

Student Name \_\_\_\_\_

Proficiency Area \_\_\_\_\_

# RECORDBOOK VERIFICATION FOR PROFICIENCY AWARDS

(1.8.16)

## VERIFICATION PROCESS:

If any verification question below is marked no, then the application and record books must be forwarded to the State Staff for final review. Students who fail to meet the verification process will NOT be eligible to be a Finalist at the State FFA Conference.

Yes    No    NA

Based on the California Proficiency Award Area Descriptions, Part 1-A "Briefly explain your SAE and how it related to this award are" on page five of the Proficiency Application and the record books, I can verify the application fits the area in which it was submitted.

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There is an acceptable business agreement for the proficiency area enterprise for each year. Unpaid placement enterprises must have an agreement if more than fifty hours are accumulated. (AET – Section F – SAE Planning and Entries)

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Operations in the journal have been reviewed, operations are consistent with the type of project undertaken and the financial information is appropriate. (AET – Section F – SAE Entries)

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The Enterprise Loan Payment Summary, Accounts Receivable, and Accounts Payable have entries recorded accurately and support the description of the project in the Business Agreements and/or the Application. (if applicable) (AET – Section G)

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The Inventory Pages are used correctly, with information recorded accurately and supporting the description of the project in the Business Agreements and/or the application. (if applicable) (AET – Section F through H)

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Gifts, start-up capital, and trades/exchanges are recorded accurately and support the information provided in the application and business agreement. (if applicable)

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The Financial Statement has all information recorded correctly, and reflects that the change in Enterprise Net Worth is equal to or less than the net income for the year. (AET – Section F & G)

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The Income Summary has all information from the Record Books transferred correctly.

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Operations throughout the record book are appropriate and consistent with the business agreements.

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All financial information contained on the application can be verified by information contained in the record books.

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Printed Name of Teacher Verifying

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Signature of Teacher Verifying