



TO: OHIO AGRICULTURAL SOCIETIES
FROM: MICHAEL VARTORELLA, FAIR DIRECTOR
SUBJECT: 2016-2017 REPORTING MATERIALS
DATE: FEBRUARY 3, 2016

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.

Items	Copies Enclosed	Copies Returned	Deadline for Filing Forms
Election Poll Books	4	4	10 days after election
Outstanding Fair Supporter	1	1	October 28, 2016
Fair Fund Request	2	2	October 28, 2016
2017 Contact Sheet	1	1	November 25, 2016
Fair Date Request	2	2	November 25, 2016
Junior Fair Affidavit	2	2	November 25, 2016
Junior Fair Report	2	2	November 25, 2016
Annual Financial Report*	1	1	January 6, 2017

Please forward a copy of your premium book 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 one copy of your Annual Financial Report to the Ohio Department of Agriculture. Be sure these reports are correct, complete, and on time.**
(Reminder: A second copy 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 2016 fair season.

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

