

APPENDIX A

Boarder Information

Owner's name: _____

Address: _____

Phone: (h) _____ (w) _____ (c) _____

Emergency contact: _____

Phone: (h) _____ (w) _____ (c) _____

Horse's name: _____ Date of birth: _____

Breed: _____ Color: _____

Markings: _____

Date of arrival: _____ Date of departure: _____

Veterinarian

1st choice: _____ Phone: _____

2nd choice: _____ Phone: _____

Additional services desired: _____

To protect your horse business, it is imperative that all riders who patronize your barn sign a liability release form. Liability laws, however, vary from state to state. Consult with an attorney in your area who is familiar with equine business issues and who can provide you with the liability forms you'll need.

(continued)

APPENDIX A (*Boarder Information*), continued

Health Record

Vaccinations	Date	Deworming	Date

Shoeing Record

Farrier	Service	Amount Paid	Date

Board/Services Payment Record

Date	Charges	Payments

APPENDIX B

Shoeing Record

Codes: T = trim, R = reset, N = new, S = special, P = pads, F = front only

Name of Horse	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												

APPENDIX C

Equine Lease Agreement

This agreement entered into on the _____ day of _____, _____, (date) between _____ (the Owner) of _____, _____, (city, state) and _____ (Lessee) of _____, _____, (city, state).

WITNESSETH: Owner does hereby lease to Lessee and Lessee does hereby lease from the Owner the _____ (color) _____ (sex) known as _____ (horse's name). The lease shall be for a period of _____ months, beginning the _____ day of _____, _____. (date)

In exchange for the exclusive use of the above-named _____ (mare, gelding, or stallion) _____ (horse's name) during the period of this lease, the Lessee does hereby agree to assume all responsibilities and to pay all normal and necessary expenses for the care of said horse consistent with the practices of good animal husbandry including, but not limited to, board, worming, veterinary expenses, shoeing, trimming, and hauling.

Lessee warrants that he/she has inspected said horse and agrees to accept said horse in present condition. Lessee shall pay and provide for the transportation of the horse from the Lessee to the Owner at the termination of the lease.

Owner shall have the right at any time, in person or by authorized agent, to go onto the Lessee's premises to inspect the horse and determine whether said horse is being properly cared for and in good health. The title and ownership of the leased horse shall be and remain in the name of the Owner. Lessee shall not sell, mortgage, or encumber this leased horse in any manner whatsoever. Lessee shall not assign this lease nor sublease the horse covered hereby.

If the leased horse should at any time become missing, lost, seriously injured, sick, or dead, the Lessee shall immediately notify Owner by telephone and subsequently by mail.

Owner shall not hold Lessee liable for any serious injury or death of the horse arising from events not resulting from negligence on the part of the Lessee or the Lessee's agents. Lessee shall hold the Owner harmless for any injury to persons or damages to any property caused by the leased horse.

No modification of this lease shall be binding unless in writing and executed by the parties hereto.

The undersigned Owner and Lessee accept the terms and conditions of this lease and acknowledge a copy thereof.

Owner _____ Date _____

Lessee _____ Date _____

APPENDIX D

Student Record

Name: _____ Date of birth: _____

Address: _____

Phone: (h) _____ (w) _____ (c) _____

Parents' names: _____

Contact in case of emergency: _____ Phone: _____

Doctor: _____ Phone: _____

Hospital: _____

Allergies: _____

Level of riding experience: (Please circle)

Beginner Intermediate Advanced Showing

Number of years riding: _____

Date of session desired: _____

Special instructions: _____

Cost: _____ Paid: _____

To protect your horse business, it is imperative that all riders who patronize your barn sign a liability release form. Liability laws, however, vary from state to state. Consult with an attorney in your area who is familiar with equine business issues and who can provide you with the liability forms you'll need.

APPENDIX E

Camp Form — Sample camp application

Name of camper: _____ Date of birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Father's name: _____

Phone: (h) _____ (w) _____ (c) _____

Mother's name: _____

Phone: (h) _____ (w) _____ (c) _____

Contact in case of emergency: _____

Phone: (h) _____ (w) _____ (c) _____

Medical concerns: _____

Allergies: _____

All campers must have their own grooming kit, including a curry comb, mane comb, hoof pick, body brush, dandy brush, and lead rope. If camper doesn't own a kit, it can be purchased for \$ _____ .

Would you like to reserve one? Yes No

Our strong emphasis on safety requires all students to wear boots and ASTM-approved helmets.

The helmets are \$ _____ and the rubber riding boots are \$ _____ .

Would you like to reserve a helmet? Yes No Size: _____

Would you like to reserve a pair of boots? Yes No Size: _____

Camp dates desired: _____

APPENDIX F

Horsemanship Certificate

This Certificate is Awarded to

for Successful Completion of
The Horsemanship Program

Instructor _____

Date _____

APPENDIX G

DVD Order Form

Rider's name: _____ Horse's name: _____

Address: _____

Phone: (h) _____ (w) _____ (c) _____

Mailing address, if different from above: _____

Number of copies desired: _____

Horse show, clinic, or lesson: _____

Division(s): _____ Date: _____ Entry #: _____

Classes: _____

Ring #: _____

Special instructions: _____

Signature: _____ Date: _____

APPENDIX H

Vehicle Maintenance Record

Vehicle _____ Model _____ Year _____

Type of Work	By Whom	Date	Cost
Oil change/lube			
Oil change/lube			
Oil change/lube			
Oil change/lube			
Oil change/lube			
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CASH-FLOW STATEMENT

Category	Amount	Increase (+) or Decrease (-) in Cash
Net income	\$148,673	+
Depreciation	\$40,000	+
Capital expenditures	(\$20,000)	-
Debt servicing: principal.....	(\$16,000)	-
Changes in working capital		
* increase in receivables	\$0	-
* decrease in receivables	\$0	+
* increase in payables	\$0	+
* decrease in payables	\$0	-
* increase in inventories.....	\$0	-
* decrease in inventories.....	\$0	+
Total Cash Flow.....	\$152,673	28.30%

INCOME STATEMENT

Revenue	Amount	Percent of Total Revenue
Boarding rents.....	_____	_____
Horse sales	_____	_____
Commissions.....	_____	_____
Camps.....	_____	_____
Lessons	_____	_____
Special clinics	_____	_____
Horse training.....	_____	_____
Horse leases — long term	_____	_____
Horse rentals — short term.....	_____	_____
Breeding/stud fees.....	_____	_____
Horse show fees	_____	_____
Judging fees.....	_____	_____
Tack sales.....	_____	_____
Book/video sales.....	_____	_____
Concessions (drinks)	_____	_____
Grooming (braiding, clipping).....	_____	_____
Manure sales	_____	_____
Trailerling	_____	_____
Total Revenue.....	=====	=====

APPENDIX K (*Money Management Records*), continued

Operating Expenses	Amount	Percent of Total Revenue
Cost of goods sold		
* Horses	_____	_____
* Tack	_____	_____
* Books/videos	_____	_____
* Concessions.....	_____	_____
* Horse show (ribbons, etc.)	_____	_____
Salaries	_____	_____
Other payroll (SS tax, insurance, etc.)	_____	_____
Feed		
* Hay	_____	_____
* Grain.....	_____	_____
Veterinarian (fees, medicine).....	_____	_____
Bedding.....	_____	_____
Supplies	_____	_____
* office.....	_____	_____
* barn	_____	_____
* other	_____	_____
Advertising.....	_____	_____
Postage.....	_____	_____
Fuel	_____	_____
Utilities	_____	_____
Vehicle repair.....	_____	_____
Farrier.....	_____	_____
Other	_____	_____
Total Operating Costs	=====	=====
Gross Operating Profit	=====	=====
Fixed Overhead		
Rent	_____	_____
Interest expense	_____	_____
Insurance	_____	_____
Depreciation	_____	_____
Other	_____	_____
Total Fixed Costs	_____	_____
Pre-Tax Profit	_____	_____
Income tax	_____	_____
Net Income	=====	=====

CASH-FLOW STATEMENT

Category	Amount	Increase (+) or Decrease (-) in Cash
Net income	_____	+
Depreciation	_____	+
Capital expenditures	_____	-
Debt servicing: principal.....	_____	-
Changes in working capital		
* increase in receivables	_____	-
* decrease in receivables	_____	+
* increase in payables	_____	+
* decrease in payables	_____	-
* increase in inventories.....	_____	-
* decrease in inventories.....	_____	+
Total Cash Flow	=====	=====

(continued)

APPENDIX K (*Money Management Records*), continued

PARTIAL BUDGET

Change being considered: _____

(1) ADDED RECEIPTS

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
		\$ _____

(2) REDUCED COSTS

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
		\$ _____

(A) ADDED RECEIPTS + REDUCED COSTS \$ _____

(3) REDUCED RECEIPTS

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
		\$ _____

(4) ADDED COSTS

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
		\$ _____

(B) REDUCED RECEIPTS + ADDED COSTS \$ _____

(C) NET DIFFERENCE DUE TO CHANGE
(LINE A – LINE B) \$ _____