

Student Name _____

Proficiency Area _____

RECORDBOOK VERIFICATION

VERIFICATION PROCESS:

If any verification question below is marked no, then the application and record books must be forwarded to the Committee Chairperson for final review and recommendation to the State Staff. 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-1 "Getting Started" on page two of the Proficiency Application and the record books, I can verify the application fits the area in which it was submitted.

_____ _____ _____
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.

_____ _____ _____
Operations in the journal have been reviewed, operations are consistent with the type of project undertaken and the financial information is appropriate.

_____ _____ _____
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)

_____ _____ _____
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)

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

_____ _____ _____
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.

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

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

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

Printed Name of Teacher Verifying

Signature of Teacher Verifying