

# **OPERATING PROCEDURES HANDBOOK**

FOR

**42nd Annual Walker County Fair and Rodeo**



**June 01, 2019 – May 31, 2020**

**UPDATED: 01/23/2020**

## GENERAL INFORMATION

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www.walkercountyfair.com

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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 2019-2020 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 Operations Manager.

### **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 1<sup>st</sup> and 15<sup>th</sup> of each month. Request for checks are to be made in writing (form attached) and submitted to the Treasurer or the Fair Manager 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>Name on check</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:

\_\_\_\_\_

# EXEMPTION VERIFICATION LETTER



Texas Comptroller of Public Accounts  
Austin, TX 78774

July 22, 2019

WALKER COUNTY FAIR ASSOCIATION  
PO BOX 1817  
HUNTSVILLE, TX 77342-1817

According to the records of the Comptroller of Public Accounts, the following exemption(s) from Texas taxes apply to the above organization(s):

Franchise tax, as of 05-08-1978

Sales and use tax, as of 07-01-1987

(provide Texas sales and use tax exemption certificate [Form 01-339 \(Back\)](#) to vendor)

The entity is not exempt from hotel occupancy tax.

Texas taxpayer identification number: 17420619318

This exemption verification is not a substitute for the completed exemption certificates that are required when claiming exemption from Texas taxes. Vendors should be familiar with the requirements for accepting the certificates in good faith from their customers.

This exemption verification does not mean that the organization holds a [permit](#) for collecting or remitting any Texas taxes.

Exempt organizations must collect tax on most sales. For more information, please see our publication [Exempt Organizations: Sales and Purchases](#) (96-122). [Online registration is available.](#)

For information concerning sales taxpayer permit status, please use the [vendor search](#) we provide online.

Corporations that are registered in Texas with the Secretary of State must maintain a current registered agent and registered office address. Information is available from [Business and Nonprofit Forms page](#) of the [Secretary of State's website](#). Additionally, out-of-state corporations, limited liability companies, or limited partnerships transacting business in Texas may need to file a Certificate of Authority or Registration with the Texas Secretary of State. More information is available from the [Foreign or Out-of-State Entities page](#) on the Secretary of State's website.

Our publications and other helpful information are available on our [website](#). If you need more information, write to us at [exempt.orgs@cpa.texas.gov](mailto:exempt.orgs@cpa.texas.gov), or call us at 800-252-5555.

**\*\*tax form not included in SOP\*\***



**2019-2020 WALKER COUNTY FAIR ASSOCIATION  
EXECUTIVE BOARD**

**OFFICERS**

President  
Mike Yargo

**Vice Presidents**

Colt Christian, Tammy Douget, Otis Oliphant, Tom Fordyce, Tim Rushing, Jeff Smith

Treasurer  
Jana Certa

Secretary  
Bob Stoudt

Immediate Past President  
Billy Hirsch

**EXECUTIVE COMMITTEE MEMBERS**

**TERM EXPIRES 2020**

Genevieve Allen, LeighAnn Klawinski, Sam Donnell, Tammy Douget, Jacob Slott

**TERM EXPIRES 2021**

Lee Beard, Sharon Fordyce, Tim Rushing, Kaci Wells, Mike Yargo, Bob Stoudt

**TERM EXPIRES 2022**

Jeff Brown, Stephanie Ellisor, Steve Fox, Lisa Hayman, Courtney Luper, Clint Walters

**TERM EXPIRES 2023**

Shelly Beard, Colt Christian, Philip Cobler, Sherry Hirsch, Julie Kuykendall, Janice Yargo

**TERM EXPIRES 2024**

Shawn Byler, Tom Fordyce, Viola Hollis, Casey House, Otis Oliphant, Kristal Wood

**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, Billy Hirsch

**DIRECTORS-TERM EXPIRES June, 2020**

Gene Barte, Lauren Barte, Sandra Bounds, Jason Burnett, Suzanne Castelle, Kelsey Christian, James Chumley, Derl Ellisor, Ray Goodrum, Lynn Hubbard, Shelby Janes, Randy Jeffcoat, Jesse Johnson, Jeremy Koonce, Randi Long, Kristi Rushing, Aaron Sandel, Lexie Stoudt, Tracy Stoudt, Danell Thomas

**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

## **2019 – 2020 WCFA Executive Board Roster**

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**Sidney Grisham**  
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**President**  
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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**

## **President – Mike Yargo**

### **Add-On Coordinators**

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### **Long Range Planning & Site Development**

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### **Non-Livestock and Freezer Sale**

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### **Parliamentarians**

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### **Premium Sale**

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### **Corporate Sponsorships**

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## **Immediate Past President – Billy Hirsch**

### **Buyer's Pre-sale Party**

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### **Committeemen's Barbeque**

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### **Nominating Committee**

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### **Petting Zoo**

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### **Rodeo and Arena Activities**

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### **Special Kids Rodeo**

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## **Vice-President, Colt Christian**

### **Academic Rodeo**

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### **Accohol Sales**

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### **Commercial Exhibits**

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### **General Waste Management**

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### **PA Systems**

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### **Safety & First Aid**

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### **Security**

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### **Signs**

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## **Vice-President, Tammy Douget**

### **Exhibitor Work Hours**

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### **Fair Photography**

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### **Little Tykes Rodeo**

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### **Prince & Princess Contest**

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### Media Coordinator

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## Vice President, Tom Fordyce

### Drug Testing

vacant

### Barrows

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### Commercial Heifers

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### Goats

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Derl Ellisor  
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### Lambs

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Tim Rushing  
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### Livestock Barn Superintendents

Hardy Giese  
Justin Klawsinsky  
Colby Johnson

### Livestock Secretary

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### Poultry Division

#### Broilers & Turkeys

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### Rabbits

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### Scramble Heifers

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Amanda Ermis  
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### Steers

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Lyle Williams

## Vice-President, Otis Oliphant

### Advertising

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### Awards

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### Calendar of Events

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### Carnival

Sidney Grisham  
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### Opening Ceremonies

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### Parade/Floats

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Steven Gregory

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### Queen's Conterst

Lisa Hayman  
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## Vice-President, Tim Rushing

### Arts & Crafts/Fine Arts

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Courtney Dyer  
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### Baked & Canned Goods

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[Stef9876@yahoo.com](mailto:Stef9876@yahoo.com)  
Holly Slott  
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### Clothing

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### Horticulture

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### Junior Quilting Division

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### Non-Livestock Secretary

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### Photography

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### Quilts

Dyan Carrington

### Supervised Shop Projects

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Ryan Saucier  
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## Vice-President, Jeff Smith

### Admissions/Front Office

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### BBQ and Chili Cook-Off

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936-662-6356

### Chuck Wagon Cookout

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936-661-4501

### Officer Apparel

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**Special Events**

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**Yearbook/Scrapbook/Facebook**

Julie Kuykendall  
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**Secretary, Bob Stoudt****Fair Catalog**

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**Halloween Carnival**

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**Information Technology**

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**Kickoff Jamboree**

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**Mutton Bustin'**

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**Operations Handbook**

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**WCFA Memberships**

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**Treasurer**

Jana Certa