Level 1 Training

PNAAW and UW-Extension have scheduled a number of Level 1 training sessions this spring. Every employee must complete Level 1 every 12 months to remain certified. Level 1 training and exams can also be done in-house if you have a Level 2 certified individual on staff. However, test scores must be forwarded to the Association immediately after the test and training are completed.

Please note:

1. Advance reservations are needed for these sessions, as seating is limited at some locations.
2. The fee for training is $5.00 per person with advance reservations (made at least 3 business days prior) or $10/person at the door.
3. Employees should bring their current Level 1 manuals to the training. A very limited number may be available for purchase at $20.00 each.
4. Each session is 3 hours long, with two sites (Chilton, Green Bay) offering an optional repeat of the Level 2 budgeting session immediately after the 1:00 pm regular training and testing.

Locations, dates and contacts for reservations are as follows:

Abbotsford - Feb. 24  City Hall (12:30 pm)  Contact Richard Halopka, 715-743-5121.
Barron - March 27, 1:00 pm  (Barron Electric Coop, Hwy 25 N).  Contact Jerry Clark 715-726-7950
Chilton - March 12 (1:00 pm & 6:00 pm)  Contact Kevin Erb 920-391-4652
Chippewa Falls - March 12 (1:00 pm)  Contact Jerry Clark 715-726-7950
Green Bay - March 5 UW-Extension  (1:00 pm & 6:00 pm)  Contact Kevin Erb 920-391-4652
Belmont - March 8 UW-Platteville’s Pioneer Farm Ag Technology Center (1:00 pm)  Contact Ted Bay 608-723-2125

New PNAAW Website Link

PNAAW has a new website:  http://fyi.uwex.edu/wimanuremgt/about/. The new website includes other manure management information, as well as an RSS field that you can use to be instantly notified of updates and changes.

If you have the old site bookmarked on your computer or smartphone, please update it to the new link.
New Officers

At the annual meeting January 25, 2012, the membership elected five members to terms on the board of directors. Newly elected are:

**Central Region:** Kurt Mann, After All, Inc. (2 year term)

**Northeast Region:** Chad Tasch, Tasch Custom LLC (2 year)

**At Large:** Ernie Sundstrom, Sundstrom’s Pit Pumping and Abe Lemmenes, Lemmenes Custom (3 year terms) and Dave Eisentraut, Eisentraut Ag Services (1 year term)

Your officers for 2012 are as follows:

**President:** Dustin Ransom
**President Elect:** Abe Lemmenes
**Secretary:** Dave Eisentraut
**Treasurer:** Dana Cook

**Board Members:**
- Jim Bignell
- Kurt Mann
- Chad Tasch
- Mike Schmidt
- Ernie Sundstrom

Road Study Released

The final report on the road study was released earlier this month. A copy of the full document can be found on the PNAAW website: [http://fyi.uwex.edu/wimanuremgt/resources/road-study/](http://fyi.uwex.edu/wimanuremgt/resources/road-study/)

Membership Dues

If you did not pay your membership dues at the annual meeting, a dues reminder will be sent shortly.

Tip of the Week: Three Reasons to Keep Good Records Every Day

**Three Reason to Keep Good Records Every Day**

1. Keeping good records will show you how to make your business more profitable. Perhaps your profits are down this month over last. Did your expenses go up? Maybe you need to try lowering your costs. Did your sales drop? Maybe you are not spending enough on advertising. Use accurate records as a base to constantly improve your business.

2. Keeping good records will document your business profitability and cash position. If you want the bank to invest in your business, show them that it is profitable. Keep accurate records to create financial statements and ratios that prove your business is doing well. Remember, you will always need to maintain your business’s financial statements so that you will be up to date on your company’s performance.

3. Keeping good records proves that payments have been made. Accurate, up-to-date records help prevent arguments, because they prove you have paid a bill or that a customer has paid you. Records can also prove that you have paid your taxes—the fee charged (levied) by a government on an income, product, or activity that is imposed on an individual or legal entity (corporation). Sometimes the Internal Revenue Service, the federal agency that collects taxes, will visit a business and check its financial records in a process called an audit. If you keep good records and pay your taxes in a timely fashion, you will have nothing to fear from audits. U.S. tax law allows business owners to deduct many expenses from their taxes. These deductions, or write-offs, are reductions in the gross amount on which taxes are calculated, and they will save you money. But you must keep receipts and record check payments to show that you actually had the expenses. A good practice is to write the purpose of an expense on the receipt.

Entrepreneurship & Small Business Management
Steve Mariotti
Caroline Glackin
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