



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

Karen Ross, Secretary

August 30, 2017

C2017-01

TO: All Fair CEOs & Accounting Staff

SUBJECT: FY 2016/2017 STATEMENT OF OPERATIONS

We are pleased to present the FY 2016/2017 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 the Fairs & Expositions website at www.cdfa.ca.gov/fe.

The submission of an annual STOP maintains the fair's 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 utilize 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

STOP submittals may be made electronically or manually. Electronic STOP submittals must be sent to joji.kume@cdfa.ca.gov by **Friday, November 10, 2017**. Hard copy submittals must be postmarked by the same date, **Friday, November 10, 2017**.

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
Enclosures



CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE
FAIRS & EXPOSITIONS

FY 2016/2017 STATEMENT OF
OPERATIONS

CONTENTS

Enclosed Documents

- FY 2016/2017 Statement of Operations Cover Letter
- FY 2016/2017 Statement of Operations Preparation Guide
- FY 2016/2017 Statement of Operations Preparation Guide Exhibit I
- FY 2016/2017 Statement of Operations Contents Check Sheet
- Statement of Operations Review Check Sheet
- Reminders for Adjusting and Closing Entries

California Department of Food & Agriculture
Fairs & Expositions
FY 2016/2017 STATEMENT OF
OPERATIONS

Preparation Guide

This guide is designed to assist fairs with the preparation of their FY 2016/2017 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 FY 2016/2017 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 Friday, November 10, 2017**. Please send an electronic copy to joji.kume@cdfa.ca.gov or mail a hard copy to F&E. F&E's mailing information is as follows: CA Department of Food & Agriculture, Fairs & Expositions 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 June 30, 2017 *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

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 FY 2016/2017. In other words, the details of the post-closing trial balance are summarized and recorded on this schedule.

Effective for fiscal year 2015/2016, the new accounting and reporting requirements for pensions take effect to comply with Governmental Accounting Standards Board Statement No. 68 (GASB 68) – *Accounting and Financial Reporting for Pensions—An Amendment of GASB Statement No. 27*. The new policy requires the liability for pension obligations, known as the net pension liability, to be recognized. New general ledger accounts have been added to reflect the additional reporting requirements.

Schedule 2 - FY 2016/2017 General Allocation

Class I-X to IV+ fairs are eligible for general allocation funding. If your fair received an allocation during fiscal year 2016/2017, please list all uses of general allocation funding monies with respective dollar amounts.

Schedule 3 - FY 2016/2017 Training Allocation

Class I-X to IV+ fairs are eligible for training allocation funding. If your fair received training reimbursements during fiscal year 2016/2017, please list all training uses with respective dollar amounts.

Schedule 4 - FY 2016/2017 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 FY 2016/2017

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 FY 2016/2017, 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.

Junior Livestock Auction (JLA)

Report the 2016/2017 JLA activity on the separate STATEMENT OF OPERATIONS – JUNIOR LIVESTOCK AUCTION form. **Do not include the totals on pages 1 and 2 of the regular STOP.** At year-end, JLA revenue and expense accounts are closed to account 25100, JLA Reserve. The June 30th adjusted balance in the general ledger must agree with the amount reported on Schedule 1 under Net Resources, Reserve for Junior Livestock Auction.

Questions?

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

Joji Kume

Fairs & Expositions

(916) 900-5367 (office)

E-mail: joji.kume@cdfa.ca.gov

California Department of Food & Agriculture
Fairs & Expositions

FY 2016/2017 STATEMENT OF
OPERATIONS

**Preparation Guide
Exhibit 1**

PAGE 1: Please refer to sample Page 1

- A1** Beginning FY 2016/2017 Unrestricted Net Resources (also referred to as Net Resources-Unrestricted) as of July 1st should equal actual FY 2015/2016 Unrestricted Net Resources at June 30th as shown on FY 2015/2016 STOP.
- A2** Beginning FY 2016/2017 Restricted Net Resources (also referred to as Net Resources-Restricted) as of July 1st should equal any restricted net resources held by the fair as of June 30, 2016. 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 FY 2016/2017 STOP.
- A3** Beginning FY 2016/2017 Investment in Capital Assets, Net of Related Debt (also referred to as Net Resources-Capital Assets, less related debt) as of July 1st should equal Actual FY 2015/2016 Investment in Capital Assets, Net of Related Debt at June 30th as shown on FY 2015/2016 STOP.
- A4** Enter any prior year audit adjustments.
- B** This number is automatically calculated by the template and should match the June 30, 2015 amount shown on FY 2015/2016 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 FY 2016/2017 State (Local/Base) Allocation(s).
- E** Enter the total amount of F&E Supplemental/Fiscal assistance received from F&E in FY 2016/2017.
- F** Enter the total amount of capital project reimbursement funds received in FY 2016/2017.
- G** Enter account number to show one-time revenue sources.
- H** Enter the total amount of governmental funds (excluding F&E funds) received in FY 2016/2017. These funds include county contributions, funds from other State agencies, etc.
- I** Enter account #34000 balance from the general ledger as of June 30, 2017.
- 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 carried forward by the template and represents annual pension expense. **(GASB 68 Requirement)**
- N** This number is automatically calculated by the template and requires no manual entry.
- O** This number is automatically calculated by the template and requires no manual entry.
- P** 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).
- Q** This number is automatically carried forward by the template and represents any balance remaining in the unrestricted net position account (also referred to as Unrestricted Net Position-Pension). **(GASB 68 Requirement)**
- R** 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.
- S** 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).
- T** 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.
- U** The reserve percentage is automatically calculated by dividing Net Resources-Unrestricted by Operating Expenditures (“P”÷”K”).

Input Fair Name

Input Fair Code

Input City

Fair Name

Fair Code

Location

STATEMENT OF OPERATIONS - OPERATING FUND	Reference	Account Number(s)	July 1, 2016 to June 30, 2017
TOTAL NET RESOURCES, July 1			
Net Resources-Unrestricted	Prior Year	29100	A1
Net Resources-Restricted	Prior Year	29300	A2
Net Resources-Capital Assets, Less Related Debt	Prior Year	29000	A3
Prior Year Audit Adjustment(s)	Prior Year	various	A4
TOTAL NET RESOURCES, July 1			B
RESOURCES ACQUIRED:			
Operating Revenues	from page 2	various	C
State (Local/Base) Allocation(s)	to page 2	31200	D
Supplemental Allocation/Fiscal & Admin Assistance (F&E)	to page 2	31300	E
Capital Project Reimbursement Funds	to page 2	31900	F
One-time Revenue Sources	to page 2	32500	G
(fire camp, sale of property, capital project audit adj)			
Contributions from Other Gov't (non-F&E) Sources	to page 2	33000	H
Other (e.g. Flex Capital)	to page 2	34000	I
TOTAL RESOURCES ACQUIRED			J
RESOURCES APPLIED:			
Operating Expenditures	from page 2	various	K
Depreciation Expense	from page 2	90000	L
Pension Expense	from page 2	96000	M
TOTAL RESOURCES APPLIED			N
INCREASE/(DECREASE) IN NET RESOURCES DURING THE YEAR			O
TOTAL NET RESOURCES, June 30			
Net Resources-Unrestricted	from Sch 1	29100	P
Unrestricted Net Position-Pension	from Sch 1	29400	Q
Net Resources-Restricted	from Sch 1	29300	R
Net Resources-Capital Assets, Less Related Debt	from Sch 1	29000	S
TOTAL NET RESOURCES, June 30			T
Unrestricted Reserve Percentage			U
CEO's Signature	Date	FY 2016/2017 Fair Theme	

SCHEDULE 7: Please refer to 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 July 1, 2015.
 - Amount entered should match PP&E, June 30 from Schedule 7 of FY 2015/2016 STOP.
- 2 List all acquisitions (purchases, new construction, etc.) occurring in FY 2015/2016. 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 CFFA projects may be pulled from Project Close-Out sheets provided to the fair at completion of projects.
- 3 List all assets disposed of in FY 2016/2017. Dispositions include lost, salvaged, sold and stolen assets, plus destruction of buildings.
- 4 This number is automatically calculated by the template and represents total Property, Plant and Equipment as of June 30, 2017, 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 July 1, 2016.
 - Amount entered should match Accumulated Depreciation, June 30 from Schedule 7 of FY 2015/2016 STOP.
- 6 Enter Accumulated Depreciation on disposition of fixed assets, if any.
- 7 Enter prior year audit adjustments that affects accumulated depreciation, if any.
- 8 Enter annual depreciation expense, if any.
- 9 This number is automatically calculated by the template and represents the total accumulated depreciation as of June 30, 2017. 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 Schedule 1 (Balance Sheet) as of June 30, 2017.
- 10 This number is automatically calculated by the template and represents the total Property, Plant & Equipment less depreciation (i.e., net book value), as of June 30, 2017.
- 11 Enter the total liability balance of any long-term debt associated with fixed assets as of June 30, 2017.
- 12 This number is automatically calculated by the template and represents Net Resources-Capital Assets, less related debt as of June 30, 2017.

Input Fair Name
Fair Name

Input Fair Code
Fair Code

SAMPLE Schedule 7

PROPERTY, PLANT & EQUIPMENT ACQUISITIONS & DISPOSITIONS	Reference	July 1, 2016 to June 30, 2017	July 1, 2016 to June 30, 2017	
PROPERTY, PLANT & EQUIPMENT, July 1:	Prior Year			1
ACQUISITIONS OF FIXED ASSETS:				
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):				
TOTAL ACQUISITIONS OF FIXED ASSETS			0	2
DISPOSITIONS OF FIXED ASSETS (Salvaged, Sold, etc.):				
Land				
Buildings & Improvements				
Equipment				
Other Fixed Assets				
Other (provide description):				
TOTAL DISPOSITIONS OF FIXED ASSETS			0	3
PROPERTY, PLANT & EQUIPMENT, June 30			0	4
DEPRECIATION:				
Accumulated Depreciation, July 1	Prior Year			5
Less: A/D on Dispositions of Fixed Assets above				6
Less/Add: Prior Year Audit Adjustment				7
Add: Annual Depreciation Expense	from page 2			8
ACCUMULATED DEPRECIATION, June 30			0	9
PROPERTY, PLANT & EQUIPMENT, NET OF DEPRECIATION, June 30			0	10
DEBT (ASSOCIATED WITH FIXED ASSETS)				11
NET RESOURCES-CAPITAL ASSETS (less related debt), June 30:	from Sch 1		\$0	12

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Due Friday, November 10, 2017

2016/2017 Statement of Operations:

- Pages 1-2 (**Signature required on page 1**)
- Schedule 1, Statement of Financial Condition
- Schedule 2, FY 2016/2017 General Allocation (**only required by Class I-X to IV+ fairs that received FY 2016/2017 general allocation**)
- Schedule 3, FY 2016/2017 Training Allocation (**only required by Class I-X to IV+ fairs that received FY 2016/2017 training allocation reimbursement**)
- Schedule 4, FY 2016/2017 Fair Statistics
- Schedule 6, Permanent Positions on Payroll for FY 2016/2017
- Schedule 7, Property, Plant & Equipment – Acquisitions & Dispositions
- Statement of Operations – Junior Livestock Auctions

DAAs only:

- Federal Labor Standard Act (FLSA) Recreational Exemption

Reports:

- June 30, 2017 Pre-closing Summary Trial Balance
- June 30, 2017 Post-closing Summary Trial Balance

An electronic copy should be sent to joji.kume@cdfa.ca.gov. A hard copy is not required when an electronic copy is submitted.

If mailing a hard copy, please do not staple pages together; instead please use a binder clip on the completed package.

California Department of Food & Agriculture
Fairs & Expositions
FY 2016/2017 STATEMENT OF OPERATIONS
Review Check Sheet

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

- July 1 Unrestricted Net Resources, Restricted Net Resources, and Investment in Capital Assets matches last year's STOP ending reserves
- Signed copy

Page 2 - Summary of Operations

- Trace Admissions to Grounds and Depreciation Expense accounts to Pre-Closing Trial Balance

Schedule 1 – Statement of Financial Condition

- Total Net Resources matches page 1 Ending Resources
- Unrestricted, Restricted and Investment in Capital Assets matches page 1 Ending Resources
- Subtotal of Property accounts minus any Long-Term Debt related to Fixed Assets equals Investment in Capital 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

Schedule 2 – FY 2016/2017 General Allocation

- Use(s) of general allocation funding listed.

Schedule 3 – FY 2016/2017 Training Allocation

- Use(s) of training allocation funding listed.

Schedule 4 – FY 16/17 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 6 – Permanent Positions on Payroll for FY 16/17

- Total # of permanent positions listed
- Payroll data for individual employees listed

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, June 30 matches Sub-total Property accounts on Schedule 1
- Ending A/D matches total 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

Statement of Operations – Junior Livestock Auction

- Ending Resources matches Junior Livestock Auction Reserve on Schedule 1

Federal Labor Standard Act (FLSA) Recreational Exemption-required for DAAs only

- Monthly Gross Revenue listed.

California Department of Food & Agriculture
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FY 2016-2017 STATEMENT OF OPERATIONS

Reminders for Adjusting & Closing Entries

- Analyze any asset account that contains a credit balance – there may be posting errors.
- Analyze any liability account that contains a debit balance – there may be posting errors.
- Accrue 4th quarter interest on all savings accounts.
- Accrue all bank fees.
- Accrue all revenue earned but not received as of June 30, 2017.
- Accrue expenses incurred but not paid as of June 30, 2017.
- Adjust compensated absence liability to actual at June 30, 2017: 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.