

**American Society of Farm Managers and Rural Appraisers  
MANAGEMENT PLAN -- GRADING SHEET**

**Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Grader:** \_\_\_\_\_

The following are guidelines for consideration in grading management reports submitted in application for professional membership in the American Society and its chapters.

<b>Grading Categories</b>	<b>Comments</b>	<b>Points Allowed</b>	<b>Points Given</b>
<b>PRELIMINARY ITEMS</b>			
Title Page		0.5	
Transmittal Letter		0.5	
Table of Contents		0.5	
<b>SUBTOTAL PRELIMINARY ITEMS</b>		<b>1.5</b>	<b>0</b>
			0.00%
<b>PREFACE</b>			
Authorization		1	
Objectives		3	
Existing Problems		3	
Summary of Recommendations		3	
<b>SUBTOTAL PREFACE</b>		<b>10</b>	<b>0</b>
			0.00%
<b>AREA DESCRIPTION</b>			
Community		2	
Economic		2	
<b>SUBTOTAL AREA DESCRIPTION</b>		<b>4</b>	<b>0</b>
			0.00%
<b>PROPERTY DESCRIPTION</b>			
Legal Description		0.5	
General Description		4.5	
<b>SUBTOTAL PROPERTY DESCRIPTION</b>		<b>5</b>	<b>0</b>
			0.00%
<b>MANAGEMENT PLAN</b>			
Operating Arrangements		3	
Personnel		1	
Crop Plans		3	
Fertility		3	
Cultural Practices		2	
Harvesting Conditioning/Storage		3	
Livestock Program (8 Points Allowed)		0	

Marketing Crops and Livestock		3	
Land Conservation and Land Improvements		3	
Drainage		2	
Irrigation		2	
Other Buildings and Improvements		1	
Recommended Insurance Coverage		3	
Purchase of Supplies		1	
Bank Account and Reporting		1	
<b>SUBTOTAL MANAGEMENT PLAN</b>		<b>31</b>	<b>0</b>
0.00%			
<b>CURRENT FINANCIAL DATA (narrative)</b>			
Loans and Mortgages		1	
Income		2	
Financial Projections		2	
<b>SUBTOTAL FINANCIAL DATA</b>		<b>5</b>	<b>0</b>
0.00%			
<b>BUDGET AND CASH FLOW</b>			
Current Income and Expenses		5	
Cash Flow		5	
Accrual Basis Analysis		5	
Projected Income and Expenses		5	
Narrative Financial Summary		5	
<b>SUBTOTAL BUDGET AND CASH FLOW</b>		<b>25</b>	<b>0</b>
0.00%			
<b>ADDENDUM</b>			
Enterprise Budget Data		4	
Maps		1	
Soils Information		1	
Depreciation		1	
Other Supportive Information		0.5	
Operating and Management Agreement		0.5	
Qualifications of Manager		0.5	
<b>SUBTOTAL ADDENDUM</b>		<b>8.5</b>	<b>0</b>
0.00%			
<b>WRITING SKILLS</b>			
Clarity and Readability		10	
0%			
<b>TOTAL POINTS</b>		<b>100</b>	<b>0.0</b>
0.00%			

Each subcategory needs to receive 70% passing grade.

Total Farm Plan score requires a minimum of 75% for a passing grade.

If all items on the grade sheet are not covered in the report, report will be sent back to applicant to fix. Omissions of items will not merit a passing grade.