COUNTY FAIR RACING REIMBURSEMENT PROGRAM

IMPORTANT DATES	
Mid-February	• Racing fairs emailed/mailed information, including **100 series** forms to complete • All forms are also available on our website as "fillable" PDFs to print
April 1	• Deadline to return **100 series** forms applying for project reimbursements • Deadline for information to be included in County Fair Booklet
April-May	• Confirmation letter of project approval sent to fairs
June 1	• County Fair Booklet mailed to fair race secretaries and program participants
Before Race Day	• All projects must be completed
Race Day	• Fund Inspector meets with fair representative to review repairs. They may also take pictures and ask for documentation.
Post-Race Day	• Racing fairs emailed/mailed information for reimbursement, including **200 series** forms
October 31	• Deadline for submitting **200 series** forms for reimbursement
PAYMENT	• **MADE ON A ROLLING BASIS.** Fairs may return reimbursement materials any time after their fair is complete. The Fund will review and make payment on an ongoing basis as soon as materials are approved.

MAXIMUM REIMBURSEMENT FOR COUNTY FAIRS		
Capital Repairs & Improvements	$6,000	• At least 25% (or $1,500) must be used for racing-related improvements • Projects must be approved by Fund in advance • Receipts/invoices and canceled checks must be provided for all expenses
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Racing Administration	$2,000	• May include USTA membership, racing insurance premiums and/or ambulance costs. Overnight race purses are not eligible. • Receipts/Invoices and canceled checks must be provided • Canceled checks alone are sufficient for payment of racing personnel
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Declaration Fees	$50/horse	• Checks made out to and collected by fair on race day • Due on all NYSS horses even if scratched
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TOTAL POSSIBLE REMIBURSEMENT	**$8,000 MINUS fees**	*Calculation of final reimbursement included with check*

COUNTY FAIR RACING
REIMBURSEMENT PROGRAM

TOP 10 TIPS FOR A SPEEDY REIMBURSEMENT

Avoid common errors to make sure your reimbursement is as easy and speedy as possible.

1 **PROVIDE CONTACT INFO**—Be sure we have contact info for Treasurer (or person completing 200 Series forms and providing expense backup) who can be reached quickly for questions or missing paperwork. General fair number usually is not the best contact.

2 **CANCELED CHECKS FOR ADMIN**—Include canceled checks matching up with racing administration payments (ie: for presiding judge, race secretary, etc.)

3 **SUBMIT MORE THAN THE $6,000 MAX**—Sure, you will only be reimbursed for $6,000 in project costs, but fairs usually spend more than that on repairs. Include the invoices and receipts! If there is a problem with another expense, we can still process and finalize your maximum payment without waiting.

4 **DON'T LEAVE MONEY ON THE TABLE**—If you spent less on the approved projects than you expected (ie: volunteers or donated materials), contact us and get another project approved! Then send the backup for expenses to be reimbursed and get all the money for which you are eligible.

5 **FAIR STAFF LABOR RECORDS**—Providing correct back-up for the labor provided by fair staff is challenging. Be sure to include by project number: (1) the staff member's name, (2) type of work provided, (3) number of hours, (4) their rate of pay, and (5) corresponding canceled checks or payroll deposit records for that period of time.

6 **BE SURE BACK-UP MATERIALS MATCH**—Canceled checks must match up with the receipts/invoices you provide for the project.

7 **STATEMENTS FOR DEBIT/CREDIT PURCHASES**—The fair can use a debit or credit card to purchase materials, just be sure to include the invoice/receipt for the purchase and the bank statement for debit transactions or credit card statement and canceled check for credit purchases. Redact account number and confidential info.

8 **CONSIDER SEGREGATING PURCHASES**—It may make it cleaner and easier for you to provide back-up materials if purchases for Fund-reimbursed projects (for example, at the hardware store) are separate from other purchases by the fair.

9 **200 SERIES FORMS ARE NECESSARY FOR REIMBURSEMENT**—Yes, the 100 series forms (for project approval in the Spring) look a lot like the 200 series forms (for project reimbursement in the Fall), but we need both and you shouldn't fill them out identically. The 200 series details ACTUAL expenses and you attest to them.

10 **DON'T GUESS, CALL US WITH QUESTIONS**—If you aren't sure what backup we need, call and we're happy to walk you through it, saving you time in the end!