.	19500		
Less Accumulated Amortization **	19501		
Non-Amortizable Intangible Assets	19600		
Net Intangibles			0
<b>TOTAL ASSETS</b>			\$0
<b>LIABILITIES</b>			
Insurance Fees Payable	21100		
Accounts Payable	21200 & 21250		
Payroll Liabilities	22100-22600		
Deferred Revenue	22800		
Other Liabilities	21300, 22700, 22900 & 23000		
Guaranteed Deposits	24100		
Compensated Absences Liability	24500		
Long Term Debt (current and long-term portions)	25000		
<b>TOTAL LIABILITIES</b>			\$0
<b>NET RESOURCES</b>			
Junior Livestock Auction Reserve	25100		
Total Net Resources (without JLA Reserve):			
Net Resources-Unrestricted	29100		
Net Resources-Restricted	29300		
Net Resources-Capital Assets, Less Related Debt	29000		
Total Net Resources (without JLA Reserve):			\$0
<b>TOTAL NET RESOURCES</b>			\$0
<b>TOTAL LIABILITIES &amp; NET RESOURCES</b>			\$0
<b>Debt ratio (total liabilities/total assets)</b>			#DIV/0!
<b>Debt-to-equity ratio (total liabilities/total net resources)</b>			#DIV/0!

\* If restricted funds are included in cash accounts #11100 through #11800, these funds must be disclosed in a footnote to this report.

\*\* Accumulated depreciation and accumulated amortization should be entered in this form as negative amounts.

<b>Fair Name</b>	<b>DAA # or fair name abbreviation</b>	Schedule 2
Fair Name	Fair Code	

**FY 2015/2016 General Allocation**

**This schedule is only required by Class I-X to IV+ fairs that received FY 2015/2016 general allocation funds during calendar year 2015.**

Description	Amount
Administration Expenses (travel, audit, office supplies, training)	
Capital Improvements (building improvements, land improvements, new construction)	
Fair Event Expenses (advertising, attendance supplies, exhibit supplies)	
Horse Racing Expenses (supplies)	
Large Equipment (vehicles, forklifts, tractors)	
Long-Term Debt (payoff/down loans)	
Maintenance & General Operations Expenses (payroll, training, utilities, supplies and equipment)	
Premium Expenses (awards, ribbons, trophies)	
Satellite Wagering Facility Expenses (supplies)	
Other (please specify)	
<b>Total General Allocation Spent in 2015</b>	<b>\$0</b>
<b>Total General Allocation Received in 2015</b>	<b>\$0</b>
<b>Remaining Unspent FY 15/16 General Allocation</b>	<b>\$0</b>



Fair Name \_\_\_\_\_

DAA # or fair name abbreviation \_\_\_\_\_

Schedule 4

Fair Name

Fair Code

**2015 FAIR STATISTICS**

GROUNDS ADMISSIONS	Price per Ticket	Number of Tickets	Amount
<b>PAID ADMISSIONS:</b>			
Gate Admissions			\$0
			0
			0
			0
Discounted Admissions			0
Season Passes			0
Senior Citizens			0
Exhibitor Passes			0
Livestock Passes			0
TOTAL PAID ADMISSIONS		0	\$0
<b>FREE ADMISSIONS:</b>			
Courtesy Pass Admissions			
Credential Admissions			
Children under 12 Admitted Free			
Military Personnel in Uniform Admitted Free			
Children under 6 Admitted Free			
TOTAL FREE ADMISSIONS		0	
<b>TOTAL ADMISSIONS TO FAIRGROUNDS (Account 41000)</b>		0	\$0
Cash over/under (Account 85000)			\$0

**Courtesy Pass Admissions as Percent of Prior Year Gross Paid Admissions**

**(Not to exceed 4% per Food and Ag Code Section 3026)**

Courtesy pass admissions - current year	0
Total number of paid admissions - prior year	0
Percent	#DIV/0!

PARKING REVENUE	NUMBER	PRICE	TOTAL REVENUE	% PAID TO
Fairtime (Account 47100)			\$0	
			0	
			0	
			0	
			0	
			0	
<b>TOTAL Account 47100</b>	0		\$0	

**Fair Name**  
 \_\_\_\_\_  
 Fair Name

**DAA # or fair name abbreviation**      Schedule 6  
 Fair Code

**Permanent Positions on Payroll for 2015**

**Total # of Permanent Positions (see below)**     

Expenditure Classification	Total Number of Months	Pay Rate		Total Per Account	
Civil Service Class Title		Amount	Per	Acct No.	Account Totals

Permanent positions must include all permanent full & part-time employees (only employees receiving medical benefits).  
 Please include permanent intermittents.  
 Do NOT include seasonals or 119 day employees.  
 Please provide the breakdown of permanent full and part-time employees and permanent intermittents.  
 This data is required for the full year, not year-end figures. However, please avoid double-counting the same position.

Fair Name \_\_\_\_\_  
Fair Name

DAA # or fair name abbreviation \_\_\_\_\_  
Fair Code

PROPERTY, PLANT & EQUIPMENT ACQUISITIONS & DISPOSITIONS - 2015	Reference	Jan 1 to Dec 31, 2015	Jan 1 to Dec 31, 2015
<b>PROPERTY, PLANT &amp; EQUIPMENT, January 1:</b>	Prior Year		
<b>ACQUISITIONS OF FIXED ASSETS:</b>			
Land			
Buildings & Improvements:			
Major Maintenance Projects (MMP)			
ADA Projects			
Building Improvements			
Land Improvements			
Leasehold Improvements			
New Construction			
Construction in Progress			
Net Buildings & Improvements			0
Equipment			
Other Fixed Assets			
Other (provide description):			
<b>TOTAL ACQUISITIONS OF FIXED ASSETS</b>			0
<b>DISPOSITIONS OF FIXED ASSETS (Salvaged, Sold, etc.):</b>			
Land			
Buildings & Improvements			
Equipment			
Other Fixed Assets			
Other (provide description):			
<b>TOTAL DISPOSITIONS OF FIXED ASSETS</b>			0
<b>PROPERTY, PLANT &amp; EQUIPMENT, December 31</b>			0
<b>DEPRECIATION:</b>			
Accumulated Depreciation, January 1	Prior Year		
Less: A/D on Dispositions of Fixed Assets above			
Add: Annual Depreciation Expense	from page 2		
<b>ACCUMULATED DEPRECIATION, December 31</b>			0
<b>PROPERTY, PLANT &amp; EQUIPMENT, NET OF DEPRECIATION, December 31</b>			0
<b>DEBT (ASSOCIATED WITH FIXED ASSETS)</b>			
<b>NET RESOURCES-CAPITAL ASSETS (less related debt), DECEMBER 31:</b>	from Sch 1		<b>\$0</b>

NOTE: Enter all numbers as positive.

DAA # or fair  
name  
abbreviation  
Fair Code

**Fair Name**  
Fair Name

**FEDERAL LABOR STANDARD ACT (FLSA) RECREATIONAL EXEMPTION**

**Do NOT include State Funding.**  
**This schedule is only required by DAAs.**

**Method of determining applicability of recreational exemption:**

**2015 Monthly Gross Revenues**

Month	Gross Revenues
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
<b>TOTAL</b>	<b>0</b>

Lowest six months	Highest six months
#NUM!	#NUM!
<b>TOTALS</b>	<b>#NUM!</b>

Lowest six months/highest six months: #NUM!

If the lowest six months divided by the highest six months is greater than 33.3%, your exemption is lost for 2016.  
Overtime should be paid to temporary employees accordingly.

California Department of Food & Agriculture  
Fairs & Expositions Branch  
**2015 STATEMENT OF OPERATIONS**

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## Preparation Guide

This guide is designed to assist fairs with the preparation of their 2015 Statement of Operations (STOP). All STOPS must be submitted in accordance with the policies in these instructions.

Please provide all information requested and attach additional pages to explain or list other relevant information as needed. Be sure to reference the attachment with the correct account number and the name of the account. *If a particular section or area does not apply to your fair, please note "not applicable" to indicate it was not overlooked in error.* Refer to Exhibit I to assist with the completion of page 1 of the STOP. Please include your fair's 2015 theme, if any, on the bottom of page 1.

### Deadline

All STOPS should be **completed and submitted to Fairs & Expositions (F&E) no later than Monday, March 7, 2016**. Please mail a copy to F&E or email STOPS to [thanh.nguyen@cdfa.ca.gov](mailto:thanh.nguyen@cdfa.ca.gov). F&E's mailing information is as follows: CA Department of Food & Agriculture, Fairs & Expositions Branch 1220 N Street Sacramento, CA 95814.

Please do not request extensions.

### What to Submit

Fairs must submit to F&E signed and completed Statement of Operations with appropriate schedules and attachments. Also include a December 31, 2015 *pre-closing* trial balance (after all adjusting entries have been made, but prior to closing revenues and expenses) and a *post-closing* trial balance (after revenues and expenses have been closed out). For a detailed listing of what to submit, see the Statement of Operations checklist included in this package.

All necessary worksheets are available for immediate download on F&E's website at <http://www.cdfa.ca.gov/fe/>.

# SCHEDULES

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The following schedules are part of the completed STOP package:

## Schedule 1 - Statement of Financial Condition

The Statement of Financial Condition reflects all asset, liability and net resources (i.e., reserve) account balances after the revenue and expenditure accounts are closed for 2015. In other words, the details of the post-closing trial balance are summarized and recorded on this schedule.

## Schedule 2 - FY 2015/2016 General Allocation (new in 2016)

Class I-X to IV+ fairs are eligible for general allocation funding. If your fair received an allocation during calendar year 2015, please list all uses of general allocation funding monies with respective dollar amounts.

## Schedule 3 - FY 2015/2016 Training Allocation (new in 2016)

Class I-X to IV+ fairs are eligible for training allocation funding. If your fair received training reimbursements during calendar year 2015, please list all training uses with respective dollar amounts.

## Schedule 4 - 2015 Fair Statistics

Please include all line item details requested, including free attendance breakdown and pass information. The total paid admission must agree with the amount reported on page 2, Account 41000. If necessary, attach and label additional pages and be sure to note "See attachments" and record totals on the schedule where indicated.

## Schedule 6 - Permanent Positions on Payroll for 2015

Please provide the information requested, including account number, class title, number of months employed, and pay rate for each permanent position. District Agricultural Associations should use the exact civil service class title.

## Schedule 7 - Property, Plant & Equipment Acquisitions & Dispositions

This form is designed to capture all property, plant & equipment (PP&E) acquisitions and dispositions during 2015, and provides the year-end amount of investment in capital assets. For step-by-step instructions on completing this form, please see Exhibit I to this preparation guide.

Note that “Construction in Progress” (CIP) is used to record capital expenditures for projects that are “in progress” and not yet complete. To simplify the accounting of CIP for fairs, F&E only requires fair-funded CIP expenditures to be recorded (i.e., capitalized) in the general ledger during the year incurred. While CIP is an asset account and increases the Fair’s investment in capital assets, depreciation of the assets do not commence until the project is fully completed and CIP is reclassified to appropriate capital asset account.

## Questions?

Please direct any questions regarding the preparation of the Statement of Operations to:

Thanh Nguyen  
Fairs & Expositions Branch  
(916) 900-5367  
E-mail: thanh.nguyen@cdfa.ca.gov

California Department of Food & Agriculture  
Fairs & Expositions Branch

# 2015 STATEMENT OF OPERATIONS

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## **Preparation Guide Exhibit 1**

**PAGE 1: Please refer to the sample page 1**

- A1** Beginning 2015 Unrestricted Net Resources (also referred to as Net Resources-Unrestricted) as of January 1st should equal Actual 2014 Unrestricted Net Resources at December 31st as shown on your 2014 STOP.
- A2** Beginning 2015 Restricted Net Resources (also referred to as Net Resources-Restricted) as of January 1<sup>st</sup> should equal any restricted net resources held by the fair as of December 31, 2014. Some fairs account for restricted net resources in separate general ledger sub-accounts (e.g., account 29300). While this is an acceptable option for fairs, it is important that all such accounts roll into total net resources, account 29100, on both Schedule 1 and Page 1 of the 2015 STOP.
- A3** Beginning 2015 Investment in Capital Assets, Net of Related Debt (also referred to as Net Resources-Capital Assets, less related debt) as of January 1<sup>st</sup> should equal Actual 2014 Investment in Capital Assets, Net of Related Debt at December 31<sup>st</sup> as shown on your 2014 STOP.
- A4** Enter any prior year audit adjustments.
- B** This number is automatically calculated by the template and should match the December 31, 2014 amount shown on your 2014 STOP (with the exception of any prior year audit adjustments).
- C** This number is automatically carried forward by the template and represents Operating Revenues.
- D** Enter the total amount of your 2015 State (Local/Base) Allocation(s).
- E** Enter the total amount of F&E Training Allocation and Other Fiscal & Administrative assistance received from F&E in 2015.
- F** Enter the total amount of capital project reimbursement funds received in 2015.
- G** Enter the total amount of one-time revenue sources.
- H** Enter the total amount of governmental funds (excluding F&E funds) received in 2015. These funds include county contributions, funds from other State agencies, etc.
- I** Enter account #34000 balance from the general ledger as of December 31, 2015.
- J** This number is automatically calculated by the template and requires no manual entry.
- K** This number is automatically carried forward by the template and represents total operating expenses excluding depreciation expense. This number is used by the template to calculate the fair's Unrestricted Reserve Percentage.
- L** This number is automatically carried forward by the template and represents annual depreciation expense

- M** This number is automatically calculated by the template and requires no manual entry.
- N** This number is automatically calculated by the template and requires no manual entry.
- O** This number is automatically carried forward by the template and represents the amount of ending unrestricted (or available) net resources (also referred to as Net Resources-Unrestricted).
- P** This number is automatically carried forward by the template and represents any balance remaining in restricted net resources (also referred to as Net Resources-Restricted). If general ledger sub-accounts are used for restricted net resources, then this number represents the aggregate of the sub-accounts.
- Q** This number is automatically carried forward by the template and represents ending investments in capital assets (also referred to as Net Resources-Capital Assets, less related debt).
- R** This number is automatically calculated by the template and requires no manual entry. This number should be used as a check figure to verify the accuracy of the breakdown of Total Net Resources.
- S** The reserve percentage is automatically calculated by dividing Net Resources-Unrestricted by Operating Expenditures (“O” ÷ “K”).

**SCHEDULE 7: Please refer to the sample schedule 7**

- 1 This number is manually entered using the following formula:
  - Account 19000 (Construction in Progress) + Account 19100 (Land) + Account 19200 (Buildings & Improvements) + Account 19300 (Equipment) + Account 19400 (Leasehold Improvements) as of January 1, 2015.
  - Amount entered should match your PP&E Before Depreciation, December 31 from Schedule 7 of your 2014 STOP.
- 2 List all acquisitions (purchases, new construction, etc.) that occurred in 2015. Include all F&E/CCA funded projects, projects funded by outside entities (county, Friends of the Fair, etc.), and projects funded by the fair. Completed project amounts for F&E/CCA projects may be pulled from Project Close-Out sheets provided to the fair at completion of projects.
- 3 List all assets disposed of in 2015. Dispositions include lost, salvaged, sold and stolen assets, plus destruction of buildings.
- 4 This number is automatically calculated by the template and represents the total Property, Plant and Equipment as of December 31, 2015, before depreciation.
- 5 This number is manually entered using the following formula:
  - Account 19201 (Accumulated Depreciation–Buildings & Improvements) + Account 19301 (Accumulated Depreciation–Equipment) + Account 19401 (Accumulated Depreciation–Leasehold Improvements) as of January 1, 2015
  - Amount entered should match your Accumulated Depreciation, December 31 from Schedule 7 of your 2014 STOP.
- 6 Enter the Accumulated Depreciation on disposition of fixed assets, if any.
- 7 This number is automatically carried forward by the template and represents annual depreciation expense.
- 8 This number is automatically calculated by the template and represents the total accumulated depreciation as of December 31, 2015. This number should match the total of Account 19201 (Accumulated Depreciation–Buildings & Improvements) + Account 19301 (Accumulated Depreciation–Equipment) + Account 19401 (Accumulated Depreciation–Leasehold Improvements) from your Schedule 1 (Balance Sheet) as of December 31, 2015.
- 9 This number is automatically calculated by the template and represents the total Property, Plant & Equipment less depreciation (i.e., net book value), as of December 31, 2015.
- 10 Enter the total liability balance of any long-term debt associated with fixed assets as of December 31, 2015.
- 11 This number is automatically calculated by the template and represents Net Resources-Capital Assets, less related debt as of December 31, 2015.

**Fair Name** \_\_\_\_\_ **Fair Code** \_\_\_\_\_ **City** \_\_\_\_\_  
 Fair Name Fair Code Location

<b>STATEMENT OF OPERATIONS - OPERATING FUND</b>	Reference	Account Number(s)	Jan 1 to Dec 31, 2015
<b>TOTAL NET RESOURCES, January 1</b>			
Net Resources-Unrestricted	Prior Year	29100	<b>A1</b>
Net Resources-Restricted	Prior Year	29300	<b>A2</b>
Net Resources-Capital Assets, Less Related Debt	Prior Year	29000	<b>A3</b>
Prior Year Audit Adjustment(s)	Prior Year	various	<b>A4</b>
<b>TOTAL NET RESOURCES, JANUARY 1</b>			<b>B</b>
<b>RESOURCES ACQUIRED:</b>			
Operating Revenues	from page 2	various	<b>C</b>
State (Local/Base) Allocation(s) (F&E)	to page 2	31200	<b>D</b>
Training Allocation & Other Fiscal & Admin Assistance (F&E)	to page 2	31300	<b>E</b>
Capital Project Reimbursement Funds	to page 2	31900	<b>F</b>
One-time Revenue Sources (fire camp, sale of property, capital project audit adj)	to page 2	32500	<b>G</b>
Contributions from Other Gov't (non-F&E) Sources	to page 2	33000	<b>H</b>
Other (e.g. Flex Capital)	to page 2	34000	<b>I</b>
<b>TOTAL RESOURCES ACQUIRED</b>			<b>J</b>
<b>RESOURCES APPLIED:</b>			
Operating Expenditures	from page 2	various	<b>K</b>
Depreciation Expense	from page 2	90000	<b>L</b>
<b>TOTAL RESOURCES APPLIED</b>			<b>M</b>
<b>INCREASE/(DECREASE) IN NET RESOURCES DURING THE YEAR</b>			<b>N</b>
<b>TOTAL NET RESOURCES, December 31</b>			
Net Resources-Unrestricted	from Sch 1	29100	<b>O</b>
Net Resources-Restricted	from Sch 1	29300	<b>P</b>
Net Resources-Capital Assets, Less Related Debt	from Sch 1	29000	<b>Q</b>
<b>TOTAL NET RESOURCES, DECEMBER 31</b>			<b>R</b>
<b>Unrestricted Reserve Percentage</b>			<b>S</b>
CEO's Signature _____	Date _____	2015 Fair Theme	

**Input Fair Name**  
Fair Name

**Input Fair Code**  
Fair Code

**SAMPLE Schedule 7**

<b>PROPERTY, PLANT &amp; EQUIPMENT ACQUISITIONS &amp; DISPOSITIONS</b>	Reference	Jan 1 to Dec 31, 2015	Jan 1 to Dec 31, 2015	
<b>PROPERTY, PLANT &amp; EQUIPMENT, January 1:</b>	Prior Year			1
<b>ACQUISITIONS OF FIXED ASSETS:</b>				
Land				
Buildings & Improvements:				
Major Maintenance Projects (MMP)				
ADA Projects				
Building Improvements				
Land Improvements				
Leasehold Improvements				
New Construction				
Construction in Progress				
Net Buildings & Improvements			0	2
Equipment				
Other Fixed Assets				
Other (provide description):				
<b>TOTAL ACQUISITIONS OF FIXED ASSETS</b>			0	
<b>DISPOSITIONS OF FIXED ASSETS (Salvaged, Sold, etc.):</b>				
Land				
Buildings & Improvements				
Equipment				
Other Fixed Assets				
Other (provide description):				
<b>TOTAL DISPOSITIONS OF FIXED ASSETS</b>			0	3
<b>PROPERTY, PLANT &amp; EQUIPMENT, December 31</b>			0	4
<b>DEPRECIATION:</b>				
Accumulated Depreciation, January 1	Prior Year			5
Less: A/D on Dispositions of Fixed Assets above				6
Add: Annual Depreciation Expense	from page 2		0	7
<b>ACCUMULATED DEPRECIATION, December 31</b>			0	8
<b>PROPERTY, PLANT &amp; EQUIPMENT, NET OF DEPRECIATION, December 31</b>			0	9
<b>DEBT (ASSOCIATED WITH FIXED ASSETS)</b>				10
<b>NET RESOURCES-CAPITAL ASSETS (less related debt), December 31:</b>	from Sch 1		<b>\$0</b>	11

NOTE: Enter all numbers as positive.

California Department of Food & Agriculture  
Fairs & Expositions Branch  
2015 STATEMENT OF OPERATIONS  
Contents Check Sheet  
**DUE MONDAY, MARCH 7, 2016**

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2015 Statement of Operations:

- Pages 1-2 (**Signature required on page 1**)
- Schedule 1, Statement of Financial Condition
- Schedule 2, FY 2015/2016 General Allocation (NEW schedule-only required by Class I-X to IV+ fairs that received FY 2015/2016 general allocation funds during calendar year 2015)
- Schedule 3, FY 2015/2016 Training Allocation (NEW schedule-only required by Class I-X to IV+ fairs that received FY 2015/2016 training allocation reimbursements during calendar year 2015)
- Schedule 4, 2015 Fair Statistics
- Schedule 6, Permanent Positions on Payroll for 2015
- Schedule 7, Property, Plant & Equipment – Acquisitions/Dispositions

DAAs only:

- Federal Labor Standard Act (FLSA) Recreational Exemption

Reports:

- December 31, 2015 Pre-closing Summary Trial Balance
- December 31, 2015 Post-closing Summary Trial Balance

California Department of Food & Agriculture  
Fairs & Expositions Branch  
2015 STATEMENT OF OPERATIONS  
Review Check Sheet-Fair

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Some of the most common errors associated with Statement of Operations (STOP) preparation may be avoided by double checking the following:

Page 1 - Statement of Operations

- Jan 1 Unrestricted Net Resources, Restricted Net Resources, and Investment in Capital Assets matches last year's STOP ending reserves
- Recalculate totals

Page 2 - Summary of Operations

- Trace Admissions to Grounds and Depreciation Expense accounts to Pre-closing Trial Balance
- Recalculate totals

Schedule 1 – Statement of Financial Condition

- Total Net Resources matches page 1 Ending Resources
- Unrestricted, Restricted and Inv. in Cap Assets matches page 1 Ending Resources
- Total Assets equals Total Obligations and Net Resources
- Subtotal of Property accounts minus any Long-Term Debt related to Fixed Assets equals Investment in Assets, Net of Related Debt
- Trace Cash, A/R-Net, Net PP&E, Accounts Payable, Long-Term Debt and Net Resources to Post-closing Trial Balance
- Recalculate totals

Schedule 2 – FY 2015/2016 General Allocation

- Use(s) of general allocation funding listed.

Schedule 3 – FY 2015/2016 Training Allocation

- Use(s) of training allocation funding listed.

Schedule 4 – 2015 Fair Statistics

- Number of admission tickets sold multiplied by sales price equals amount shown and agrees to Page 2.
- Number of parking tickets sold multiplied by sales price equals amount shown

Schedule 7 - Property, Plant & Equipment Acquisitions & Dispositions

- Beginning PP&E matches ending PP&E, before depreciation from prior year STOP Schedule 7
- PP&E, Net of Depreciation, December 31 matches Sub-total Property accounts on Schedule 1
- Ending A/D matches the total of A/D for Buildings and Improvements, Equipment, and Leasehold Improvements on Schedule 1
- Annual Depreciation Expense matches Depreciation Expense on Pages 1 and 2
- Ending Investment in Capital Assets matches Page 1 and Schedule 1
- Recalculate totals

Fairs on the Watch Program

- Prior year participant? Check box for yes and provide reserve % for current year: \_\_\_\_\_

California Department of Food & Agriculture  
Fairs & Expositions Branch  
2015 STATEMENT OF OPERATIONS

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## Reminders for Adjusting & Closing Entries

- Analyze any asset account that contains a credit balance – there may be posting errors.
- Review accounts receivable and accounts payable balances for completeness and accuracy.
- Analyze any liability account that contains a debit balance – there may be posting errors.
- Accrue 4<sup>th</sup> quarter interest on all savings accounts.
- Accrue all bank fees.
- Accrue all revenue earned but not received as of 12/31/15.
- Accrue expenses incurred but not paid as of 12/31/15.
- Adjust compensated absence liability to actual at 12/31/15: If account 24500 in the general ledger is greater than actual liability, debit account 24500 and credit account 50300; if the general ledger account is less, debit account 50300 and credit account 24500.
- Verify that all depreciation expense for current year has been posted to account 90000.
- Close JLA accounts to auction reserve, account 25100.
- Close local base (State) allocations, account 31200, to net resources, account 29100.
- Close all general operating revenue and expense accounts to account 29100.
- Analyze special project revenue and expense accounts and make appropriate adjusting entries. Close any balance of these accounts to net resources, account 29100.