## 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.

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

Land Conservation and Land Improvements 3 3 Drainage 2 2 Irrigation 2 2 Other Buildings and Improvements 3 1 1 Second Insurance Coverage 3 3 Purchase of Supplies 1 1 Substitution 3 1 0 0 0.009 Substitution 3 1 0 0.009 Substitution 3 0.009 Sub	Marketing Crops and Livestock	3	
Improvements			
Drainage   2		3	
Irrigation			
Other Buildings and Improvements   1		2	
Recommended Insurance Coverage   3			
Purchase of Supplies   1	i i i i i i i i i i i i i i i i i i i		
Bank Account and Reporting   1		1	
SUBTOTAL MANAGEMENT PLAN   31   0   0.009		1	
CURRENT FINANCIAL DATA (narrative)  Loans and Mortgages 1 Income 2 Financial Projections 2 SUBTOTAL FINANCIAL DATA 5 0.003  BUDGET AND CASH FLOW  Current Income and Expenses 5 Cash Flow 5 Accrual Basis Analysis 5 Projected Income and Expenses 5 Narrative Financial Summary 5 SUBTOTAL BUDGET AND CASH FLOW 25  ADDENDUM 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 SUBTOTAL ADDENDUM 8.5 O0.003  WRITING SKILLS Clarity and Readability 10		31	0
Loans and Mortgages			0.00%
Loans and Mortgages	CURRENT FINANCIAL DATA (narrative)		
Income		1	
Financial Projections   2			
SUBTOTAL FINANCIAL DATA	Financial Projections	2	
BUDGET AND CASH FLOW  Current Income and Expenses  Cash Flow  Accrual Basis Analysis  Projected Income and Expenses  Narrative Financial Summary  SUBTOTAL BUDGET AND CASH FLOW  25  0.009  ADDENDUM  Enterprise Budget Data  Maps  Soils Information  Depreciation  Other Supportive Information  Other Supportive Information  Qualifications of Manager  SUBTOTAL ADDENDUM  8.5  OWRITING SKILLS  Clarity and Readability  10  5  Cash Flow  5  0.009  5  0.009  6  0.009		5	0
Current Income and Expenses  Cash Flow  Accrual Basis Analysis  Projected Income and Expenses  Narrative Financial Summary  SUBTOTAL BUDGET AND CASH FLOW  25  ADDENDUM  Enterprise Budget Data  Maps  Soils Information  Depreciation  Other Supportive Information  Operating and Management Agreement  Qualifications of Manager  SUBTOTAL ADDENDUM  Enterprise Budget Data  4  Maps  1  Constituting SKILLS  Clarity and Readability  5  Clarity and Readability  5  Constituting SKILLS  5  Clarity and Readability  5  Constituting SKILLS  5  Clarity and Readability  5  Constituting SKILLS  5  Clarity and Readability  6  Clarity and Readability  7  Cash Flow  Constituting Skills  Clarity and Readability  7  Constituting Skills  Clarity and Readability  7  Constituting Skills  Clarity and Readability  7  Constituting Skills  C			0.00%
Cash Flow Accrual Basis Analysis Projected Income and Expenses Snarrative Financial Summary SUBTOTAL BUDGET AND CASH FLOW 25 0.009  ADDENDUM Enterprise Budget Data Maps Soils Information Depreciation Other Supportive Information Operating and Management Agreement Qualifications of Manager SUBTOTAL ADDENDUM  Enterprise Budget Data 4 Maps 1 Soils Information 1 Other Supportive Information 0.5 Operating and Management Agreement Qualifications of Manager SUBTOTAL ADDENDUM 8.5 0  WRITING SKILLS Clarity and Readability 10	BUDGET AND CASH FLOW		
Accrual Basis Analysis Projected Income and Expenses Substotal Budget And CASH FLOW Substotal Budget Data Enterprise Budget Data Maps Soils Information Depreciation Other Supportive Information Qualifications of Manager Substotal Addendard Management Agreement Qualifications of Manager Substotal Addendard Management Agreement Clarity and Readability Soils Manager Substotal Addendard Management Agreement O.5 O.5 O.009 WRITING SKILLS Clarity and Readability Substotal Addendard Management Agreement O.9	Current Income and Expenses	5	
Projected Income and Expenses  Narrative Financial Summary  SUBTOTAL BUDGET AND CASH FLOW  25  0.009  ADDENDUM  Enterprise Budget Data  Maps  Soils Information  Depreciation  Other Supportive Information  Operating and Management Agreement  Qualifications of Manager  SUBTOTAL ADDENDUM  WRITING SKILLS  Clarity and Readability  5  Clarity and Readability  5  0.009  Control of Manager  Depreciation  Oscillations of Manager  Oscillations of Manag	Cash Flow	5	
Narrative Financial Summary  SUBTOTAL BUDGET AND CASH FLOW  25  0.009  ADDENDUM  Enterprise Budget Data  Maps  1  Soils Information  Depreciation  Other Supportive Information  Operating and Management Agreement  Qualifications of Manager  SUBTOTAL ADDENDUM  WRITING SKILLS  Clarity and Readability  5  0.009  0.009	Accrual Basis Analysis	5	
SUBTOTAL BUDGET AND CASH FLOW         25         0           ADDENDUM         0.009           Enterprise Budget Data         4         4           Maps         1         5           Soils Information         1         5           Depreciation         1         5           Other Supportive Information         0.5         0.5           Operating and Management Agreement         0.5         0.5           Qualifications of Manager         0.5         0.5           SUBTOTAL ADDENDUM         8.5         0           WRITING SKILLS         0.009           Clarity and Readability         10	Projected Income and Expenses	5	
ADDENDUM  Enterprise Budget Data  Maps  Soils Information  Depreciation  Other Supportive Information  Operating and Management Agreement  Qualifications of Manager  SUBTOTAL ADDENDUM  WRITING SKILLS  Clarity and Readability  O.009	Narrative Financial Summary	5	
ADDENDUM  Enterprise Budget Data  Maps  Soils Information  Depreciation  Other Supportive Information  Operating and Management Agreement  Qualifications of Manager  SUBTOTAL ADDENDUM  WRITING SKILLS  Clarity and Readability  10	SUBTOTAL BUDGET AND CASH FLOW	25	0
Enterprise Budget Data  Maps  Soils Information  Depreciation  Other Supportive Information  Operating and Management Agreement  Qualifications of Manager  SUBTOTAL ADDENDUM  WRITING SKILLS  Clarity and Readability  10			0.00%
Maps Soils Information Depreciation Other Supportive Information Operating and Management Agreement Qualifications of Manager SUBTOTAL ADDENDUM SUBTOTAL ADD	ADDENDUM		
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Depreciation 1 Other Supportive Information 0.5 Operating and Management Agreement 0.5 Qualifications of Manager 0.5 SUBTOTAL ADDENDUM 8.5 Omega	Maps	1	
Other Supportive Information Operating and Management Agreement Qualifications of Manager SUBTOTAL ADDENDUM 8.5  WRITING SKILLS Clarity and Readability 10	Soils Information	1	
Operating and Management Agreement Qualifications of Manager SUBTOTAL ADDENDUM 8.5 0.009 WRITING SKILLS Clarity and Readability 10	Depreciation	1	
Qualifications of Manager  SUBTOTAL ADDENDUM  8.5  0.009  WRITING SKILLS  Clarity and Readability  10	Other Supportive Information	0.5	
SUBTOTAL ADDENDUM  8.5  0.009  WRITING SKILLS  Clarity and Readability  10  09	Operating and Management Agreement	0.5	
WRITING SKILLS  Clarity and Readability  10  0,009	Qualifications of Manager	0.5	
WRITING SKILLS  Clarity and Readability  10  09	SUBTOTAL ADDENDUM	8.5	0
Clarity and Readability 10			0.00%
09	WRITING SKILLS		
	Clarity and Readability	10	
TOTAL POINTS 100 0.0			0%
0.00%	TOTAL POINTS	100	1