

OPERATING PROCEDURES HANDBOOK

FOR

40th Annual Walker County Fair and Rodeo



June 13, 2017 – May 31, 2018

UPDATED: 09/07/17

GENERAL INFORMATION

Physical Address:

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Huntsville, TX 77340

Mailing Address:

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Huntsville, TX 77342-1817

Phone: (936) 291-8763

FAX Number: 936-291-9030

Email Address:

wcfa@walkercountyfair.com

Website:

www.walkercountyfair.com

Facebook Address:

www.facebook.com/walker county fair



WCFA FINANCIAL OPERATING PROCEDURES

General Information: The WCFA is a non-profit business, **privately owned** by the members of the Association, and operated by the elected Officers and Executive Board to benefit the youth of Walker County as outlined in Article II of the By-Laws. All funds are raised by the various Committees and these funds belong to the Association as a whole. Officers, Executive Board, Chairmen and Committees must be prudent in handling the fiscal responsibility of WCFA. **All parties involved are challenged to work diligently in securing donors to cover the expenses of their activities.**

Current WCFA Budget Packet:

The 2017-2018 Budget will be proposed and approved by the WCFA Board in October. Copies of the budget are available with WCFA Officers and Committee Chairs. Included here are the budget guidelines for all WCFA Officers and Committees. The budget and revenue amounts are **estimates**; thus, it is **vitaly important** to the Association that everyone involved is fiscally responsible.

Funding Sources:

As reflected in the budget, the operational cost of WCFA is large. Revenue for WCFA comes from many different sources (rentals, donations, entry fees, etc.) Each Committee is charged to gather as many donations as possible to help operate their committee functions and offset their expenses. As stated in the WCFA Constitution and By-Laws, **all funds of Association are to flow through the Treasurer**, no matter the source of those funds. Everyone involved is expected to do their part in raising funds in a responsible manner.

Fiscal Year:

As stated in the By-Laws, the WCFA fiscal year is June 1 through May 31. **All receipts and deposits are to be turned in well in advance of May 31** so all bookkeeping can be closed out for each year.

Quotes on Purchases:

To maximize WCFA funds, all purchases of \$1500 to \$5000 will need at least 3 quotes submitted to the Officer in charge **prior to receiving** a purchase order number. This includes ALL purchases, no matter the past vendors or their relationship with WCFA. Requirements for expenditures/contracts are outlined in Article XIII, Section 10 of the WCFA By-Laws.

Sales Tax:

WCFA is a non-profit organization and is tax exempt. Officers will have the tax exempt forms and **no state sales tax will be reimbursed**. You may get copies of the tax exempt form from the officer over your events.

Purchase Order Numbers:

PO numbers will be used by all WCFA Officers and Committees for this operating year. Each officer will issue PO numbers to their respective Committee Chairs as appropriate, and keep records of all PO numbers issued.

Accounts Payable:

Committee-related payments will be approved through the appropriate Vice President by using PO numbers. Invoices (or appropriate documentation) are required before a check is issued. Checks will routinely be issued bi-weekly. Some months may have 3 pay periods depending on the calendar. Typically, checks are issued on the Friday nearest 1st and 15th of each month. Request for checks are to be made in writing (form attached) and submitted to the Treasurer at least five days in advance.

Accounts Receivable:

Checks are to be made payable to WCFA; **NEVER** to an individual. Cash is to be accounted for in a responsible, business-like manner. Officers will be responsible for working with each of their Committee Chairs to be certain all receivables are collected and submitted for deposit (form attached) in a timely manner. Deposit forms are to be submitted along with the checks, cash, etc. for deposit.

Payroll:

For the three paid positions (currently), time sheets are to be submitted to the appropriate Chairman (or VP). Upon approval (and signed) by designated Chair/VP, time sheets will be forwarded to Treasurer for check to be issued. See Accounts Payable in this document.

Inventory:

Officers will work with Chairmen to compile an inventory list of items owned by WCFA and the location of these items.

Committee Financial Planning:

Expenses that come from each committee's budget include awards of all types, trophies, extra photos ordered through Official WCFA Photographer, auctioneer cost if any, judge(s) fee/appreciation tokens, etc. Other items that some committees encounter include scholarship funds, donor/sponsor appreciation, event signs, animal tags/bands, etc. and other assorted supplies.

Income for most committees must be generated from entry fees, donors and/or sponsors, raffle sales. Sufficient income should be generated to cover the cost of that committee's events. Reconciliations are to be kept by each Committee Chair and submitted at the close of the Fair. Committees are encouraged to raise additional funds to help offset areas with little to no income.

Official photos are taken at all youth sales except the Freezer Sale. The cost of 2 colored photos (8x10) will be deducted from the sale check of each student. Each committee is responsible for covering the cost of extra photos ordered through the Official WCFA Photographer.

WCFA DEPOSIT SUMMARY

Date: _____

Committee: _____ Chairman: _____

Signature of Person Making deposit:

Amount of Deposit: \$ _____

Source of Funds: (entry fees, donations, etc.):

Deposit Details—List check #, who check is from, and amount below:

<u>Check#</u>	<u>Who Check is From</u>	<u>Amount of Check</u>
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Total of Checks: \$ _____

Total of Cash: \$ _____

Total of Deposit: \$ _____

WCFA CHECK REQUEST

Date Requested: _____ Date Required: _____ Purchase Order #: _____

Committee: _____ Chairman: _____
Printed Printed

Signature of Person Making Request:

Person Making Request

Printed (if different than Chairman)

Vice President _____ Vice President Signature _____
Printed

Check made payable to: _____

Mailing Address: _____

City, State, ZIP _____

Amount of Check: \$ _____

Purpose for Expenditure: _____

Attach receipt or documentation for request.

Special instructions: _____

For Office Use Only:

Source of Funds to Cover Check: (Name of Bank and Account Number):

Bank: _____ Acct #: _____

General Ledger # _____

Date Mailed/Delivered _____

Revised: February 11, 2015

REQUEST FOR START UP FUNDS:

Committee: _____

Chairman: _____

Purpose of Funds: _____

Date Needed By: _____

Amount Requested: \$ _____

Increments of cash breakdown:

_____ \$20 bills

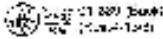
_____ \$10 bills

_____ \$5 bills

_____ \$1 bills

_____ change (list specific amounts if needed)

Signature of individual making request:



Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid

Name of purchaser, firm or agency Walker County Fair Association	
Address (Street, R.F.D., P.O., Box or Rural Route) PO Box 1817	Phone (Area code and number) 936.291.8763
City, State, ZIP code Huntsville, TX 77340	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____


Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Signature 	Title Treasurer	Date September 9, 2018
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
 Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier.
Do not send the completed certificate to the Comptroller of Public Accounts.

EXECUTIVE BOARD

OFFICERS

President
Billy Hirsch

Vice Presidents

Shelly Beard, Jeff Brown, Clint Walters, Colt Christian, Tammy Douget, Mike Yargo

Treasurer
Clint McLaren

Secretary
Bob Stoudt

Immediate Past President
Rusty Davis

EXECUTIVE COMMITTEE MEMBERS

TERM EXPIRES 2018

Shelly Beard, Sherry Hirsch, Clint McLaren, Janice Yargo, Colt Christian, Phillip Cobler

TERM EXPIRES 2019

Glenda Ellington, Kelsey Christian, Casey House, Rusty Davis, David G. Moorman, Marjetta Spriggs

TERM EXPIRES 2020

Genevieve Allen, Tim Buhler, Sam Donnell, Tammy Douget

TERM EXPIRES 2021

Lee Beard, Billy Hirsch, Tim Rushing, Jeff Smith, Mike Yargo, Bob Stoudt

TERM EXPIRES 2022

Jeff Brown, Steve Fox, Lisa Hayman, Courtney Luper, Chris Mitchell, Clint Walters

PAST PRESIDENTS

Buddy Smith, Sidney Grisham, Jack King (deceased), Spencer Karr (deceased), Roy Partin (deceased), Troy Allen, Glen Reader, Jana Certa, Danny Pierce, Norma Reader, Carol Smith, Eddie Smith, David W. Moorman, Cindy Pierce, Huey Campbell, Larry Brown, Kay King, Bobby Lane, Rusty Davis

DIRECTORS-TERM EXPIRES June, 2018

Lauren Barteo, Courtney Dyer, Derl Ellisor, Stephanie Ellisor, Sharon Fordyce, Jeremy Koonce, Julie Kuykendall, Randi Long, Cody McCaffety, Chris Mitchell, Hollie Mitchell, Otis Oliphant, Frank Roberts, Kristi Rushing, Aaron Sandel, Ryan Saucier, Tracy Stoudt, Jamie Thompson, Kaci King Wells, and Kristal Wood

Honorary Lifetime Directors

Ginger Allen, Verna Bilnoski, Carol Brown, Larry D. Brown, Ann Christian (deceased), C. J. Heaton (deceased), Sandy Hooks, Brenda King, H. B. Lawson (deceased), Paula Moak, David G. Moorman, Dianne Powledge, Roark Rohe, Harvey Winkler

Revised 09/07/17

2017 – 2018 WCFA Executive Board Roster

**Genevieve Allen, Exec Committee
Corporate Sponsorship**
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Ginger Allen
Honorary Lifetime Director**
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**Lee Beard, Director
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Vice President**
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Past President
Carol Brown
Honorary Lifetime Director**
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(W-Hers) 435-6306 © 661-6060
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Honorary Lifetime Director**
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**Tim Buhler, Exec. Committee
Steer Committee**
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Danny Pierce (Past President)
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Norma Reader (PastPresident)
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HONORARY LIFETIME

DIRECTORS

Ginger Allen

Verna Bilnoski

Carol Brown

Larry D. Brown

Ann Christian-Deceased

C.J. Heaton—Deceased

Sandy Hooks

Brenda King

H. B. Lawson-Deceased

Paula Moak

David G. Moorman

Dianne Powledge

Roark Rohe

Harvey Winkler

2018 List of Committee Chairs

Academic Rodeo

Courtney Dyer
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Stephanie Brock

Admissions

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Barbeque/Chili Cook Off

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LaWanda Martin

Barrows

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Calendar of Events/Facebook/Scrapbook

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Steve Hill

Committeeman's BBQ

Rodney Cooksey
Frank Roberts

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Floats –Christmas & Fair Parade

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Freezer Sale, Saturday Sales

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General Waste Management

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Mutton Bustin

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Non-Livestock Secretary

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Operations Procedures Handbook

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Parade (WCFA)

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Parliamentarian

Otis Oliphant

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Poultry Division

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Premium Sale and Silent Auction

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Prince & Princess

Kaci King Wells
Maddie Cobler

Queen's Contest

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Quilts

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Rabbits

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Rodeo and Arena Activities

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Signs

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Special Events/Activities

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Special Kids Rodeo

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Chelsey Hirsch

Updated 09/15/17