



STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
LANSING

RICK SNYDER
GOVERNOR

KEITH CREAGH
DIRECTOR

TO: ALL COUNTY FAIRS

FROM : Cinda L. Karlik, Fairs Financial Programs Coordinator
Executive Office

SUBJECT: County Fair Premium and Fiscal Transaction Reports

DATE: September 30, 2011

Another fair season is coming to a close. To help you identify the reports that need to be filed to stay in compliance, we have developed a Transmittal Form. Please complete this form and send it along with all the required reports within 120 days after your fair. **All the required information is due at the same time**, so get it all together and send it in the same envelope.

All fairs are still required to file year- end report even though funding was eliminated. These year- end reports are required by both Act 11 (County Operated Fair) and Act 80 (Local Agricultural Society).

Fairs may submit a financial statement prepared by an accountant or generated by computer in place of page 1 and 2 of the **County Fair Cash Receipts and Disbursement Statement (AF-053Rev. 6/02)**.

Fairs using Martech Blue Ribbon may submit the Departmental Premium Report – summary style and Michigan Premiums Offered and Paid by Section instead of page three and four. The Departmental Premium Report is found under “premiums”. To print the Michigan Premium Offered and Paid by Section go to “Special / Michigan”. Once there you will need to select report parameters. Select summary by section.

If your By-Laws have been amended during your annual meeting, please submit a copy of the amended by-laws.

If you have any questions, please contact me at (517) 373-9760.

We hope the 2011 season has been good to you.