



**UNIFORM SYSTEM OF ACCOUNTING FOR
AGRICULTURAL SOCIETIES**

MAY 2020 REVISION

Uniform System of Accounting for Agricultural Societies

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Preface

The Auditor of State is responsible for prescribing a Uniform System of Accounting for Ohio's agricultural societies. This May 2020 revision is designed to meet that responsibility and is the first revision of the Uniform System of Accounting in over 17 years.

Much has changed over the past 17 years. One of the more significant changes affecting Ohio's agricultural societies has been the introduction and wide-spread use of computerized accounting software, such as QuickBooks™ and others. As a result of the use of products like QuickBooks™, this revision spends little time discussing the format of records to be kept by agricultural societies, leaving those details to the accounting software used.

Four important design goals from the prior update were kept in mind when developing this revision. First, was to continue to incorporate the agricultural society community into the development process. The development process included significant input from a working group representing agricultural societies and including member of boards of directors, fair managers, a representative of the Ohio Agriculture Department, board members and the Executive Directors of the Ohio Fair Managers Association, and its lobbyist. This working group provided feedback and review of this document and their assistance was invaluable.

The second design goal was to change as few existing procedures and add as few new procedures as possible. We accomplished that design goal. For example, we made only minor revisions to update the chart of accounts which has been in use by all agricultural societies, and which is the basis for their reporting to the Ohio Agriculture Department and us.

Our third design goal was simplicity in accounting. This system of accounting is designed to facilitate the proper recording and reporting of transactions and compliance with proper control procedures, laws and regulations while freeing the board and management to concentrate on the societies' missions rather than turn them into accountants.

Our last design goal was to make this document a comprehensive resource for Ohio agricultural societies. To that end we added a detailed chart of accounts, and a reference to the Ohio Auditor of State's website of laws and regulations that we determine to be applicable to most Ohio agricultural societies. Compliance requirements may vary among agricultural societies and for a single agricultural society from year to year. Individual boards of directors will obtain a majority of laws and regulations that will be applicable to their agricultural society from this resource, but they are still required to determine whether additional compliance requirements are imposed on their agricultural society as a result of contracts, debt agreements, and federal grants or awards.

It is the intention of the Auditor of State to maintain this document with periodic updates.

We recognize, with gratitude the volunteers and staff of the following groups for their commitment to Ohio agricultural societies.

Ohio Fair Managers Association
Government Advantage Group
Ohio Department of Agriculture

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Uniform System of Accounting for Agricultural Societies Accounting Practices

Basis of Accounting

County and independent agricultural societies shall follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Revenue shall be recorded when cash is received and expenses shall be recorded when cash is disbursed.

Fund

County and independent agricultural societies shall maintain a single fund accounting for all receipts and disbursements.

Agricultural societies receive money from state, county and private sources. Sometimes the entity making the payment stipulates that the money be used for a particular purpose. The society has an obligation to demonstrate in its financial records that it complied with the restrictions placed on use of receipts. In some organizations, this compliance is demonstrated by the use of several funds. Accounting for multiple funds is more complex than accounting for a single fund, and compliance can also be demonstrated by carefully accounting for the receipts and disbursements in the chart of accounts. Use of a single fund accomplishes the requirement for careful accounting for restricted receipts and provides a simple and easy to maintain accounting system.

Chart of Accounts

Agricultural societies shall use the standard chart of accounts specified in this accounting manual.

Charts of accounts provide consistency in accounting and are management's primary means of demonstrating effective stewardship of funds. The consistency provided by use of a standard chart of accounts allows for the comparison of operations among different societies and helps keep audit costs low. Management demonstrates its effective stewardship by using the chart of accounts to:

- Report the sources and uses of public funds
- Prove its compliance with legal or administrative requirements

The standard agricultural society chart of accounts is included in this accounting manual as Appendix A and begins on page 11.

Bank Account

Agricultural societies shall maintain a checking account. All cash receipts shall be deposited into the checking account and all cash disbursements shall be made by check redeemable against the checking account.

Agricultural societies shall not make payments out of un-deposited receipts. Rather, the receipts shall be deposited and disbursements shall be made by check against the bank account.

Uniform System of Accounting for Agricultural Societies Accounting Practices

Investments

Preservation of principal shall be the priority of agricultural society boards of directors when investing excess agricultural society funds. To achieve that goal, agricultural society investments should be limited to bank accounts such as savings accounts or certificates of deposits, and at amounts that are fully within the limits insured by the Federal Deposit Insurance Corporation (FDIC). Agricultural societies may also invest in debt instruments of the United States of America (commonly called U.S. Treasury bonds, notes or bills) because these investments are commonly considered to carry zero credit risk.

Investments shall be convertible to cash without loss of principal when needed. Longer term investments, for example investments made to defray the cost of a capital asset purchase in the future, must be carefully matched to the time when such purchase is to be made. If an investment must be converted to cash prior to its scheduled maturity, the society may be subject to loss of principle due to changes in interest rates.

Cash Accounts

Petty Cash

A society may establish a petty cash account if the establishment is authorized by the society's board of directors.

If a petty cash account is authorized by the board of directors, the amount initially deposited in the petty cash account, called the "imprest amount," shall be authorized by the society's board of directors. The board of directors shall also designate a person as the custodian of petty cash. The board of directors may establish a higher imprest amount during the period immediately before, during and after its annual agricultural fair to facilitate the cash payments that may be required during these times. During non-fair periods the petty cash imprest amount should be no more than \$500. During fair periods the imprest amount may be up to \$1,000.

Receipts shall be required for all petty cash disbursements. The petty cash custodian shall assure that the sum of receipts for petty cash expenditures plus remaining petty cash always equals the "imprest amount." Petty cash shall be replenished up to the "imprest amount" by society check made payable to the petty cash custodian in the form "John Doe, Petty Cash Custodian," where John Doe is the name of the person authorized by the board of directors to be the petty cash custodian. The expenditures made by petty cash disbursements shall be distributed to the accounts upon the replenishment of the petty cash fund.

Start Up Cash

A society may establish an account to allow for startup funds for departments for the annual fair, including but not limited to admission gate startup monies. Receipts shall be required to establish who is responsible for funds including initial startup and return of funds to the office of the board of directors at the end of the event.

Premium Petty Cash

A society may establish one or more petty cash accounts to distribute premium money to exhibitors. For example, one account may be established for open class premiums and another for junior fair premiums. The accounts should institute all the controls identified above including establishing an imprest amount and petty cash custodian by board resolution. Receipts, in the form of premium vouchers, should be maintained and added to the petty cash remaining to equal the imprest amount.

Uniform System of Accounting for Agricultural Societies Accounting Practices

Double-entry Bookkeeping System

Agricultural societies shall maintain a double-entry bookkeeping system which demonstrates the effect of a transaction on at least two accounts – cash and either a receipt or disbursement account.

Agricultural societies are encouraged to adopt a computerized bookkeeping program such as QuickBooks™ because they eliminate arithmetic errors, make common accounting tasks such as cash reconciliation easier, and provide commonly requested management reports.

Budgeting

Each agricultural society shall prepare an annual budget of its revenues and expenses. The budget shall cover the period December 1st through November 30th. The budget shall be considered and approved by the board of directors prior to the first day of the ensuing fiscal year. The budget shall be prepared at the level of the accounts from the chart of accounts which are used by the society.

Budgeted revenues and expenses should be distributed to the month they are likely to be received and expended. The distributed monthly budget should be integrated into the society's accounting system.

Actual revenues and expenses shall be compared to budgeted amounts each month and reported to and reviewed by the board of directors. The board of directors shall determine the reasons why actual expenses exceed or are less than budgeted expenditures by making inquiries to fair management about the reasons.

Cash Management

Agricultural societies shall compare their actual bank cash balances to the budgeted cash balance at the end of each month. When actual cash balances are below budgeted cash balances, the society should look for ways to increase revenues and/or decrease expenditures budgeted in the upcoming months so as to achieve the budgeted cash balance. When actual cash balances exceed budgeted cash balances, the board of directors may establish or add to non-operating bank accounts designated for particular purposes (e.g., for future capital purchases).

The actual bank cash balance is listed on the society's bank account statements. All accounts containing funds designated for operations should be included. Accounts designated for non-operating purposes, for example, to fund future capital improvements, should be excluded. Budgeted cash balance is found by adding the actual cash balance at the beginning of the year, the year-to-date budgeted receipts, and subtracting the year-to-date budgeted expenses.

Unpaid Bills

At the end of each month, fair management shall present the board of directors with a list of all unpaid bills for goods or services received and another list of all items ordered and not yet received. These lists shall be classified by the expense accounts which will be charged when the bills are paid. Available cash balances shall be reduced by the total of these two lists.

Uniform System of Accounting for Agricultural Societies Accounting Practices

Purchasing

Societies shall consider their 1) unexpended expense budgets, 2) available cash balances and 3) previous commitments to expend which have not yet resulted in cash disbursements prior to making new commitments to expend money.

Previous commitments to spend money which have not resulted in cash disbursements are often documented by the society's unpaid bills. However, it is common for purchase commitments to be made which have not yet resulted in the delivery of goods or services and for which invoices have not yet been delivered. These commitments are documented in the form of purchase orders. Use of purchase orders by agricultural societies is strongly encouraged but not required. Smaller societies may find it possible to keep track of all previous commitments and their effects on the expense budget without using purchase orders, but medium and larger sized societies will find this task difficult without the use of purchase orders.

Cash Receipts

Agricultural societies shall deposit all cash receipts into a society-owned bank account. A multi-part pre-numbered receipt should be completed for each cash transaction, except for ticket sales. A copy of the receipt shall be given to the person or organization making the payment. The society shall account for each receipt issued or spoiled by accounting for all receipt numbers consecutively. A cash receipt shall be prepared for all cash transactions regardless of whether other documentation evidences receipt (e.g., camping contract). Bank deposit slips shall be prepared daily and cash deposited daily in the bank.

Credit card sale receipts shall be retained and attached to the settlement for the daily transactions. All receipts shall be retained even if transaction is declined. Each receipt shall have the transaction number, date of transaction and dollar amount.

All receipts, including ticket sales, shall be deposited in the bank not later than the day next following the receipt, unless both of the following conditions apply:

- a. Total amount of un-deposited cash receipts is less than \$1,000, and
- b. The society's board of directors has established a policy allowing deposit for up to three days following the date of receipt and establishing safeguarding procedures for the receipts prior to deposit.

During periods of greater activity, such as the period around fair week, cash should be deposited several times per day, and significant deposits at the end of the day should be deposited in the bank's night depository and not left overnight on the fairgrounds.

Cash Register Use

When a cash register type of device is used, the multi-part pre-numbered receipt does not need to be completed. A copy of the transaction receipt from the register shall be given to the person or organization making the payment. A register closeout report shall serve as a receipt of funds received. This report must include amount of cash, checks and credit card totals received. A bank deposit slip shall be prepared for cash or checks received and be deposited into the society-owned bank account. Register closeout and deposit slips should be matched to ensure they match.

Uniform System of Accounting for Agricultural Societies Accounting Practices

Ticket Sales

All tickets for admittance to the fair and its events shall be consecutively pre-numbered. Separate tickets shall be used to account for each type of admission. The numbered sequence of tickets given to distribution locations shall be recorded. All unsold tickets and cash for sold tickets shall be returned and compared against the tickets issued. The cash returned should equal the expected revenue from the tickets sold. A single pre-numbered cash receipt shall be issued for each batch of tickets sold. For example, revenue from the tickets sold by the fair office shall be reconciled with pre-numbered tickets assigned to the fair office for sale. Separate reconciliations shall be performed for groups of tickets assigned to each local merchant for sale. A single, pre-numbered cash receipt shall be assigned to account for the cash associated with all reconciliations.

Deposits and Intermediate and Final Payments

Deposits and intermediate and final payments for campground, fairground or building rentals, and privilege fees (including ride company guaranteed contract fees) shall be receipted and deposited separately as cash receipts. Contracts associated with the rental shall indicate the receipt number assigned to account for the deposit and interim and final payments.

Cash Received from Tote Services

A single, pre-numbered cash receipt shall be issued to account for receipts from tote service for each night of racing.

Interest and Dividends Credited to Account

Interest or dividends credited to the society's bank or brokerage accounts do not require the preparation of a cash receipt. However, the society shall maintain each account's statements as proof of the amount credited to its accounts.

Expenses

Expenses shall be recorded, when paid, in the appropriate expense account. Sufficient documentation shall be retained to support the expense. Such documentation may include invoices, receipts, purchase orders, contracts, or other documentation of what was purchased, from whom it was purchased, and the purpose of the purchase if not obvious from the existing documentation.

Credit Card Purchasing

Ohio Revised Code Section 9.21 establishes two separate internal control models for credit card usage by political subdivisions: the custody and control model and the compliance officer model.

Ohio Revised Code Section 1711.131, requires not later than February 2, 2019, the board of directors of a county agricultural society or an independent agricultural society that holds a credit card account shall adopt a written policy for the use of credit card accounts. Otherwise, a board shall adopt a written policy before first holding a credit card account. Ohio Revised Code Section 1711.131 and Ohio Auditor of State Bulletin 2018-003, available at: <http://www.ohioauditor.gov/publications/bulletins/2018/default.html>, provides guidance and minimum requirements for the policy.

Effective November 2, 2018, agricultural societies may not hold or utilize debit card accounts.

Uniform System of Accounting for Agricultural Societies Accounting Practices

Payroll

Salaries or wages of society employees shall be authorized by its board of directors. The net amount of payroll expense shall be recorded in the appropriate payroll account. Payroll net amount equals gross payroll less withholdings and deductions.

Payroll Withholdings and Deductions

Payroll withholding and deductions shall be charged, when paid, to the same account as net payroll.

Employer Payroll Taxes

Employer payroll taxes (FICA, unemployment, workers compensation) shall be recorded in the appropriate employer payroll tax account when paid.

Benefits

Employer-paid benefits (less any amounts deducted from employee paychecks) shall be recorded in the appropriate account when paid. Amounts deducted from employee paychecks shall be recorded as payroll expense.

Capital Expenses

Payments for land, new or expanded buildings, and new or used vehicles or equipment shall be recorded as capital expenses in the appropriate account. Capital expenses recorded shall reconcile to additions to the fixed asset list.

Fixed Asset Policy

Agricultural Societies shall maintain a record of all land, buildings and equipment owned by it. The record shall describe the property accurately including references to serial numbers or deed records and shall be maintained up-to-date and complete. Estimated historical costs shall be assigned to existing fixed assets and additions shall be recorded at cost. Additions to the fixed asset record should reconcile to capital outlay in the financial statements.

Fixed Asset Capitalization Policy

A board of directors shall establish a dollar amount above which assets purchased with lives greater than one year shall be added to the fixed asset record as part of the fixed asset policy. The capitalization threshold may vary among agricultural societies and be as low as a few hundred dollars and as high as several thousand dollars.

Uniform System of Accounting for Agricultural Societies Accounting Practices

Insurance

Annually, agricultural societies' boards of directors shall survey its insurable risks and negotiate a plan of insurance designed to mitigate that risk within the constraints of the societies' budgets.

Insurable risks are risks for which insurance can be purchased. For example, the risk that a tornado may destroy one or more fairground buildings can be mitigated by purchasing an insurance policy which will help the agricultural society repair or replace the damaged buildings.

In many agricultural societies, buildings are owned and insured by the county. When this is the case, an additional insurance policy is not required for assets owned and insured by the county.

Audit Committee

Board of directors of agricultural societies should establish an audit committee of its members which will serve as a liaison between the society and the Auditor of State. The audit committee's duties shall include:

- Meeting with the society's independent auditors before and after each audit;
- Monitoring the progress of the financial and compliance audit;
- Evaluating the results of the financial and compliance audit; and
- Ensuring that the internal control and legal compliance issues identified in the audit are promptly remedied.

Open Meetings

Agricultural societies shall conduct open meetings pursuant to R.C. 121.22 and Ohio Sunshine Laws.

Public Record Policy

Agricultural societies should establish a public record policy which complies with Ohio's public records laws and establishes a reasonable time frame for access to public records.

Record Retention Schedule

Agricultural societies should establish a record retention schedule which complies with Ohio's public records laws and follows Ohio Sunshine Laws.

Junior Fair

Junior fair financial activity is presented in the footnotes to the agricultural society financial statements. Such activity includes that subsidized by the agricultural society and engaged in by the junior fair using accounts which are not recorded on the agricultural society's books.

The board of directors shall regularly inquire about junior fair cash balances and financial activity with the junior fair board. Junior fair expenses paid by the agricultural society shall be accounted for in a way that facilitates their identification. At year end, the board of directors shall acquire the monthly bank statements of all accounts held in the name of the junior fair.

Uniform System of Accounting for Agricultural Societies Accounting Practices

Junior Fair Livestock Sale

Junior fair livestock sale financial activity is presented in the footnotes to the agricultural society financial statements. Such activity includes that subsidized by the agricultural society and engaged in by the junior fair livestock sale using accounts which are not recorded on the agricultural society's books.

The board of directors shall regularly inquire about junior fair livestock sale cash balances and financial activity with the sale committee. Junior fair livestock sale expenses paid by the agricultural society shall be accounted for in a way that facilitates their identification. At year end, the board of directors shall acquire the monthly bank statements of all accounts held in the name of the junior fair livestock sale.

Uniform System of Accounting for Agricultural Societies

Appendix A

Agricultural Society Chart of Accounts and Detailed Description of Receipt and Disbursement Codes

* 1000 OPERATING REVENUE

1100 Taxes

1110 Use Tax (Racing)

- Pari-mutuel Betting (State Tax)

1190 Other Taxes

1200 Admissions - General Public

1210 Exhibitors Tickets

- Tickets Sold to Exhibitors (Sold To Those In Competition as Listed in Premium Book Season & Individual Day Passes)
- Includes Junior Fair Exhibitors

1220 Season Tickets

- Gate Admission(s) for Entire Fair (County & Non-County Residents)
- Student Season Tickets

1230 Admission Tickets - General

- Gate Admission Tickets
- Senior Citizen Tickets (Option to include as 1230-1)
(Includes Student Admissions)

1240 Admission Tickets – Grandstand Events

- Grandstand Tickets & Box Seats
- All Special Event and Entertainment Tickets Sold
- Includes Events as Tractor Pulls, Demo Derby, Harness Racing & any Events Where There Is Additional Charge (Both Fair & Non-Fair Activities)
- Student Tickets for Grandstand Events

1260 Privilege Tickets (Concessionaires)

- All Discounted Tickets Sold To Individuals Contracted with Fair
- Includes Vendor Passes, Commercial Exhibitors, Pit Passes and Harness Racing Passes
- Daily Gate Admission Tickets Sold

1290 Other Tickets

- Any Other Admission Ticket Sold By Fair Not Covered Above including parking receipts

1300 Privilege Fees During the Fair

1310 Concessions

- Privilege Fees From Food & Beverage Vendors (Includes Footage, Flat Fees, and/or Percentage of Gross Receipts Sold by Vendors)

1320 Building Space

- Fees for Space Inside Buildings

1340 Ground Space

- Privilege for Outside Space
- Tent Rentals

1350 Activities – Games and Novelties

- Privilege Fees for Games
- Privilege Fees from Novelties

1360 Activities – Rides

- Guarantee Contract Fees
- Percentage Receipts from Additional Ride Sales

Uniform System of Accounting for Agricultural Societies

Appendix A Agricultural Society Chart of Accounts and Detailed Description of Receipt and Disbursement Codes

1300 Privilege Fees During the Fair (continued)

1390 Other Activities

- Other Privilege Fees Collected from Vendors for Goods Sold (Both Fixed & Percentage Fees)
- Including: T-shirts, Programs Sold at Grandstand & Special Events, & Novelties Sold by Vendors
- Percentages of Programs Sold by Vendors

1400 Sales During the Fair

1410 Programs

- Harness Racing Programs
- Special Event(s) and Grandstand Event(s) Programs

1420 Clothing

- T-shirts & Sweatshirts
- Hats, Caps, & Other Head Ware
- Jackets and Coats

1430 Glasses/Mugs

- China, Plastic, Souvenirs, etc.

1440 Baked Goods

- Fair Sales & Non-fair Sales

1490 Other Sales

- Books, Cookbooks, Magazines, Other Souvenirs & Premium Books (Some Items Sold Need to Include Sales Tax & a Vendors License Maybe Required)

-

1500 Racing Fees and Charges

1510 Entry Fees and Declaration

- Money Received For Harness Races (Declaration)

1520 Pari-mutuels

- Percentage of Receipts From Pari-mutuel Handle

1530 Racing Program – Ads

- Advertisements Sold in Racing Programs

1540 Speed Fees

- Nominating and Sustaining harness racing fees
- Colt Circuit Receipts

1550 Race Bond Refund

- Bond Refund from State Auditor

1590 Other Race Receipts

- Race Blankets & Trophies (Fair Profits from Blankets Sold)

1600 Sales During Other Activities

1610 Sale of Supplies

- Pop & Other Vending Machine Supplies

1690 Other Sales

1700 Utilities (Reimbursements & Hook-Up Fees)

1710 Electricity

1720 Propane

1730 Water and Sewer

1740 Gas

1790 Other Utilities

Uniform System of Accounting for Agricultural Societies

Appendix A Agricultural Society Chart of Accounts and Detailed Description of Receipt and Disbursement Codes

1800 Fees

1810 Class Entry Fees

- Senior & Open Class Entry Fees
- Junior Class Entry Fees

1820 Membership Fees

- Receipts From Sale of Agricultural Society Memberships

1830 Contest Fees

- Tractor Pull Entry Fees
- Horse Pull Entry Fees
- Demo Derby Entry Fees
- Pie Eating Contest Entry Fees
- Fiddle Contest Fees
- Tobacco Spitting Contest Fees
- Other Entry Fees Taken during or before the Fair

1890 Other Fees

1900 Rentals – Non-Fair

1910 Rental – Grounds

- Auctions Flea Markets & Rummage Sales (Both Fixed Revenues or Percentage Receipts Based on Sales)
- Company Picnics
- Outside Horse Riding Arenas

1920 Rental – Buildings

- Individual Building Rentals for Various Events
- Receptions, Auctions & Meetings
- House and/or House Trailer Rent

1930 Rental - Camp Sites

- Fair Campground Rental
- Non-fair Campground Rental
- Hook-Up Fees for Utilities

1940 Rental – Equipment

- Tables & Chairs
- Banquet & Kitchen Facility Item
- Radios, P.A. System
- Computer Related Items
- Golf Carts
- Stage
- Bleachers

1950 Rental - Stalls, Pens and Barns

- Non-fair Barn & Stall Rentals (Horse Racing)
- Stall and Pen Rentals during Fair

1960 Rental – Storage

- Boats, Trailers, & Automobiles
- RV's & Farm Equipment

1990 Rental - Other

Uniform System of Accounting for Agricultural Societies

Appendix A Agricultural Society Chart of Accounts and Detailed Description of Receipt and Disbursement Codes

* 2000 STATE AND LOCAL GOVERNMENT SUPPORT

2100 State Support

- 2110 Ohio Fairs Fund Section 3769.082(A)-(ORC)
 - General Operation Funds
- 2120 Ohio Fairs Fund Section 3769.082(B)-(ORC)
 - Section Applies To State Fair Only
- 2130 Ohio Fairs Fund 3769.082(C)-(ORC)
 - Non-Stake Race Purse Monies
 - Race Track Maintenance & Race Relating Expenses
- 2140 Ohio Fairs Fund Section 3769.082(D)-(ORC)
 - Ohio Stake Racing Purses
- 2150 Ohio Department of Agriculture 901-5-16 (ORC)
 - Junior Fair Reimbursement Monies
- 2190 Other State Support
 - Capital Improvement (State Matching Funds)
 - Other State Grant & Aid Funds (Very Seldom Received)

2200 Local Government Grant-In-Aid

- 2210 County Government Grant - Section 1711.01 (ORC)
 - Senior Fair Money (\$800.00)
- 2220 County Government Grant - Section 1711.02 (ORC)
 - Independent Fairs Junior Fair Money (\$500.00 to \$100.00)
- 2230 County Government Grant - Section 1711.03 (ORC)
 - County Fair's Junior Fair Money (\$500.00 to \$100.00)
- 2240 County Government Grant - Section 1711.15 (ORC)
 - Money Received From County Commissioners for Capital Improvements, Building Improvements and Repair and/or Debt Retirement, Interest on Debt
- 2250 County Government Grant - Section 1711.19 (ORC)
 - County Bond Money (Tax Exempt Money Borrowed by the County Commissioners)
- 2260 County Government Grant - Section 1711.21 (ORC)
 - Taxation Money (County Election-Vote of Approval)
- 2270 County Government Grant - Section 1711.22 (ORC)
 - General Operation Money (\$2,000.00 to \$1,500.00)
- 2290 Other Local Government Support
 - Miscellaneous Receipts from County and/or Local Municipal Sources

* 3000 MISCELLANEOUS RECEIPTS - OTHER SOURCES

3100 Restricted Support (Earmarked for Specific Spending Purposes)

- 3110 Gifts and Donations
 - Fund Raising Activities for New Facilities, Equipment or Other Assets
- 3120 Grants
 - Funds Received From Businesses, Individuals & Others that Have No Interest Payments or Principal Payments (Requires An Application To Request Funds & Reporting - Funds Are Earmarked for a Specific Purpose)
- 3130 Sponsorships
 - Funds Provided to the Fair board to Support a Particular Segment of the Fair
 - Tractor Pull Trophies & Prize Monies
 - Demo Derby Trophies & Monies
 - Funds for Junior Fair Ribbons, Trophies, Premiums

Uniform System of Accounting for Agricultural Societies

Appendix A

Agricultural Society Chart of Accounts and Detailed Description of Receipt and Disbursement Codes

3100 Restricted Support (Earmarked for Specific Spending Purposes) (continued)

3140 Promotions

- Sale of Advertisement for Premium Book (Support Money Received To Promote Fair)
- Horse Racing Blankets & Trophies (Recovery of Cost Only - No Profits for Fair board)

3190 Other Restricted Support

- Junior Fair Livestock Sale Receipts

3200 Unrestricted Support

3210 Gifts and Donations

- Unrestricted Gifts & Donations to Be Spent at the Discretion of the Fair board

3220 Grants

- Unrestricted Support - Society Is Not Obligated to Repay Principal or Interest (Requires Application & Reporting)

3230 Sponsorships

- General Funds That Are Spent Under the discretion of the Fair board
- Corporate Sponsorships for the Day at the Fair

3240 Promotions

- Funds Provided to the Fair board to Promote the General Welfare of the Society & Fair
- Includes OHHA Contribution Funds.

3290 Other Unrestricted Support

- Miscellaneous Receipts
- Returned Deposits
- Payment of Non-sufficient Fund Checks
- Catch All Category (If it Does Not Fit in Other Categories, Enter the Transaction in Here)
- Junior Livestock Sale Receipts (Profits are Generated by the Sale)

3300 Sale of Notes

- Unsecured Debt
- The Used Portion of the Society's Line of Credit
- Any Short-Term Obligations

3600 Interest

- Interest from CDs
- Savings Account Interest
- Checking Account Interest
- Bond or Note Interest

3800 Mortgage

- Funds Received By Society By Lender (Long-Term)
- Loan for Buildings, Property, Equipment or Machinery

3900 Sale of Assets

3910 Sale of Real Property

- Sale of Land, Buildings & Other Long-Term Assets

3920 Sale of Personal Property

- Sale of Equipment, Machinery, Bleachers, Tables Chairs. or Other Assets of the Society

3930 Other Sales of Assets

Uniform System of Accounting for Agricultural Societies

Appendix A

Agricultural Society Chart of Accounts and Detailed Description of Receipt and Disbursement Codes

* 4000 SALARIES AND WAGES (Payroll - Not Contract Labor)

- 4010 *Secretary's Salary & Wages*
 - Secretary & Treasurer's Salary and/or Wages
- 4020 Board of Directors' Compensation
 - Wages Paid to Board Members
- 4030 *Fairgrounds Maintenance Salaries & Wages*
 - Grounds Keeper Salary
 - Caretaker's Salary
 - Hired Labor (Maintenance)
- 4040 *Race Salaries and Wages*
 - Only If Individual Is Employee of Society
- 4090 *Other Salaries, Wages and Compensation*
 - Other Labor during the Fair Where W-2s Are Filed by the Society
 - Parking Attendants
 - Ticket Sellers & Ticket Takers
 - Police or Security
 - Electrician
 - Office Workers

* 5000 BENEFITS (Employer's Share)

- 5010 *Retirement (Employer's Portion)*
 - FICA & Social Security
- 5020 *Unemployment Compensation*
 - Unemployment Tax
- 5030 *Workers' Compensation*
- 5040 *Insurance - Health*
- 5050 *Insurance - Life/Disability*
- 5060 *Employee Membership Reimbursements*
- 5070 *Tuition Reimbursements*
- 5080 *Uniform Reimbursements*
 - Employee Is Required to Buy Uniform that Is Reimbursed by the Society
- 5090 *Other Employee Benefits*
 - Retirement

* 6000 ADMINISTRATIVE, SUPPLIES AND MATERIAL EXPENSES

6100 Administrative Expense

- 6110 *Board of Directors' Expense*
 - Board of Director's Monthly Meeting Compensation (Maximum payment shall not exceed the limit established in accordance with the rules and regulations of the Ohio Administrative Code Section 901-5-09 (A).)
 - Travel Reimbursement (Shall not exceed the amount set forth in rule 126-1-02 of the Ohio Administrative Code.)
 - Convention Expenses (Does Not Include Movies, Alcoholic Beverages or Spouse Expenses (Only Food, Lodging, Parking, & Miscellaneous Expenses)
 - Reimbursed Expenses (Provided Expenses Were Pre-approved)
 - Meals during the Fair
 - Refreshments during the Board Meetings
 - Do Not Include a Flower Fund as a Board Expense (Not Permitted)

Uniform System of Accounting for Agricultural Societies

Appendix A

Agricultural Society Chart of Accounts and Detailed Description of Receipt and Disbursement Codes

6100 Administrative Expense (continued)

6120 Secretary/Treasurer's Expense

- Convention Expenses
- Reimbursed Expenses
- Travel Allowance (ODA Accounting & Computer Training Sessions)

6140 Memberships

- OFMA Annual Dues
- GOSA, IAFE, Ohio Harnessmen, & Other Association Dues
- Magazine Subscriptions *6190 Other Expenses*
- Other Expenses for Convention Other than Board Members and Secretary/Treasurer (Needs Formal Board Approval)
- Licenses
- Miscellaneous Administrative Expense Category

6200 Race Supplies and Material Expenses

6210 Race Trophies and Blankets

- Expenses for Awards

6220 Supplies and Track Materials

- Race Track Related Expenses (Not Equipment or Machinery)
- Sand, Gravel, Gasoline, and Supplies

6290 Other Race Expenses

- Postage Costs
- (Utilities for Horse Barns Should Be Subdivided into the Appropriate Utilities Category in the 7100 Series)

6300 Supplies Purchased for Resale

- Pop & Candy for Vending Machines
- Belt Buckles. Hats and Balloons

6400 Supplies and Materials

6410 Office Supplies and Materials

- Stamps & Postage Fees
- Office Supplies
- Accounting Paper & Supplies

6420 Ground Maintenance- Supplies and Materials

- General Maintenance & Repair Supplies
- Fuel Costs
- Vehicle Equipment. & Machinery Parts Serviced By Society Labor

6490 Other-Supplies and Materials

- Replacement Tables and Chairs
- Costs of Tickets
- Place Mats
- Printing of Signs & Posters
- Cost of Brochures
- Fair Flyers
- Cookbooks

Uniform System of Accounting for Agricultural Societies

Appendix A Agricultural Society Chart of Accounts and Detailed Description of Receipt and Disbursement Codes

* 7000 CONTRACTUAL SERVICES

7100 Utilities

- 7110 *Electricity*
- 7120 *Gas*
- 7130 *Propane*
- 7140 *Water*
- 7150 *Telephones*
- 7160 *Sewer*
- 7190 *Other Utilities*

7200 Racing

- 7210 *Race Tax*
 - Pari-mutuel Taxes
- 7220 *Race Purses*
 - Ohio Stake Race Purses
 - Non-Stake Racing Purses
 - Overnight Racing Purses
- 7230 *Starting Gate*
- 7240 *Photo Finish*
- 7250 *Track Maintenance Contracts*
 - Expenses for Track Maintenance (Contracted)
 - Any Repairs or Track Overhaul Expenses (Contracted)
 -
- 7260 *Announcer, Judges, Timer and Race Secretary*
- 7290 *Other Race Related Expenses*
 - Race Department Help
 - Manure Hauling Fair
 - Other Race Miscellaneous Expenses

7300 Professional Services

- 7310 *Legal Services*
 - Attorney and Filing Fees
- 7320 *Auditing and Accounting Services*
 - CPA's Fees
- 7330 *Veterinary Services*
 - Fair Veterinary Services
 - Horse and Other Animal Blood Testing Expenses
- 7340 *Contractual Entertainment*
 - Entertainment Expenses
 - Demo Derby & Tractor Pull Expenses (Not Prize Money)
 - Clowns & Midway Entertainment
 - Grandstand Entertainment Costs
 - Bands & Other Shows
 - Pig Racing
 - Announcers for Tractor Pull & Demo Derby
- 7350 *Ride Company Expenses*
- 7390 *Other Services (Including Electrician)*
 - Other Contracted Services Purchased By the Fair board

Uniform System of Accounting for Agricultural Societies

Appendix A Agricultural Society Chart of Accounts and Detailed Description of Receipt and Disbursement Codes

7400 Property Services

7410 Security Services

- Police & Sheriff Services
- Night Watchmen & Pinkerton Security
- Security Stage Crew Workers

7420 Cable TV Services

- Satellite Dish

7430 Computer Services

- Software and Programming Assistance
- Hardware & Software Purchases
- Internet Related Expenses

7440 Cleaning and Janitorial Services

- Restroom Cleaning
- Port-A-Johns

7450 Grounds keeping and Snow Removal Services

- Grandstand and Midway Cleaning
- Flower Bedding Expenses

7460 Trash Hauling and Dumping Services

- Fair Refuse Expenses
- Dumpster Rental
- Monthly Garbage Pick-Up

7470 Sound System Services

- Services for Loudspeakers & PA Systems
- Lighting for Stage

7480 Tax (Payments to Governmental Agencies)

- Real Estate Taxes (With the 501-C-3 Not For Profit Status, Most Fairs Not Subject to Real Estate Taxes)
- Taxes To Watershed Association

7490 Other Purchased Services

- Outside Gate Personnel (Parking)
- Grandstand Personnel
- Ticket Sellers & Ticket Takers (Civic Groups Set-Up)
- Mosquito Spraying
- Contracted Services for Repair & Inspections
- Drain Services
- Plumber, Carpenter, Painter, and Electrician

7500 Advertising and Communication Expenses

7510 Legal Ads and Publications

- Newspaper Publication of Annual Report
- Notice of Election
- Advertisement Society Is Accepting Bids for Projects
- Notice of Tax Levy
- Entertainment Advertising

7520 Newspaper Ads

- Advertisement for the Fair
- Harness Racing Advertisement

7530 Radio and TV Ads

- Fair & Non-Fair Events

Uniform System of Accounting for Agricultural Societies

Appendix A

Agricultural Society Chart of Accounts and Detailed Description of Receipt and Disbursement Codes

7500 Advertising and Communication Expenses (continued)

7540 *Printing and Publication Fees*

- Premium Book Costs of Publication

7590 *Other Communications Expenses*

- Billboards
- Shopping Center Set-up
- Media Day Expenses

7600 Repairs – Done by Outside Contractor

7610 *Equipment/Furniture Repair*

- Machinery Repairs
- Lawn Mower
- Office Equipment

7620 *Motor Vehicle Repairs*

- Tractor, Truck & Automobile
- Golf Carts

7630 *Building and Site Repairs*

- Grandstand Repair
- Roofs, Painting & Contracted Maintenance on Buildings & Barns

7690 *Other Repairs*

- Furnace Repair
- Drainage Ditches

7700 Insurance

7710 *Insurance - Property*

7720 *Insurance - Liability*

7730 *Insurance - Motor Vehicle*

7740 *Insurance - Fidelity/Surety Bond*

7790 *Insurance – Other*

- Rain Insurance
- Concessions

7800 Rent/Lease Expenses

7810 *Rent/Lease - Software*

7820 *Rent/Lease - Land and Buildings*

- Rental of Properties

7830 *Rent Lease - Meeting Rooms*

7840 *Rent/Lease - Storage Rooms*

7850 *Rent/Lease – Motor Vehicles*

- Golf Carts
- Trucks, Tractors & Automobiles

7860 *Rent/Lease - Exhibits and Displays*

- Stage (Not For Entertainment)
- Risers for Fruits & Vegetables
- Show Cases

7870 *Rent/Lease – Equipment and Supplies*

- Chairs & Tables
- Tents
- Radios & Communication Rent
- Tractor Pull Sled Rental
- Miscellaneous Equipment & Machinery Used for Repair

Uniform System of Accounting for Agricultural Societies

Appendix A

Agricultural Society Chart of Accounts and Detailed Description of Receipt and Disbursement Codes

7800 Rent/Lease Expenses (continued)

7890 Rent/Lease – Other

- Motel Rooms During the Fair (Pageant Prep)
- Flowers and Shrubbery for Grounds

7900 Capital Outlay

7910 Land

7920 Buildings

- Building of New Structures
- Major Overhaul of Existing Structures

7930 Motor Vehicles

- Trucks
- Tractors
- Golf Carts

7940 Equipment

- Machinery Purchases
- Large Volume of Tables and Chairs

7990 Other

- Paving of Roads
- Rewiring Electrical System
- Major Overhaul of Phone, Sewer, Gas or Water Line Systems

*** 8000 DEBT SERVICE**

8010 Principal – Notes

- Short Term Operating Loans
- Unsecured Line of Credit

8020 Principal - Loan (Intermediate Loans)

- Collateralized Equipment & Machinery Loans

8030 Mortgage Payments

- Building & Land Loans

8040 Interest Payments

- Should Be Individually Listed by Each Loan

8050 Trustee/Fiscal Agent Fees

8090 Other Financing Uses & Fees

- Checking Account Service Charges
- Non-Sufficient Fund Charges
- Closing Costs
- Other Bank Fees

*** 9000 FAIR EXPENSES**

9100 Senior Fair and Open Class Expenses

9110 Senior Fair & Open Class Judges

- Judges Compensation
- Lodging, Travel & Meal Expenses for Judges

9120 Senior Fair & Open Class Premiums, Trophies, and Ribbons

- Purchases of All Ribbons & Trophies
- Premiums Paid to Winning Participants

9190 Other Senior & Open Class Fair Expenses

Uniform System of Accounting for Agricultural Societies

Appendix A Agricultural Society Chart of Accounts and Detailed Description of Receipt and Disbursement Codes

9200 Contest Expenses

9210 Contest Judges

- Judges Compensation
- Lodging, Travel & Meal Expenses for Judges

9220 Contest Premiums, Trophies and Ribbons

- Purchases for Trophies & Ribbons
- Tractor Pull Prize Money
- Draft Horse Pull Prize Money
- Demo Derby Prize Money
- Showmanship Premiums
- Sheep Shearing
- Horseshoe Pitching
- Fiddlers Contest
- Cheerleader Contest
- Band Contest
- Kiddie Tractor Pull

9290 Other Contest Expenses

- Coordinators Compensation For Contest Set-Ups

9300 Junior Fair Expenses

9310 Junior Fair Judges

- Judges Compensation
- Lodging, Travel & Meal Expenses for Judges

9320 Junior Fair Premiums, Trophies and Ribbons

- Purchases for Trophies & Ribbons
- Premiums Paid to Winning Participants
- Expenses of Other Non-Cash Awards

9390 Other Junior Fair Expenses

- Junior Fair Convention Expenses
- Junior Fair Annual Budget Expenses
- Junior Fair Meal Expenses
- Junior Fair Postage Expenses
- King & Queen Contest Expenses
- Miscellaneous Junior Fair Expenses

9400 Other Fair Expenses

9490 Other Fair Expenses

- Livestock Sale Expenses (Financial Statement Should Be Monitored for All Inflows & Outflows of Money)
- Meal Money for Fair Labor
- Miscellaneous Lunch Programs (Excluding Directors)
- Church Service Expenses
- High School Band Entertainment

9700 Other Miscellaneous Expenses

9710 Non-Sufficient Fund Check Expenses (Check Write-Offs)

9720 Reimbursements

9730 Security Deposits for Rentals, Buildings and Grounds

9790 Other Miscellaneous Expenses

- When No Other Category Fits (Last Resort) Enter as a Miscellaneous Expense

Uniform System of Accounting for Agricultural Societies

Appendix B Compliance Supplement

The latest laws and regulations applicable to most agricultural societies can be obtained from the latest Ohio Compliance Supplement Manual located on the Auditor of State's website at: <http://www.ohioauditor.gov/references/compliancemanuals.html>

Current applicable laws and regulations can be obtained from the spreadsheet located within "Exhibit 5 – Legal Matrix" of the Ohio Compliance Supplement Implementation Guide.

While the Ohio Compliance Supplement Manual contains most laws and regulations of interest to Ohio agricultural societies, boards of directors and management should remain aware that contracts, debt agreements, and federal grants or awards may impose additional compliance requirements not contained in the Ohio Compliance Supplement Manual. Compliance with these additional requirements remains the responsibility of the agricultural society and will be evaluated by audit staff as part of their regular financial audit. Agricultural societies may contact the Auditor of State's office to discuss any potential additional compliance requirement not specified in the Ohio Compliance Supplement Manual.