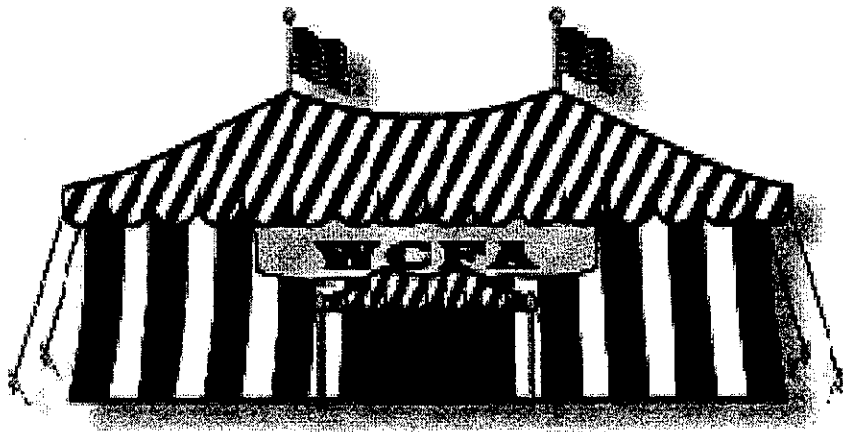


OPERATING PROCEDURES HANDBOOK

FOR

*32nd Annual Walker County Fair and
Rodeo*



March 26 - April 3, 2010

*“Blue Jeans and Country
Dreams at Walker
County Fair and Rodeo”*

GENERAL INFORMATION

Physical Address:

3925 SH 30 W
Huntsville, TX 77340

Mailing Address:

PO Box 1817
Huntsville, TX 77342

Phone: (936) 291-8763

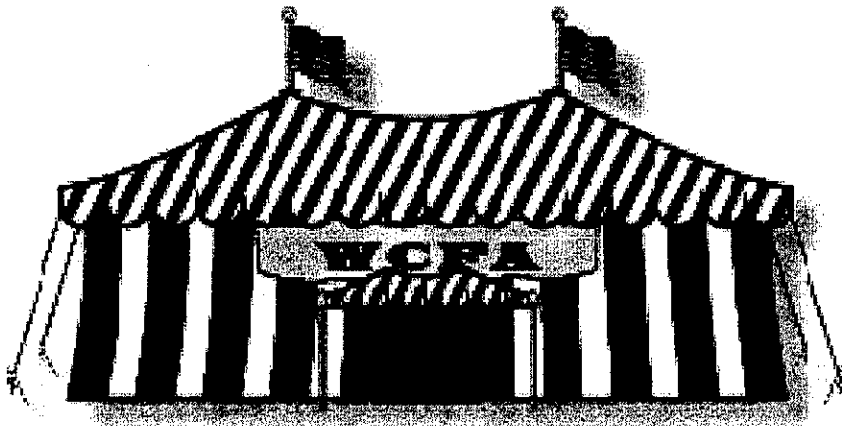
FAX Number: 936-291-9030

Email Address:

wcfa@walkercountyfair.com

Website:

www.walkercountyfair.com



2009-2010 WCFA Officers and Executive Board

OFFICERS

PRESIDENT- Larry Brown
SECRETARY- Glen Andrus
TREASURER- Carol Smith
VICE-PRESIDENTS- Mark Morgan
Brenda King
Kay King
Bob Hardy
Bobby Lane
Sandy Hooks

PAST PRESIDENTS

Buddy Smith
Sidney Grisham
Jack King
Spencer Karr
Roy Partin
Troy Allen
Glen Reader
Jana Stutts-Grisham
Danny Pierce
Norma Reader
Carol Smith
Eddie Smith
David W. Moorman
Cindy Pierce
Huey Campbell

EXECUTIVE COMMITTEE MEMBERS (30)

TERM EXPIRES – 2013

Ann Christian
Brenda King
Dianne Powledge
Billy Harrell
Colt Christian
Harvey Winkler

TERM EXPIRES -2014

Larry Brown
Mark Morgan
Rusty Davis
Cindy Markham
David G. Moorman
Marjetta Spriggs

TERM EXPIRES – 2010

Herman Brown
Carol Brown
Sandy Hooks
Roark Rohe
Barbara Sapp
Nancy Winkler

TERM EXPIRES – 2011

Verna Bilnoski
Richard Duncan
Robert Hardy
Kay King
Glen Andrus
Sicily Pierce

Term Expires - 2012

Jeff Brown
Alan Fry
to be voted on @ 10/13/09 mtg.
Bobby Lane
Carol Smith
Susan Vanderhedt

Directors (20) Term Expires 6/9/10

Shawn Blair	Wesley Freise	Mike Kilgore	Christie Moorman
Doris Brown	Steven Gregory	Larry King	Mike Riley
Phillip Cobler	Jim Hodges	Warren Kroll	Kim Sapp
Darrell Dyer	Stacy Holman	Courtney Luper	Tammy Winkler
Glenda Ellington	Casey House	Paula Moak	Janice Yargo

Honorary Directors

Ginger Allen
C. J. Heaton (deceased)
H.B. Lawson

2009-2010 WCFA BOARD ROSTER

Troy Allen (Past President)
Ginger Allen—Honorary Director
209 Raven Wood
Huntsville, TX 77320
(H) 295-3514

Glen Andrus (Secretary)
230 FM 1696
Huntsville, TX 77320
(H) 295-3173 (W)295-6417 (C) 661-9376

Verna Bilnoski
P.O. Box 372
New Waverly, TX 77358
(H) 344-6444 ©661-2594

Shawn Blair
207 O'Bannon Drive
Huntsville, TX 77320
(H) 291-6526

Doris Brown
Herman Brown
229 Ball Road
Huntsville, TX 77340
(H) 295-7242

Jeff Brown
4557 FM 1374
Huntsville, TX 77340
(H) 294-9058 (W) 294-0895 © 581-2652

Larry Brown (President)
Carol Brown (Hm phone 295-2400)
240 Ball Road
Huntsville, TX 77340
(W-His) 293-2594 ©—661-7199
(W-Hers) 293-2572 ©—661-6060

Huey Campbell, Jr. (Past President)
PO Box 10054 (Hm phone 291-6256)
Huntsville, TX 77320
(W) 295-7672 ©—581-2442

Ann Christian
45 Birdwell Road
Bedias, TX 77831
(H) 874-2100 © 581-4567

Colt Christian
1003 Pecan St.
Huntsville, TX 77320
(H) 291-0122

Phil Cobler
1192 Bishop Rd.
Huntsville, TX 77320
(H) 730-8618 © 661-6348

Rusty Davis
547 FM 1696 W
Huntsville, TX 77320
(H) 295-7504 (W) 295-2212 ©438-6534

Richard Duncan
595 Elkins Lake
Huntsville, TX 77340
(H) 294-0367 (W) 436-4977 ©—661-7164
Darrell Dyer
800 Old Phelps Road
Huntsville, TX 77340
(H)291-2375(W)437-6000 ©—668-2258

Glenda Ellington
635 FM 3179
Huntsville, TX 77340
(H)291-6573 ©—661-3523

Wesley Freise
842 FM 1696 West
Huntsville, TX 77340
(H) 435-1725

Alan Fry
145 FM 1696 West
Huntsville, TX 77320
(H) 291-6325 (W) 437-3604

Steven Gregory
154 Stewart Rd.
New Waverly, TX 77358
(H) 291-1302 (W) © 661-9931

Jana Grisham (Past President)
P.O. Box 635
Huntsville, TX 77342-0635
(H) 295-0466 (W) 295-0773

Sidney Grisham (Past President)
P.O. Box 276
Huntsville, TX 77342-0276
(C) 661-1851 (W) 291-2181

Robert R. Hardy (Vice President)
PO Box 296
New Waverly, TX 77358
(H) 344-6613 (C) 661-2552

Billy Harrell
221 Westridge Drive
Huntsville, Tx 77340
(H) 295-2701 ©-662-5731

Jim Hodges
308 SH 75 North
Huntsville, TX 77320

© 661-2480

Stacy Holman
PO Box 302
Huntsville, TX 77342
© 661-5516 (W) 291-3301

Sandy Hooks (Vice President)
34 Pierce Road
Huntsville, TX 77320(H) 295-4136 (W)
344-2900 ©—661-2874

Casey House
1156B Old Phelps Road
Huntsville, TX 77340
(H) 291-1784

Mike Kilgore
Address: PO Box 982
City/State/zip: New Waverly 77358
(H) 344-2328 © 536-8821

Spencer Karr (Past President)
P.O. Box 229
Dodge, TX 77334
(H) 295-9341

Brenda King (Vice President)
Jack King (Past President)
661 B FM 2550 (Hm Phone)295-3967
Huntsville, TX 77320
© Hers—581-2312; © His—5814264

Kay King (Vice President)
Larry King
64 FM 2550 (Hm Phone) 291-2060
Huntsville, TX 77320
©Hers—661-2545; © His 661-1330

Warren Kroll
19 Bracewell Drive
Huntsville, TX 77320
(H) 291-3656 © 661-3982

Bobby Lane (Vice President)
33 Hickory Lake Dr.
Huntsville, TX 77320-1978
(H) 295-3441 (W) 294-1225 ©—661-8874

Courtney Campbell Luper
306 Bush Drive
Huntsville, TX 77320
(H) 293-1742 © 577-0808

Cindy Markham
8243 SH 75 South
Huntsville, TX. 77340
(H)291-0654 ©661-4427

Paula Moak
217 Hickory Dr.
Huntsville, TX 77320
(H) 295-4230 © 293-0669

David G. Moorman
3779 Summer Lane
Huntsville, TX 77340
(H) 295-5683 ©--438-2846

David W. Moorman (Past President)
Christie Moorman
PO Box 6236 (Hm Phone) 438-8428
Huntsville, TX 77342
(W) His 295-3712; (W) Hers

Mark Morgan (Vice President)
46 Briar Meadow
Huntsville, TX 77340
© 661-9539

Roy Partin (Past President)
PO Box 298
Huntsville, TX 77342
(W) 291-1781

Cindy Pierce (Past President)
Danny Pierce (Past President)
P.O. Box 1556 (Hm Phone 291-1856)
Huntsville, TX 77342-1156
(W-Hers) 295-5448 ©--661-8345
(W-His) 436-4910 ©--661-5835

Sicily Pierce
PO Box 1556
Huntsville, TX 77342-1156
(H) 291-1856 (W) 295-5448
©--661-6242

Dianne Powledge
22 Crute Dr.
Huntsville, TX 77320
(H) 295-8354 ©--661-2823

Glen Reader (Past President)
Norma Reader (Past President)
P.O. Box 627
Huntsville, TX 77342-0627
(H) 295-7798 (W-His) 291-3318
(W-Hers) 295-3961

Mike Riley
45 Redbird Lane
Huntsville, TX 77320
(H) 295-6357 (W) 668-3516

Roark Rohe
455 FM 2296
Huntsville, TX 77340(H) 295-4809 (W)
661-2211

Barbara Sapp
791 Elkins Lake
Huntsville, TX 77340
(H) 291-8351 © 661-8429

Kim Sapp
791 Elkins Lake
Huntsville, TX 77340
(H) 291-8351

Buddy Smith (Past President)
107 Bowden Rd.
Huntsville, TX 77340
(H) 295-4401 (W) 291-1891

Carol Smith (Past President & Treasurer)
Eddie Smith (Past President)
1142 FM 2296
Huntsville, TX 77340
(H) 295-8561 © His--661-1443
(W-Hers) 295-8113 © Hers--661-9361

Marjetta Spriggs
PO B0x 351
Huntsville, TX 77342
(H) 295-4465 (W) 295-3421

Susan Vanderheydt
PO Box 8541
Huntsville, TX 77340
(H) 291-1808 (W) 291-1002 ©--661-8285

Harvey & Nancy Winkler
20 Winkler Dr.
Huntsville, TX 77340
(H) 295-8455

Tammy Winkler
1914B Normal Park
Huntsville, TX 77340
(H) 435-9075 (W) 294-1674

Janice Yargo
PO Box 551
New Waverly, TX 77358
(H) 435-9590 ©

OTHER HONORARY DIRECTORS

CJ Heaton—Deceased
383 Hwy. 75 North
Huntsville, TX 77340

HB Lawson 27D Calvary
Huntsville, TX 77342

PLEASE REPORT ADDRESS & PHONE
CORRECTIONS TO:
CAROL SMITH

2009-2010 WCFA OFFICER

ASSIGNMENTS

PRESIDENT, Larry Brown

- Grievance
- Parliamentarian
- Queens Committee
- Catalog
- Billing Committee

SECRETARY, Glen Andrus

- Kickoff Jamboree
- Ambassador Teams
- Front Office Personnel
- Master Calendar
- Newsletter/Postage/Mailings
- Scholarships
- Yearbook/Scrapbook
- P.A. System

TREASURER, Carol Smith

- Budget and Finances
- Inter-Office Finances
- Website & Information System
- Operating Procedures Handbook
- Memberships

PAST PRESIDENT, Huey Campbell

- Bylaws
- Corporate Sponsorship
- Public Relations
- Insurance
- Nominating Committee
- Rodeo & Arena Activities
- Site Development & Future Expansion

VICE PRESIDENT, Robert Hardy

- Advertising
- Safety & First Aid
- Floats
- Security
- Committeeman's BBQ
- Parade
- Petting Zoo
- BBQ & Chili Cook Off

VICE PRESIDENT, Mark Morgan

- Broilers
- Commercial Heifers
- Drug Testing
- Goats
- Hogs

- Lambs
- Livestock Barn Supt
- Rabbits
- Scramble Heifers
- Steers

VICE PRESIDENT, Kay King

- Media Coordinator
- Special Activities/Events
- Facility Rentals
- Silver Spur Parking/Membership/Room
- Premium Sale
- General Waste Management
- General Grounds/Maintenance

VICE PRESIDENT, Sandy Hooks

- Commercial Exhibits
- Livestock Secretary
- Concession Stand
- Opening Ceremonies
- General Parking
- Baked/Canned Goods (Youth/Adult & Auction)
- Clothing
- Trail Ride

VICE PRESIDENT, Brenda King

- Academic Rodeo
- Halloween Carnival
- Fine Arts/Crafts
- Carnival
- Photography Division
- Quilts
- Exhibitor Hours
- Signs

VICE PRESIDENT, Bobby Lane

- Admissions
- Awards
- Buyers Presale Party
- Fair Photography (by bid process)
- Freezer Sale/Saturday Sales
- Horticulture and Sale
- Officer Apparel
- Prince & Princess Contest
- Supervised Projects

See website for Chairman Information

WALKER COUNTY FAIR CALENDAR 2009-2010

Monthly Board Meetings	7 pm on 2 nd Tuesday each month
Rule Changes	July and August meetings
Kickoff Jamboree	September 15
Committee Chair Orientation/Update	6 pm @ October Board Mtg.
Halloween Carnival	October 31

Livestock Tag-In Dates (Entry fees are due at tag-in):

✓ Scramble Heifer pick-up	3 rd Saturday, October, afternoon
✓ Commercial Heifers	3 rd Saturday, October, 12-3 pm
✓ Broilers	3 rd Thursday October
✓ Steers	Next to last Saturday, October 9-11 am
✓ Goats	4 th Tuesday, October, 6-7 pm
✓ Lambs	4 th Tuesday, October, 6-7 pm
✓ Rabbits	1 st Monday, November (mandatory)
✓ Barrows	2 nd Thursday, December, 4:30-7 pm

Other entry fee deadline: 5 pm on Friday, two weeks prior to Opening Day of Fair

- ✓ Baked/Canned Goods (foods & clothing also have "Letter of Intent" deadline of "Last Friday of October")
- ✓ Clothing
- ✓ Fine Arts
- ✓ Horticulture
- ✓ Photography
- ✓ Supervised Projects

Work Days Prior to Fair: 10/31, 2/27, 3/13, & 3/20 all @ 9:00 am – noon

Clean Up Day After Fair: Sunday, April 4, 3:00 to 5:00 pm

Other Dates of Interest:

TAF&E Convention—early January

Opening Day of Fair—last Friday (26th) of March 2010

Fiscal Year Ends—May 31 each year

Annual Meeting—2nd Tuesday of June

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 2009-10 Budget was approved by the WCFA Board in August. 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 the budget. 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. See Accounts Payable Calendar.

Quotes on Purchases:

To maximize WCFA funds, all purchases of \$250 or more 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 Treasurer 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 two 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 off set 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 CHECK REQUEST

Date Requested: _____

Date Required: _____

Purchase Order #: _____

Committee: _____ Chairman: _____

Signature of Person Making Request: _____

Check made payable to: _____

Amount of Check: _____

Purpose for Expenditure: _____

Source of Funds To Cover Check: (entry fees, donations, budget, etc.) _____

Attach receipt or documentation for request.

Special instructions (mailing address, etc.)

REQUEST FOR START UP FUNDS:

Purpose of Funds: _____ Date Needed By: _____

Amount Requested: _____

Increments of cash breakdown:

_____ \$20 bills _____ \$10 bills

_____ \$5 bills _____ \$1.00 bills

_____ change (list specific amounts if needed)

Signature of Individual Making Request: _____

Committee: _____

Chairman: _____

WALKER COUNTY FAIR ASSOCIATION
2009-2010 BUDGET--Approved August, 2009

CATEGORY	INCOME	EXPENSES	NOTES
Academic Rodeo	\$250	\$100	Need sponsors
Admissions	\$50,000	\$2,000	paid workers/porta potties
Advertising		\$13,000	Need sponsor
Arts & Crafts Show	\$500	\$150	need sponsors
Arts & Crafts Sale	\$1,500	\$1,300	student cks, invoices, postage, printing
Awards		\$11,000	need sponsors
Baked/Canned Show	\$700	\$100	awards, judges gifts, etc.
Baked/Canned Sale	\$12,000	\$10,000	student cks, invoices, postage, printing
Bank Charges	\$100	\$40	Return ck. Charges
BBQ Cookoff	\$5,500	\$3,000	has sponsors
Barnyard	\$2,200	\$2,000	has sponsors
Buyers Presale Function		\$250	Mid-South sponsors dinner--need sponsor for decorations
Casino Party	\$12,000	\$5,000	need sponsors
Carnival--Fair	\$22,000	\$1,000	porta-potties & security
Carnival--Halloween	\$12,000	\$3,000	has sponsors
Catalog	\$9,000	\$8,000	need to increase revenue
Clothing--Youth/Adult	\$70	\$50	
Commercial Exhibits	\$10,000	\$1,500	skirting, etc.
Committeeman's BBQ		\$600	Need sponsor
Concessions	\$1,000	\$200	need sponsor
Conference Expenses		\$800	spent \$600
Concessions--Vending	\$425		coke machines
Corporate Sponsors	\$10,000	\$1,000	
Dues & Subscriptions		\$400	TAF&E; IAF&E
Donations (to others)		\$500	
Facility Rentals	\$74,000	\$12,000	Contract Labor
Facility Rental Supplies		\$8,000	portion of cleaning supplies, food
Freezer Sale	\$150,000	\$138,000	student cks, invoices, postage, printing
Gen. Maint--Bldg Repairs		\$20,000	Materials/Supplies/Labor
Gen Maint--Equip Repairs		\$3,000	
Gen Maint--Tractor Rental		\$2,500	Tractor = \$2250
Gen Maint--Fuel		\$1,200	
Grds Maint. Cont. Labor		\$21,000	multiple people (Boyce, S. Ford, etc.)
Horticulture Show	\$600	\$100	
Horticulture Sale	\$5,500	\$4,400	
Interest Income	\$4,000		CD's etc.
Insurance		\$15,000	Property/Liability, etc.
Jr. Livestock Sale	\$300,000	\$275,000	
Jr. Livestock--Goats	\$4,000	\$3,000	
Jr. Livestock--Comm Hfrs.	\$2,000	\$1,700	
Jr. Livestock--Scrm Hfrs.	\$12,000	\$11,000	
Jr. Livestock--Lambs	\$2,000	\$1,200	
Jr. Livestock--Poultry	\$3,800	\$3,000	
Jr. Livestock--Rabbits	\$800	\$750	
Jr. Livestock--Steers	\$1,200	\$1,100	
Jr. Livestock--Swine	\$6,000	\$3,300	
Jr. Livestock--Drug Tests		\$500	all animal categories included
Jr. Livestock--Office		\$100	
Legal Acct & Audit		\$5,000	
Memberships	\$11,000	\$500	
Miscellaneous Income	\$650		Rtn Cks, Grievence, 4-H Lights, etc.

Proposed Income is required to off set areas where no income is typically generated.

WALKER COUNTY FAIR ASSOCIATION
2009-2010 BUDGET--Approved August, 2009

Office Expenses		\$2,500					
Office Expense--Computer		\$2,000					
Office Expense--Copier		\$1,500		to be split with Rental Office			
Officer/Board Apparel--Caps	\$2,000	\$2,000		Need Sponsor			
Opening Ceremony	\$300	\$150		Need Sponsor			
Parade	\$225	\$130		Need Sponsor			
Parade Float		\$150		Need Sponsor			
Parking		\$300					
Photography Show	\$500	\$100					
Photographer for Fair	\$4,416	\$4,500		Official Photographer			
Postage & Delivery		\$800					
Prince/Princess Contest	\$2,100	\$500		Has sponsors			
Queens Contest	\$2,100	\$600		Has sponsors			
Quilts	\$100	\$25					
Rodeo--Arena Activities	\$3,500	\$2,500					
Rodeo--PRCA	\$116,000	\$90,000		Has sponsors			
Safety Office		\$1,500		Supplies, EMS, donations to Fire Depts.			
Scholarships--Fair	\$5,000	\$5,000		Silent auction, donations			
Scholarships--Rodeo	\$4,500	\$4,500					
Scholarships--Rabbits	\$600	\$600		Not awarded for 2008			
Scholarships--Queen	\$2,500	\$2,500		\$750 used in 2008			
Scholarships--Scrm Hfr	\$3,000	\$3,000					
Scholarships--Poultry	\$500	\$500					
Security at Fair		\$1,200		Need sponsors			
Security System		\$500					
Signs Secured		\$900					
Silver Spur Rm		\$500		Need sponsors			
Special Events	\$4,000	\$22,000		carving auction income			
Supervised Project Show	\$800	\$700					
Supervised Projects Sale	\$5,500	\$3,500		student cks, invoices, postage, printing			
Trailride	\$300	\$100		porta-potties			
Utilities:							
Telephone		\$3,500		\$2000 for 08 spent 3450			
Electricity		\$61,000		\$50,000 for 08 spent 60352			
Water		\$3,500		\$3000 for 08 spent 3208			
Long Term Items:							
Contingency Fund		\$53,041		undetermined expenses			
Debt Principle & Interest				Final payment made 8/08			
Land Principal Payment		\$1,100		Payment to City Sept '09			
Land Principle Reserve				Balloon note of \$40,000 due 9/30/2010	(in savings)		
Sub totals	\$873,236	\$873,236					
OTHER:	fund from savings &/or donors						
Capital Improvement Fund		\$72,670		funded by savings & donor			
Furniture & AV Equip		\$5,000		PA System, podium pa system, Need donor			
Sub Total		\$77,670					
NOTE:	Emergency Reserve Recommended to be 6 months operating expenses, approx. \$100,000 (in savings)						

Proposed Income is required to off set areas where no income is typically generated.