Director David T. Daniels

TO: OHIO AGRICULTURAL SOCIETIES

FROM: MICHAEL VARTORELLA, DIRECTOR OF FAIR OPERATIONS

SUBJECT: 2017-2018 REPORTING MATERIALS

DATE: FEBRUARY 3, 2017

Enclosed are the reporting forms your fair board must file this year. I would like to remind you to pay special attention to the *deadlines*. These dates are requirements of the Ohio Revised Code and the Administrative Rules of the Ohio Department of Agriculture (ODA). We want to avoid any problems with state or county financial aid. If any problems do arise or you foresee a conflict in submitting these forms by their respective due dates, please contact the Office of Fairs immediately.

	Copies		Copies	Deadline for
Items	Enclosed		Returned	Filing Forms
Election Poll Books		4	(if applicable) 4	10 days after election
Outstanding Fair Supporter		1	1	October 27, 2017
Fair Fund Request		1	1	October 27, 2017
2017 Contact Sheet		1	1	November 24, 2017
Fair Date Request		1	1	November 24, 2017
Junior Fair Affidavit		1	1	November 24, 2017
Junior Fair Report		2	2	November 24, 2017
Annual Financial Report*		1	1	January 5, 2018

Note: Additional copies of the listed forms are available on-line www.agri.ohio.gov, under the 'Forms' section.

Please forward a copy of your <u>premium book</u> to our office as soon as it becomes available. (If you have already sent a copy, I appreciate your effort.)

* You are required to submit a copy of your Annual Financial Report to the Ohio Department of Agriculture. Be sure these reports are correct, complete, and on time. (Reminder: A copy of your Annual Financial Report must be submitted on-line to the State of Ohio Auditor's Office. If you have questions regarding the on-line submission process, contact the Auditor's Office for more details.)

Thank you for your continued cooperation and we hope you have a successful 2017 fair season.

Cc. letter only - Presidents of Agricultural Societies - OFMA Officers



