

**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	

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	
SUBTOTAL MANAGEMENT PLAN		31	0
0.00%			
CURRENT FINANCIAL DATA (narrative)			
Loans and Mortgages		1	
Income		2	
Financial Projections		2	
SUBTOTAL FINANCIAL DATA		5	0
0.00%			
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	0
0.00%			
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	0
0.00%			
WRITING SKILLS			
Clarity and Readability		10	
0%			
TOTAL POINTS		100	0.0
0.00%			