

Instructions for Completing Record Books

In order to receive your fair check, you must make sure you have completed the following steps:

Thank you notes---due date was December 1. If you turned them in after that date but before checks were released, you will not be able to pick up your check until a week after the checks were received by the Ag Dept. If you still haven't turned in thank you notes and it is after checks were received by the Ag dept, then your check will be held for a week after you DO turn in thank you notes.

If you gave your buyer some type of gift basket or thanked them in person, this DOES NOT exempt you from thank you notes. If we do not have notification, you are still considered LATE.

According to the Jim Wells County Fair rule book, "Checks will be issued beginning December 15." Therefore we expect to have the checks to hand out to exhibitors that day or shortly thereafter

Expense record book---All high school FFA members MUST complete an expense record book and turn in a copy before receiving their check. Instructions are below and the document is attached.

The Jim Wells County Fair rule book states that "The checks for all sales and/or premiums will be given to the teachers or sponsors in charge and will be void after 60 days. "

The OG FFA will NOT be responsible for checks not picked up. It is the responsibility of the exhibitor and his/her parents/guardians to take care of these documents and picking up the check. Checks will not be mailed or delivered to the exhibitor, their parents, or any other location.

PAGE 1 EXPENSES

1. Gather ALL of your receipts from the show season. If you do NOT have these receipts or you lost them, I recommend you check with the company you purchased from and see if they can make you copies. If not, then you need to sit down and figure out what was purchased, how much it cost, and how much you purchased.
 - a. Make sure you include animals purchased, feed, supplies, vet expenses, JWCF entry fees and JWCF commission (8% of the amount you sold for)
2. Put all receipts and information in DATE order. For many people the first item they have is when they purchased their animals, but it may be from items you used to repair your pens.
3. Begin entering the information on the record book sheet.
 - a. Feed is considered Cash Operating (feed), animals are Inventory Purchased for Resale, supplies and vet expenses are Cash Operating (other). The total amount is listed in these columns. Do NOT just put a check mark.
4. Immediately after purchasing your animals should be an entry for pen rent. Whether or not you pay pen rent, you include it on your record book. This entails you paid for upkeep of the facilities. Pen rent should be \$30.00. If you have a different amount for pen rent, enter that specific amount.

5. JWCF entry fees were collected on August 15th and August 28th, 29th and 30th. Remember that you paid \$6.00 per market animal and \$10 per breeding animal entered.
6. If you have any more expenses after entries, continue entering those.
7. Your last expense entry will be the day of the JWCF Sale/Auction for JWCF commission. (Multiply the amount you sold for by .08 to get this amount).
8. The very last line of the front page is for column totals (Totals Carried Forward). Add up everything in each of the columns. The purpose of this is to show you how much you spent total, and a breakdown of how much you spent in each category (feed, other, inventory, etc).

PAGE 2 (BACK OF PAGE) INCOME

On this page you will document what happened to ALL of the animals you purchased on page 1. (if you purchased 17 goats, you will account for all 17 goats).

1. Your first entry should be the animal you sold at the Jim Wells County Fair. It was a cash sale and you list how much it sold for AT THE FAIR.
2. The next entries should be for what became of the other animals.
 - a. If an animal died, put on there “# (specie of animal) died”.
 - b. If you gave an animal back to the breeder, put on there “Gave # (specie of animal) back to breeder.
 - c. If you kept the animals, put on there “kept # (specie of animal)”.
 - d. Animals that died or you kept have the totals also placed under “Value of Product Used at Home”. This is the amount you PURCHASED the animal for FROM the breeder at the beginning of the season!!!
 - e. Animals that went back to the breeder may be marked under “Cash Sale” if they paid you for them, or “Value of Production Transferred or Bartered” if you will get another animal as payment. If they gave you money, enter how much. If they will give you another animal, give an estimate of how much that animal will be worth.
3. Once again, add up the numbers for each of the columns.

Now you may turn this in and get your check. Remember, if you turned in your thank you notes LATE, you will receive your check a WEEK after they come in. If you haven't done your thank you notes, do them NOW, but you will still wait until the week AFTER checks arrive to pick yours up.

Finally, if you received add-ons, be sure you send a thank you note to those individuals.