

# Towne's Harvest Garden

& Community Supported Agriculture Program

## *Annual Report* 2016



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Kaitlyn Albers    Genna Shaia    Nellie Coyle    Maddie Loucy

**For more information about Towne's Harvest, please visit:**

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## Executive Summary

**Towne's Harvest Garden (THG)** is a project that was initiated by the MSU Friends of Local Foods Student Organization. Friends of Local Foods was formed in the fall of 2006 to bring a diverse group of students and faculty together to raise awareness about local foods and to encourage sustainable lifestyles on campus and in the community. Since that first year of production, Towne's Harvest has become a cornerstone of the Sustainable Food & Bioenergy Systems Bachelor's Degree Program. Additionally, Towne's Harvest operates as a Community Supported Farm, distributing produce to CSA members, patrons of the MSU Campus Farm Stand, MSU students, and low-income residents of Bozeman in coordination with Gallatin Valley Food Bank via the Community Food Truck. The mission of Towne's Harvest is to be a source of locally, sustainably, and educationally grown food for the campus and members of the surrounding community.

Towne's Harvest Garden completed its 10<sup>th</sup> production season in 2016. Many characteristics remained the same. Professor Mac Burgess and Ph.D. candidate David Baumbauer continued to provide additional crops from their season extension research. This year our field crops continued to be primarily irrigated by hand line. The farm was led this year by an interim farm manager. One production aspect was changed. In past seasons, only one ½ acre area was left for cover crops. In 2016, half the field production acres (1.5) were in cover crop during some portion of the growing season. This change was made to increase efficiency on cropped acres, increase soil fertility, and assist in weed management.

THG marketing methods were largely the same as the 2015 season. However, we increased the length of our Summer CSA from 12 to 14 weeks. We also provided approximately 20 Student Summer CSA Shares at a discounted price, offered a discounted Student Deal at our Campus Farm Stand, continued selling flower bouquets at our Campus Farm Stand, and chose to focus on local locations for the Community Food Truck. This decision was made in conjunction with the food bank to service local community. Two senior housing facilities & MSU Family and Graduate Housing were chosen to access populations whom lack availability to fresh, local produce.

Direct costs this year added up to \$ 17,846.12 (excluding salaries) and our total income was **\$32,675.67**.



## Our Story

Towne's Harvest Garden (THG) was envisioned and initiated by Friends of Local Foods (FLF), a student organization at Montana State University. In 2006, with the help of faculty, FLF produced vegetables on 2 acres of land at MSU's Horticulture Farm. A partnership with the Gallatin Valley Food Bank enabled the success of the garden. Over the years, THG has increased in size (now 3 acres), structures (2 hoop houses and 1 heated greenhouse), partners, direct participants, associated staff, agricultural output, monetary revenue, and market expansion.

2016 marked our 10<sup>th</sup> growing season at THG. A student-led effort has become integral to the Sustainable Food and Bioenergy Systems degree program at MSU. These SFBS students (10-25 students/season) enroll in a summer-long practicum at THG to learn the basics of vegetable production and marketing. Additionally, THG has become incorporated into other programs, such as the Montana Dietetic Internship and an MSU Culinary Marketing course. Our markets now include a ~60 person Community Supported Agriculture (CSA) program, a farm stand located on the MSU campus, the Community Food Truck supplying low-access populations with discounted produce, and wholesale markets.

Over the years we have worked closely with Montana State University, the Sustainable Food and Bioenergy Systems degree program, the Montana Dietetic Internship, the Department of Health and Human Development, the College of Agriculture (the Department of Land Resources and Environmental Sciences and the Department of Plant Sciences and Plant Pathology), the Horticulture Farm, the Gallatin Valley Food Bank, AARP, and many more.

We have found that Towne's Harvest Garden has been extremely valuable to many people and organizations over the years. Some of our most basic, highlighted attributes can boil down to these benefits that THG plays an active role

- Interdisciplinary collaboration
- Student recruitment
- Campus community outreach
- Educational tool
- Demonstration of sustainable agriculture and local food systems



## Mission, Vision & Values

**Towne's Harvest Garden Mission:** *To offer interdisciplinary education opportunities, be an outdoor classroom for SFBS, and a source of locally, sustainably, and educationally grown food for the campus and members of the surrounding community.*

**The Towne's Harvest Vision:**

- + That Towne's Harvest will be a valuable and permanent part of MSU that is enthusiastically supported by the administration.
- + That Towne's is an interdisciplinary center of education for any MSU department and is integrated into MSU as a classroom, research laboratory, and source of good food for the campus community.
- + That Towne's inspires students from diverse backgrounds to become involved in sustainable food production and consumption.
- + That Towne's continues to diversify crop production to include a large variety of vegetables, fruits, and animals.
- + That Towne's strengthens community food security in Bozeman and the surrounding area, increasing access to fresh nutritious produce for all.
- + That Friends of Local Foods remains a strong and active supporting student organization.
- + That Towne's continue to address all aspects of sustainability including ecology, economic viability, and social justice.





## Organization & Schedule

Involved	Role	Responsibilities
<b>Alison Harmon</b>	EHHD	Supervises Marketing & MDI
<b>Lindsay Ganong</b>	HHD	Culinary Marketing Instructor, Oversees research
<b>Patrick Hatfield</b>	ANRS	Oversees research
<b>David Baumbauer</b>	COA	Horticulture Farm Manager
<b>Mac Burgess</b>	PSPP	Practicum Instructor
<b>David-Alexandre Lobry</b>	Production Manager	Production
<b>Allison Milodragovich</b>	Marketing Manager	Markets and CSA
<b>Lindsay Ganong</b>	MDI	MDI Supervisor
<b>Practicum Students</b>	SFBS	Field work, market assistance
<b>Culinary Marketing Students</b>		Field work, market assistance, President's Lunch
<b>MDI Interns</b>		Field work, market assistance
<b>Gallatin Valley Food Bank</b>		Community Food Truck partner

This schedule represents an average week during the summer when all markets were operating. Daily and weekly schedules varied throughout the season.

Daily Events	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Morning	Chores	Chores	Chores	Chores	Chores	Chores
Work Shift	Crop Planning Meeting and Employee Work Shift	8-12pm Student field work	8am-noon Student field work	8-12 pm Student field work	12-3pm Friday Lunch	
Market		2-7pm Community Food Truck	4-630pm CSA Distribution	3-6pm Campus Farm Stand		
Evening	Chores	Chores	Chores	Chores	Chores	Chores





## Harvest Data

80+ plant varieties  
1.5 acres in production  
1.5 acre in cover crop  
3 high tunnels



## Income and Expense Summary

This year Towne's Harvest Garden participated in a Community Supported Agriculture program, a Campus Farm Stand on the Montana State University campus (including a reduced priced Student Deal), a reduce-priced, low-access market (Community Food Truck), u-pick opportunities, and wholesale transactions.

2016 THG Income Summary	Total Sales
Community Supported Agriculture	\$ 22,355.99
Campus Farm Stand	\$ 6,901.75
Community Food Truck	\$ 1,376.28
Wholesale	\$ 1,061.61
10th anniversary dinner	\$ 1,250.00
CSA Market Sales	\$ 58.00
<b>TOTAL 2016 Income</b>	<b>\$ 33,003.63</b>

2016 THG Expenses	Amounts
Administration	\$1,950.00
10 <sup>th</sup> anniversary dinner	\$2,836.25
Facility Rental	\$2,692.47
Marketing	\$2,710.57
Production Supplies	\$7,656.48
<b>Total Expenses</b>	<b>\$17,846.12</b>

\*Managerial salaries not included

# Community Supported Agriculture Program

- **Garden Starter Package** (\$55)
  - ~25 organic vegetable and herb plant starts and 8 packets of organic vegetable seeds (enough to plant 10'x16') – distributed June 1
- 6 purchased prior to sales discontinuation. Sales discontinued to comply with State of Montana seed dealer and nursery requirements.
- **Spring Greens CSA Share** (\$165; \$27.50 value/week)
  - 6 weeks CSA pickup on farm (May 25-June 29)
  - First part of Full Season CSA Share
  - 25 Shares (limited to 25)
    - 6 Spring Greens Shares only
    - 18 Full Season Shares (Spring and Summer Share combo)
    - 1 Full Season Shares - Convenience Option
- + **Summer CSA Share** (\$385; \$27.50 value/week average)
  - 14 week CSA pickup on farm (July 6-October 5)
  - Second part of Full Season CSA Share
  - 54 Shares (limited to 65)
    - 10 Summer Shares only (1 free for MSU COA Dean, 1 donated)
    - 4 Summer Shares – Convenience Option (\$415)
    - 18 Full Season Shares (\$540 - Spring and Summer Share)
    - 1 Full Season Shares – Convenience Option (\$580)
    - 21 Student Summer Shares (\$300 – reduced price for students)



Share Option	Price	Shares	Duration	Total Sales
Garden Starter Package	\$55.00	25	~60 starts	\$275.20
Spring Greens only	\$165.00	6	6 weeks	\$988.85
Summer Share only	\$385.00	11	14 weeks*	\$3,034.12
Summer Share Convenience Option	\$415.00	4	14 weeks*	\$1,645.04
Summer Student Share	\$300.00	21	14 weeks*	\$6,221.15
Full Season	\$540.00	18	20 weeks*	\$9,608.90
Full Season Convenience Option	\$580.00	1	20 weeks*	\$567.73
Sales at Distribution				\$58.0
<b>Total Sales</b>				<b>\$22,355.99</b>

## Campus Farm Stand

The Campus Farm Stand was our second longest market, after our CSA program. For 13 weeks from July 14 to October 6, CFS was set up from 3 to 6 pm. The marketing manager and two students would set up a tent, tables, and décor south of MS's Student Union Building. Market took place every Thursday as in year's past. Signs with arrows pointed toward the CFS were placed on street corners directing traffic to the stand. Additionally, advertisements for the CFS were conducted through submission to online and print calendars, flyers hung up around campus and Bozeman, emails, and word of mouth.



This was the second most profitable year, earning slightly less than the 2015 season. Our average market was over \$500.0 and the high market day was \$715. This can be attributed to: great reputation from last season, repeat customers, diversity, and quality of produce.

MSU's Nutrition 22 Basic Human Nutrition continued to require students to attend a local farmers market. Through this, over 300 students attended the last two CFS to learn about THG and local produce.

THG continued to offer a student deal. The student deal was altered slightly from last year due to personal constraints. We offered instead of pre-selected produce, a 20% off deal if students purchased over \$10.00 of produce. Several students took advantage of this opportunity each week resulting in approximately 25 students throughout the 2016 season.



## Community Food Truck

This was the Community Food Truck's (CFT) fifth operating season (excluding its pilot season). The AARP grant that initially supported the project expired. Thus, as the second year without external funding, it was crucial to continue to measure the project's impact and sustainability. Partnership with the Gallatin Valley Food Bank allowed for the use of the vehicle and vehicle maintenance.

The CFT traveled to three locations this year (up from 2) to increase reliability and awareness. Locations included Bozeman (Legion Villa and Darlington Manor) and MSU Family & Graduate Housing (in the parking lot west of their office). Each Tuesday from July 12-September 27 the CFT set up a market display at the two locations. From 3-4pm the CFT was set up on an alternating schedule at either the Legion or Darlington, and every week from 5-6 pm was set up at MSU.

Produce was priced and sold at half the price marketed at our Campus Farm Stand. Additional partnership with the WIC office made using \$5 WIC Farmers' Market Nutrition Program vouchers.



## Wholesale Summary

Wholesale	Amount
Culinary Marketing Course	\$327.96
Montana Dietetic Internship	\$269.65
Roots Cellar Foods	\$120.00
Rendezvous Food Truck	\$194.00
MSU Presidents Office	\$150.00
<b>Total Sales</b>	<b>\$1,061.61</b>





## President's Luncheon

The **9 students** in MSU's SFBS 445R/541 Culinary Marketing Farm to Table course catered our President's Lunch at the end of July. Students utilized produce they helped harvest from THG, for a seasonally inspired menu. Approximately 80 individuals attended the luncheon. The lunch was served buffet style, and held in the tree grove at THG.

The Culinary Marketing students also participated in taste testing and market desirability tests during their time at THG.



### Towne's Harvest Garden 8th Annual President's Lunch

July 24, 2015

11:30am-1pm



#### Program

Welcome & Introductions

Menu Overview

New at Towne's Harvest Garden in 2015

Sustainable Food & Bioenergy Systems

Degree Program Update

Tour of Towne's Harvest Garden

#### Today's Menu

Buttermilk Rolls

Fresh Butter: Sage and Honey, Garlic Thyme

Chilled and Curried Zucchini Soup

Towne's Summer Vegetable Barley Salad

Glazed and Braised Root Vegetables

Crisp Farmhouse Pickles

Herbed Summer Frittata

Zuccheba Quiche



## THG Practicum

The SFBS 296 Practicum had **14 practicum students** in 2016. All were enrolled at MSU in the SFBS program. Students were split into two groups, with shifts from 8am-noon Tuesdays through Thursday. All students attended a Friday session from noon-3pm, which included lunch prepared by students and the practicum instructor.

The Friday lunch provided a chance for students to share their experiences from the week. Coordinated lessons and guest speakers were also scheduled to provide more academic lessons for the whole group. Topic examples included: tours of local farms, honey bee production, wildlife interactions, compost production, soil fertility and farm startup experiences.

Additionally, students were responsible for conducting an independent research project at THG during the summer. Example projects included water usage, farm mapping, comparison prices for CSA shares, and raspberry production. During a Horticulture Farm field day the students presented their results to attendees.

Practicum students were also responsible for assisting the Marketing Manager preparing produce and working at CSA distribution and the Campus Farm Stand.



## Montana Dietetic Internship

The Montana Dietetic Internship has a Sustainable Food System concentration. At the beginning of their internship, **20 interns** each have a two-week rotation at Towne's Harvest Garden, learning the intricacies within our local food system, along with basic vegetable production and harvesting skills, produce handling, marketing, and distribution of THG produce. Additionally, interns cooked lunch for their group every day using produce they harvested from THG. Three, two-week rotations (of 7, 7 and 6 interns) were seen at THG. Each rotation took produce to cook with, preserve, and prepare a larger meal. The 2016 MDI rotations piloted events coordinated with MSU dining services to serve a farm to for event at Miller Dining Hall. Interns processed THG produce and other farms produce at a local commercial processing center. This produce was then integrated into a meal to be served along with local meat at the dining hall. 350 lunches were over three meals during the six week rotation.

## Public Recognition

[http://www.bozemandailychronicle.com/news/brief-msu-farm-stand-selling-veges-on-thursdays/article\\_2d09631e-d269-5545-9cda-cfb9056e0151.html](http://www.bozemandailychronicle.com/news/brief-msu-farm-stand-selling-veges-on-thursdays/article_2d09631e-d269-5545-9cda-cfb9056e0151.html)

[http://www.bozemandailychronicle.com/news/montana state university/msu-s-towne-s-harvest-garden-celebrates--year-anniversary/article\\_1b6184a1-c654-56ac-bde8-13107749aa96.html](http://www.bozemandailychronicle.com/news/montana state university/msu-s-towne-s-harvest-garden-celebrates--year-anniversary/article_1b6184a1-c654-56ac-bde8-13107749aa96.html)

Photo by: Adrian Sanchez-Gonzalez

Produce Supplied by THG

<http://www.msuextension.org/gallatin/documents/horticulturedocuments/Canningflyer2016.pdf>



## Activities, Tours & Events

At the beginning of the Practicum, all students and main THG staff participated in a team building activity including a ropes course. The exercises aided in the group's overall rapport for the summer. Additionally, everyone broke into groups and prepared lunch items to share. This activity has been planned to continue in the future to help introduce students at the beginning of the season

Scheduled tours were held throughout the summer to any group or individual. For example, tours were provided at the annual President's Luncheon, for the "Little Explorers" preschool group, Montana Outdoor Science School, and additional MSU stakeholders and potential donors.

There was also a large farm tour held of all the Bozeman ag experiment stations, which included a tour of THG. Approximately 100 attended. There was a tour of the farm, student poster session, and appetizers with produce from THG.



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# Appendix – Expenses

<b>Budget Detail</b>					
433394	Allison Harmon	Reconciled 10/07/16			FY 2016
Towne's Harvest -		End			Grants & Contracts
			Amount Encumbered	Clr	DPO
07/27/16 - 5264	Automatic	May GRA additional payment	120.00	-120.00	6
Total GRA additional payme - 61127A			1,200.00	0.00	
<b>Student Labor - 61225</b>					
09/16/15 - 748	Automatic	Jui students, M Kelly/K Landoif (Kelly w/b corr)	5,132.00	0.00	8
10/09/15 - 1119	Automatic	P/R correction, M Kelly	-1,800.00	0.00	9
07/27/16 - 5265	Automatic	May/Jun stucents	3,045.00	0.00	6
Total Student Labor - 61225			6,377.00	0.00	
<b>Benefits - 61400</b>					
09/16/15 - 751	Automatic	Encumbered benefits	0.00	332.86	0
09/16/15 - 752	Automatic	Jui benefis	-127.19	-127.19	8
10/09/15 - 1119	Automatic	Aug benefis	-143.78	143.78	9
11/13/15 - 1545	Automatic	Sea benefis	5.94	-5.94	10
12/02/15 - 1976	Automatic	Oct benefis	5.94	-5.94	11
01/15/16 - 2411	Automatic	Nov benefis	5.94	-5.94	12
02/03/16 - 2731	Automatic	Benefis corr; K Landoif	-8.37	8.37	1
03/01/16 - 3353	Automatic	Jan benefis	5.94	-5.94	2
04/07/16 - 3527	Automatic	Feb benefis	5.94	-5.94	3
05/04/16 - 4077	Automatic	Mar benefis	5.94	-5.94	4
06/21/16 - 4864	Automatic	Apr benefis	5.94	-5.94	5
07/27/16 - 5266	Automatic	May/Jun benefis	620.17	-15.94	6
Total Benefits - 61400			937.09	0.00	
<b>TOTAL OPERATIONS - 62000</b>					
07/29/15 - 189	Automatic	FY15 carryover	-5,571.21	0.00	99
Total TOTAL OPERATIONS - 62000			-5,571.21	0.00	
<b>Educational Supplies - 62201</b>					
07/13/15 - 7	Automatic	PC\$Johnny's Seeds, seeds	97.65	0.00	7
07/13/15 - 9	Automatic	PC\$Staples, rubber bands	16.28	0.00	7
07/13/15 - 12	Automatic	PC\$Amazon, bags	34.84	0.00	7
07/13/15 - 13	Automatic	PC\$Amazon, bags	27.50	0.00	7
07/16/15 - 47	Automatic	PC\$Murdoch's, grain, pellets	60.96	0.00	7
07/22/15 - 118	Automatic	PC\$Little Stinkers, hand wash stations	61.00	0.00	7
07/23/15 - 130	Automatic	PC\$Vistaprint, lawn sign	78.40	0.00	7
07/23/15 - 131	Automatic	PC\$Target, ed supplies	15.95	0.00	7
08/18/15 - 277	Automatic	MT AG Experiment Stati	250.00	0.00	8
08/25/15 - 388	Automatic	PC\$Murdoch's, ed supplies	72.93	0.00	8
08/25/15 - 390	Automatic	PC\$Exxon, fuel	39.91	0.00	8
08/25/15 - 391	Automatic	PC\$Home Depot, picnic table	146.00	0.00	8
08/25/15 - 392	Automatic	PC\$Exxon, fuel	68.00	0.00	8
08/25/15 - 393	Automatic	PC\$Home Depot, planer	13.36	0.00	8
08/25/15 - 391	Automatic	PC\$Target, hand and paper towels	26.96	0.00	8
08/25/15 - 395	Automatic	PC\$Town S Country, kem jars	12.51	0.00	8
08/25/15 - 396	Automatic	PC\$Home Depot, plastic tote	63.76	0.00	8
08/25/15 - 397	Automatic	PC\$Murdoch's, pellets	47.97	0.00	8
08/25/15 - 398	Automatic	PC\$Town & Country, kem jars	12.51	0.00	8
08/25/15 - 431	Automatic	PC\$Little Stinkers, hand wash stations, 7/3, 10/15	30.50	0.00	8
09/22/15 - 932	Holt, Charles	Reimbursement to fix tire	39.00	0.00	10
09/24/15 - 899	Automatic	PC\$Amazon, bags	28.00	0.00	9
10/01/15 - 1002	Automatic	PC\$Ovenhouse, ed supplies	13.33	0.00	10
10/06/15 - 1061	Automatic	PC\$Murdoch's, pellets	47.97	0.00	10
10/06/15 - 1062	Automatic	PC\$Town Pump, fuel	13.34	0.00	10
10/20/15 - 1236	Automatic	PC\$Keryon Noble Lumber, educational supplies	172.40	0.00	10
10/21/15 - 1309	Automatic	PC\$Little Stinkers, hand wash stations	167.75	0.00	10
10/26/15 - 1341	Automatic	PC\$Murdoch's, layena pellets	31.98	0.00	10
11/10/15 - 1482	MT AG Experiment Stati	Jui 15 - Nov 1/15, tractor time	-490.00	0.00	11
11/16/15 - 1621	Automatic	PC\$Little Stinkers, handwash stations	61.00	0.00	11
01/06/16 - 2299	Automatic	Correction	-48.48	0.00	12
01/07/16 - 2312	Bazeman Transmission C	Work on pickup	2,589.00	0.00	1
01/20/16 - 2584	Peaso Peel Moss	Potting soil	368.40	0.00	1
01/22/16 - 2611	Automatic	PC\$Ovenhouse, ed supplies	182.83	0.00	1
02/10/16 - 2863	Automatic	PC\$Johnny's Seeds, seeds for garden	777.90	0.00	2
02/10/16 - 2864	Automatic	PC\$Johnny's Seeds, seeds for garden	41.55	0.00	2
02/18/16 - 2901	Automatic	PC\$Johnny Select Seeds, garden seeds	205.50	0.00	2
02/18/16 - 2902	Automatic	PC\$Johnny Select Seeds, garden seeds	20.85	0.00	2

### Budget Detail

433394 Alison, Harmon Reconciled 10/07/16 FY 2016  
 Towne's Harvest - End Grants & Contracts

			Amount Encumbered Clr	DPO
<b>University Sales and - 53350</b>				
09/16/15 - 745	Automatic	Deposit	-362.00	0.00 8
10/09/15 - 1114	Automatic	Towne's Harvest, Univ	-85.00	0.00 9
11/13/15 - 1540	Automatic	Inv #2015005, univ sales	-72.00	0.00 10
06/21/16 - 4860	Automatic	MDI Preceptor compensation	-2,754.13	0.00 5
<b>Total University Sales and - 53350</b>			<b>-3,273.13</b>	<b>0.00</b>
<b>AES - 53631</b>				
07/16/15 - 50	Automatic	Deposit	-324.50	0.00 7
07/16/15 - 51	Automatic	Deposit	-100.00	0.00 7
07/17/15 - 63	Automatic	Deposit	-476.25	0.00 7
08/04/15 - 213	Automatic	Deposit	-175.00	0.00 8
08/06/15 - 259	Automatic	Deposit	-590.40	0.00 8
08/07/15 - 261	Automatic	Deposit	-523.50	0.00 8
08/19/15 - 315	Automatic	Deposit	-525.75	0.00 8
08/24/15 - 375	Automatic	Deposit	-635.75	0.00 8
08/28/15 - 585	Automatic	Deposit	-755.70	0.00 8
09/11/15 - 705	Automatic	Deposit	-734.00	0.00 9
09/11/15 - 706	Automatic	Deposit	-657.75	0.00 9
09/25/15 - 955	Automatic	Deposit	-1,324.00	0.00 9
10/02/15 - 1039	Automatic	Deposit	-946.75	0.00 10
10/16/15 - 1209	Automatic	Deposit	-54.00	0.00 10
12/03/15 - 2001	Automatic	Deposit, College of Ag	-394.20	0.00 12
12/11/15 - 2210	Automatic	Deposit	-30.00	0.00 12
01/20/16 - 2565	Automatic	Deposit fr THG checking account	-7,400.00	0.00 1
03/02/16 - 3085	Automatic	Deposit	-165.00	0.00 3
03/08/16 - 3219	Automatic	Deposit	-1,010.00	0.00 3
03/11/16 - 3283	Automatic	Deposit	-385.00	0.00 3
03/21/16 - 3307	Automatic	Deposit	-925.00	0.00 3
03/23/16 - 3434	Automatic	Deposit	-486.00	0.00 3
04/04/16 - 3437	Automatic	Deposit	-840.00	0.00 4
04/15/16 - 3794	Automatic	Deposit	-1,480.00	0.00 4
04/22/16 - 3859	Automatic	Deposit	-385.00	0.00 4
04/26/16 - 3816	Automatic	Deposit	-540.00	0.00 4
05/16/16 - 4383	Automatic	Deposit	-155.00	0.00 5
06/20/16 - 4820	Automatic	Deposit, THG	-5,000.00	0.00 6
06/24/16 - 5154	Automatic	Deposit	-6.00	0.00 6
07/27/16 - 5267	Automatic	Deposit	10,000.00	0.00 6
<b>Total AES - 53631</b>			<b>-37,024.55</b>	<b>0.00</b>
<b>Income</b>			<b>-40,297.68</b>	<b>0.00</b>
<b>Grad Research Assist - 61127</b>				
09/16/15 - 749	Automatic	Encumbered GRA, K Landolfi	0.00	7,300.00 0
10/09/15 - 1116	Automatic	Aug GRA, K Landolfi	1,000.00	-1,000.00 9
11/13/15 - 1543	Automatic	Sep GRA, K Landolfi	1,000.00	-1,000.00 10
12/02/15 - 1974	Automatic	Oct GRA, K Landolfi	1,000.00	-1,000.00 11
01/15/16 - 2409	Automatic	Nov GRA, K Landolfi	1,000.00	-1,000.00 12
02/03/16 - 2729	Automatic	P/R correction, K Landolfi to foundation funds	-1,700.00	1,700.00 1
03/01/16 - 3051	Automatic	Jan GRA, K Landolfi	1,000.00	-1,000.00 2
04/07/16 - 3525	Automatic	Feb GRA, K Landolfi	1,000.00	-1,000.00 3
05/04/16 - 4075	Automatic	Mar GRA, K Landolfi	1,000.00	-1,000.00 4
06/21/16 - 4862	Automatic	Apr GRA K Landolfi	1,000.00	-1,000.00 5
07/27/16 - 5263	Automatic	May/Jan GRA, K Landolfi, A Miladragovich	4,864.00	-1,000.00 6
<b>Total Grad Research Assist - 61127</b>			<b>11,164.00</b>	<b>0.00</b>
<b>GRA additional payme - 61127A</b>				
09/16/15 - 750	Automatic	Encumbered additional payment, K Landolfi	0.00	1,200.00 0
10/09/15 - 1117	Automatic	Aug additional payment	120.00	-120.00 9
11/13/15 - 1544	Automatic	Sep additional payment	120.00	-120.00 10
12/02/15 - 1975	Automatic	Oct additional payment	120.00	-120.00 11
01/15/16 - 2410	Automatic	Nov additional payment	120.00	-120.00 12
02/03/16 - 2730	Automatic	P/R correction, GRA additional payment, K Landolfi	120.00	-120.00 1
03/01/16 - 3052	Automatic	Jan GRA additional payment	120.00	-120.00 2
04/07/16 - 3526	Automatic	Feb additional payment	120.00	-120.00 3
05/04/16 - 4076	Automatic	Mar GRA additional pay	120.00	-120.00 4
06/21/16 - 4863	Automatic	Apr GRA additional payment	120.00	-120.00 5



### Budget Summary

433394 Alison, Harmon Towne's Harvest -		Reconciled 10/07/18 End		Grants & Contracts	FY 2016
Account	Description	Budget	Spent	Outstanding	Remaining
<b>Income</b>					
53350	University Sales and	0.00	(3,273.13)	0.00	3,273.13
	<b>Total Acct Type:</b>	<b>0.00</b>	<b>(3,273.13)</b>	<b>0.00</b>	<b>3,273.13</b>
53631	AFS	0.00	(37,024.55)	0.00	37,024.55
	<b>Total Acct Type:</b>	<b>0.00</b>	<b>(37,024.55)</b>	<b>0.00</b>	<b>37,024.55</b>
<b>TOTAL INCOME</b>		<b>0.00</b>	<b>(40,297.68)</b>	<b>0.00</b>	<b>40,297.68</b>
<b>Expense</b>					
61127	Grad Research Assist	0.00	11,164.00	0.00	(11,164.00)
61127A	GRA additional payme	0.00	1,200.00	0.00	(1,200.00)
	<b>Total Acct Type: Total Salaries</b>	<b>0.00</b>	<b>12,364.00</b>	<b>0.00</b>	<b>(12,364.00)</b>
61225	Student Labor	0.00	6,377.00	0.00	(6,377.00)
	<b>Total Acct Type: Temp Hrly/Stud/W-S</b>	<b>0.00</b>	<b>6,377.00</b>	<b>0.00</b>	<b>(6,377.00)</b>
61400	Benefits	0.00	937.09	0.00	(937.09)
	<b>Total Acct Type: Benefits</b>	<b>0.00</b>	<b>937.09</b>	<b>0.00</b>	<b>(937.09)</b>
	<b>Total Salary</b>	<b>0.00</b>	<b>19,678.09</b>	<b>0.00</b>	<b>(19,678.09)</b>
	<b>Total Personnel Services</b>	<b>0.00</b>	<b>19,678.09</b>	<b>0.00</b>	<b>(19,678.09)</b>
62000	TOTAL OPERATIONS	5,571.21	0.00	0.00	5,571.21
	<b>Total Acct Type:</b>	<b>5,571.21</b>	<b>0.00</b>	<b>0.00</b>	<b>5,571.21</b>
62204	Educational Supplies	0.00	10,722.80	0.00	(10,722.80)
62290	Office/Computer Supp	0.00	334.08	0.00	(334.08)
62293	Publications	0.00	323.00	0.00	(323.00)
	<b>Total Acct Type: Supplies</b>	<b>0.00</b>	<b>11,379.88</b>	<b>0.00</b>	<b>(11,379.88)</b>
62304	Postage/Mailing	0.00	92.59	0.00	(92.59)
62371	Telephone Charges	0.00	159.00	0.00	(159.00)
62384	JTSD Long Distance	0.00	14.67	0.00	(14.67)
	<b>Total Acct Type: Communications</b>	<b>0.00</b>	<b>266.26</b>	<b>0.00</b>	<b>(266.26)</b>
62528	Building Rent	0.00	672.72	0.00	(672.72)
	<b>Total Acct Type: Rent</b>	<b>0.00</b>	<b>672.72</b>	<b>0.00</b>	<b>(672.72)</b>
62701	Bldg/Gds Rpr/Maint	0.00	723.00	0.00	(723.00)
	<b>Total Acct Type: Repair/Maintenance</b>	<b>0.00</b>	<b>723.00</b>	<b>0.00</b>	<b>(723.00)</b>
62801	Dues	0.00	3,101.09	0.00	(3,101.09)
62806	P-Card Default	0.00	0.00	0.00	0.00
62889A	Administrative Fee	0.00	2,149.42	0.00	(2,149.42)
	<b>Total Acct Type: Other Expenses</b>	<b>0.00</b>	<b>5,250.51</b>	<b>0.00</b>	<b>(5,250.51)</b>
	<b>Total Operations</b>	<b>5,571.21</b>	<b>18,292.37</b>	<b>0.00</b>	<b>(12,721.16)</b>
<b>TOTAL EXPENSE</b>		<b>5,571.21</b>	<b>37,970.46</b>	<b>0.00</b>	<b>(32,399.25)</b>
<b>BALANCE</b>		<b>5,571.21</b>	<b>(2,327.22)</b>	<b>0.00</b>	<b>7,898.43</b>

<b>Budget Detail</b>						
433394	Alison, Harmon	Reconciled 10/07/16				FY 2016
Towne's Harvest -		End				Grants & Contracts
			<b>Amount Encumbered</b>	<b>Clr</b>	<b>DPO</b>	
05/04/16 - 4073	Automatic	Mar phone line	13.25	0.00	4	
06/21/16 - 4065	Automatic	Apr phone line	13.25	0.00	5	
07/27/16 - 5260	Automatic	May/Jun phone line	26.50	0.00	6	
<b>Total Telephone Charges - 62371</b>			<b>159.00</b>	<b>0.00</b>		
<b>ITSD Long Distance - 623B4</b>						
07/27/16 - 5261	Automatic	May/Jun long distance	14.57	0.00	6	
<b>Total ITSD Long Distance - 623B4</b>			<b>14.57</b>	<b>0.00</b>		
<b>Building Rent - 62528</b>						
07/22/15 - 110	Automatic	PCSMT Party Rentals, chairs and table, Pres- lunch	240.00	0.00	7	
08/25/15 - 389	Automatic	PCSMT Party Rental, credit	-75.00	0.00	8	
05/03/16 - 4041	College of Agriculture	Greenhouse rent	-407.72	0.00	5	
<b>Total Building Rent - 62528</b>			<b>672.72</b>	<b>0.00</b>		
<b>Bldg/Gds Rpr/Maint - 62701</b>						
06/01/16 - 4472	Automatic	May FS, design for multipurpose barn	723.00	0.00	5	
<b>Total Bldg/Gds Rpr/Maint - 62701</b>			<b>723.00</b>	<b>0.00</b>		
<b>Dues - 62801</b>						
07/15/15 - 28	Montana Department of	Organic inspection fee	430.25	0.00	7	
08/05/15 - 215	Montana Agricultural Exp	Horticulture farm space fee for FY16	1,704.00	0.00	8	
02/24/16 - 3000	Montana Department of Agriculture	Organic producer & produce assessment payment	966.34	0.00	3	
<b>Total Dues - 62801</b>			<b>3,101.09</b>	<b>0.00</b>		
<b>P-Card Default - 62886</b>						
01/15/16 - 2407	Automatic	Date error, correct to 413001	-480.00	0.00	12	
01/20/16 - 2532	Automatic	Exp corr, fr 413001, AACTE	-480.00	0.00	1	
<b>Total P-Card Default - 62886</b>			<b>0.00</b>	<b>0.00</b>		
<b>Administrative Fee - 62889A</b>						
08/18/15 - 285	Automatic	FY16 encumbered administrative fee, 6%	0.00	2,149.42	0	
08/18/15 - 286	Automatic	Jul admin fee	73.86	-73.86	7	
09/16/15 - 747	Automatic	Aug admin fee	-485.10	-485.10	8	
10/09/15 - 1115	Automatic	Sep admin fee	-40.89	-40.89	9	
11/13/15 - 1542	Automatic	Oct admin fee	99.06	-99.06	10	
12/02/15 - 1973	Automatic	Nov admin fee	101.42	-101.42	11	
01/15/16 - 2406	Automatic	Dec admin fee	94.25	-94.25	12	
02/03/16 - 2728	Automatic	Jan admin fee	85.68	-85.68	1	
03/01/16 - 3050	Automatic	Feb admin fee	154.31	-154.31	2	
04/07/16 - 3524	Automatic	Mar admin fee	127.08	-127.08	3	
05/04/16 - 4074	Automatic	Apr admin fee	90.69	-90.69	4	
06/21/16 - 4061	Automatic	May admin fee	255.87	-255.87	6	
07/27/16 - 5262	Automatic	Jun admin fee	622.99	-622.99	6	
<b>Total Administrative Fee - 62889A</b>			<b>2,149.42</b>	<b>0.00</b>		
<b>Expense</b>			<b>32,399.25</b>	<b>0.00</b>		
<b>Balance</b>			<b>-7,898.43</b>	<b>0.00</b>		

# Appendix – Expenses Cont.

<b>Budget Detail</b>					
433394	Alison, Harmon	Reconciled 10/07/16	FY 2016		
Towne's Harvest -		End	Grants & Contracts		
			Amount Encumbered	Clr	DPO
02/23/16 - 2987	Automatic	PCSMurdoch's, ed supplies	38.79	0.00	2
02/23/16 - 2988	Automatic	PCSPlanet Natural, fertilizer	280.20	0.00	2
02/23/16 - 2989	Automatic	PCSMurdoch's, boiled oil, pine shavings	57.94	0.00	2
02/23/16 - 2990	Automatic	PCSJohnny Select Seeds, seeds	9.90	0.00	2
03/24/16 - 3391	Automatic	PCSOvenhouse, ed supplies	12.32	0.00	3
04/04/16 - 3452	Kinn's Organic Potatoes	Organic potatoes	296.25	0.00	4
04/05/16 - 3486	Mountain Spring Farms	Seed potatoes	75.85	0.00	4
05/13/16 - 4271	Automatic	PPCSDixondale Sales, onion plants	79.80	0.00	5
05/13/16 - 4272	Automatic	PCSJohnny's Select Seeds, seed	431.80	0.00	5
05/13/16 - 4273	Automatic	PCSNapa, ed supplies	283.48	0.00	5
05/13/16 - 4274	Automatic	PCSAmazon, air blower, ed supplies	54.45	0.00	5
05/13/16 - 4275	Automatic	PCSOvenhouse, ed supplies	4.80	0.00	5
05/13/16 - 4280	Automatic	PCS11MPRINT, totes	523.95	0.00	5
05/13/16 - 4282	Automatic	PCSPlanet Natural, spray	115.85	0.00	5
05/24/16 - 4412	Automatic	PCSNAPA, auto parts	19.99	0.00	5
05/24/16 - 4413	Automatic	PCSMurdochs, ed supplies	50.97	0.00	5
05/24/16 - 4414	Automatic	PCSAmazon, ed supplies	46.16	0.00	5
05/24/16 - 4415	Automatic	PCSAmazon, ed supplies	22.75	0.00	5
05/24/16 - 4416	Automatic	PCSAmazon, ed supplies	57.86	0.00	5
05/24/16 - 4417	Automatic	PCSMurdochs, ed supplies	199.99	0.00	5
06/02/16 - 4487	Bridger Analytical Lab, 1	Ed supplies	56.00	0.00	6
06/09/16 - 4619	Automatic	PCSWalMart, ed supplies	59.78	0.00	6
06/09/16 - 4650	Automatic	PCSMurdoch's, ed supplies	160.21	0.00	6
06/09/16 - 4651	Automatic	PCSHome Depot, ed supplies, plastic tote	89.70	0.00	6
06/09/16 - 4652	Automatic	PCSHome Depot, ed supplies, microfiber towels	8.88	0.00	6
06/15/16 - 4742	Automatic	PCSCashman Nursery & Lawn, manure	36.25	0.00	6
06/15/16 - 4743	Automatic	PCSOvenhouse, manure	11.95	0.00	6
06/15/16 - 4744	Automatic	PCSAquatech, Tbolt clamp	49.08	0.00	6
06/15/16 - 4745	Automatic	PCSOvenhouse, adapter, coupling	25.14	0.00	6
06/15/16 - 4746	Automatic	PCSDripworks, seeds	59.93	0.00	6
06/16/16 - 4747	Automatic	PCSJohnny's Select Seeds, seeds	519.15	0.00	6
06/16/16 - 4754	Automatic	PCSLittle Stinkers, hand wash stations	67.00	0.00	6
06/17/16 - 4787	Automatic	PCSHomeDepot, totes	87.70	0.00	6
06/22/16 - 4977	Automatic	PCSGlass Doctor, glass	20.00	0.00	6
06/22/16 - 4978	Automatic	PCSJohnny's Select Seeds, basil seeds	71.05	0.00	6
06/22/16 - 4979	Automatic	PCSMurdochs, ed supplies	167.99	0.00	6
06/22/16 - 4980	Automatic	PCSCarquest, ed supplies	19.58	0.00	6
06/30/16 - 5216	Automatic	PCSSaveWay, supplies	102.00	0.00	6
<b>Total Educational Supplies - 62204</b>			<b>10,722.80</b>	<b>0.00</b>	
<b>Office/Computer Supp - 62290</b>					
07/13/15 - 10	Automatic	PCSTarget, ed supplies	17.94	0.00	7
07/13/15 - 11	Automatic	PCSHome Depot, light bulbs	16.65	0.00	7
08/25/15 - 386	Automatic	PCSStaples, name tags	26.98	0.00	8
08/25/15 - 387	Automatic	PCSStaples, envelopes	71.91	0.00	8
09/24/15 - 900	Automatic	PCSStaples, office supplies	101.05	0.00	9
10/28/15 - 1340	Automatic	PCSStaples, credit	-3.00	0.00	10
05/13/16 - 4281	Automatic	PCSAmazon, office supplies	102.55	0.00	5
<b>Total Office/Computer Supp - 62290</b>			<b>334.08</b>	<b>0.00</b>	
<b>Publications - 62293</b>					
01/21/16 - 2591	Automatic	Exp con to 4W4175 to dese grant	323.00	0.00	1
<b>Total Publications - 62293</b>			<b>323.00</b>	<b>0.00</b>	
<b>Postage/Mailing - 62304</b>					
07/13/15 - 8	Automatic	PCSFedEx, postage	33.00	0.00	7
06/16/16 - 4748	Automatic	PCSFedEx, postage	39.53	0.00	6
06/16/16 - 4749	Automatic	PCSFedEx, postage	20.06	0.00	6
<b>Total Postage/Mailing - 62304</b>			<b>92.59</b>	<b>0.00</b>	
<b>Telephone Charges - 62371</b>					
09/16/15 - 746	Automatic	Jul phone line	13.25	0.00	8
10/09/15 - 1113	Automatic	Aug phone line	13.25	0.00	9
11/13/15 - 1541	Automatic	Sep phone line	13.25	0.00	10
12/02/15 - 1972	Automatic	Oct phone line	13.25	0.00	11
01/15/16 - 2406	Automatic	Nov phone line	13.25	0.00	12
02/03/16 - 2727	Automatic	Dec phone line	13.25	0.00	1
03/01/16 - 3049	Automatic	Jan phone line	13.25	0.00	2
04/07/16 - 3523	Automatic	Feb phone line	13.25	0.00	3



### Budget Summary

433394 Alison, Harmon Reconciled 10/07/16 FY 2017  
 Towne's Harvest - End Grants & Contracts

Account Description	Budget	Spent	Outstanding	Remaining
<b>Income</b>				
53350 University Sales and	0.00	(427.96)	0.00	427.96
<b>Total Acct Type:</b>	<b>0.00</b>	<b>(427.96)</b>	<b>0.00</b>	<b>427.96</b>
53631 AES	0.00	(25,108.59)	(945.50)	26,054.09
<b>Total Acct Type:</b>	<b>0.00</b>	<b>(25,108.59)</b>	<b>(945.50)</b>	<b>26,054.09</b>
<b>TOTAL INCOME</b>	<b>0.00</b>	<b>(25,536.55)</b>	<b>(945.50)</b>	<b>26,482.05</b>
<b>Expense</b>				
61127 Grad Research Assist	0.00	4,964.00	0.00	(4,964.00)
61127A GRA additional payme	0.00	130.00	0.00	(130.00)
<b>Total Acct Type: Total Salaries</b>	<b>0.00</b>	<b>5,094.00</b>	<b>0.00</b>	<b>(5,094.00)</b>
61225 Student Labor	0.00	(3,045.00)	4,800.00	(1,755.00)
<b>Total Acct Type: Temp Hrly/Stud/W-S</b>	<b>0.00</b>	<b>(3,045.00)</b>	<b>4,800.00</b>	<b>(1,755.00)</b>
61400 Benefits	0.00	31.46	568.54	(600.00)
<b>Total Acct Type: Benefits</b>	<b>0.00</b>	<b>31.46</b>	<b>568.54</b>	<b>(600.00)</b>
<b>Total Salary</b>	<b>0.00</b>	<b>2,080.46</b>	<b>5,368.54</b>	<b>(7,449.00)</b>
<b>Total Personnel Services</b>	<b>0.00</b>	<b>2,080.46</b>	<b>5,368.54</b>	<b>(7,449.00)</b>
62000 TOTAL OPERATIONS	7,896.43	0.00	0.00	7,896.43
<b>Total Acct Type:</b>	<b>7,896.43</b>	<b>0.00</b>	<b>0.00</b>	<b>7,896.43</b>
62102 Consultant/Professio	0.00	0.00	700.00	(700.00)
<b>Total Acct Type: Contracted Services</b>	<b>0.00</b>	<b>0.00</b>	<b>700.00</b>	<b>(700.00)</b>
62204 Educational Supplies	0.00	3,907.53	0.00	(3,907.53)
<b>Total Acct Type: Supplies</b>	<b>0.00</b>	<b>3,907.53</b>	<b>0.00</b>	<b>(3,907.53)</b>
62371 Telephone Charges	0.00	26.50	0.00	(26.50)
62384 ITSD Long Distance	0.00	3.25	0.00	(3.25)
<b>Total Acct Type: Communications</b>	<b>0.00</b>	<b>29.75</b>	<b>0.00</b>	<b>(29.75)</b>
62505 Other Equipment Rent	0.00	380.00	0.00	(380.00)
62528 Building Rent	0.00	(76.50)	0.00	76.50
<b>Total Acct Type: Rent</b>	<b>0.00</b>	<b>303.50</b>	<b>0.00</b>	<b>(303.50)</b>
62889A Administrative Fee	0.00	379.27	220.73	(600.00)
<b>Total Acct Type: Other Expenses</b>	<b>0.00</b>	<b>379.27</b>	<b>220.73</b>	<b>(600.00)</b>
<b>Total Operations</b>	<b>7,896.43</b>	<b>4,620.05</b>	<b>920.73</b>	<b>2,355.65</b>
<b>TOTAL EXPENSE</b>	<b>7,896.43</b>	<b>6,700.51</b>	<b>6,289.27</b>	<b>(5,093.35)</b>
<b>BALANCE</b>	<b>7,896.43</b>	<b>(18,836.04)</b>	<b>5,343.77</b>	<b>21,388.70</b>



### Budget Detail

433394 Alison, Harmon Reconciled 10/07/16 FY 2017  
 Towne's Harvest - End Grants & Contracts

			Amount Encumbered	Clr	DPO
08/04/16 - 251	Automatic	PC\$Johnny's Select Seed, ed supplies	325.05	0.00	8
08/22/16 - 439	Automatic	PC\$Ovenhouse, ed supplies	7.89	0.00	8
08/22/16 - 440	Automatic	PC\$Planet Natural, ed supplies	23.90	0.00	8
08/22/16 - 441	Automatic	PC\$Pilaree Garlic Farm, ed supplies	528.05	0.00	8
08/23/16 - 455	Automatic	PC\$Indiana Berry, ed supplies	139.95	0.00	8
08/24/16 - 465	Automatic	PC\$T&C, vases for flowers	23.76	0.00	8
08/24/16 - 480	Automatic	PC\$Little Stinkers, wash stands	83.75	0.00	8
09/23/16 - 926	Automatic	PC\$Little Stinkers, hand wash stations	67.00	0.00	9
Total Educational Supplies - 62204			3,907.53	0.00	
Telephone Charges - 62371					
08/04/16 - 254	Automatic	Aug phone line	13.25	0.00	9
09/02/16 - 604	Automatic	Jul phone line	13.25	0.00	8
Total Telephone Charges - 62371			26.50	0.00	
ITSD Long Distance - 623B4					
09/02/16 - 605	Automatic	Jul long distance	1.20	0.00	8
10/07/16 - 1068	Automatic	Aug long distance	2.05	0.00	9
Total ITSD Long Distance - 623B4			3.25	0.00	
Other Equipmt Rent - 62505					
08/16/16 - 320	Automatic	PC\$MT Party Rental, chairs and tables	380.00	0.00	7
Total Other Equipmt Rent - 62505			380.00	0.00	
Building Rent - 62528					
08/04/16 - 255	Automatic	PC\$MT Party Rentals, credit, pres lunch	-76.50	0.00	8
Total Building Rent - 62528			-76.50	0.00	
Administrative Fee - 62889A					
08/03/16 - 231	Automatic	Encumbered admin fee, 6%	0.00	600.00	0
08/16/16 - 319	Automatic	Jul admin fee	29.51	-29.51	7
09/02/16 - 606	Automatic	Aug admin fee	574.50	-574.50	8
10/07/16 - 1069	Automatic	Sep admin fee	-224.74	224.74	9
Total Administrative Fee - 62889A			379.27	220.73	
<b>Expense</b>			<b>-495.92</b>	<b>5,589.27</b>	
<b>Balance</b>			<b>-26,977.97</b>	<b>5,589.27</b>	

### Budget Detail

433394 Alison, Harmon Reconciled 10/07/16 FY 2017  
 Towne's Harvest - End Grants & Contracts

			Amount Encumbered Clr	DPO
<b>University Sales and - 53350</b>				
09/02/16 - 603	Automatic	THG 8/5/16	-327.96	0.00 8
10/07/16 - 1074	Automatic	THG	-100.00	0.00 9
<b>Total University Sales and - 53350</b>			<b>-427.96</b>	<b>0.00</b>
<b>AES - 53631</b>				
07/18/16 - 5	Automatic	Deposit	-812.00	0.00 7
07/18/16 - 7	Automatic	Deposit	-462.00	0.00 7
07/22/16 - 42	Automatic	Deposit	-386.80	0.00 7
07/29/16 - 158	Automatic	Deposit	-407.50	0.00 7
08/02/16 - 159	Automatic	Deposit	-385.00	0.00 8
08/15/16 - 282	Automatic	Deposit	-858.75	0.00 8
08/19/16 - 397	Automatic	Deposit	-466.20	0.00 8
08/26/16 - 555	Automatic	Deposit	-415.25	0.00 8
09/02/16 - 624	Automatic	Deposit	-574.75	0.00 9
09/09/16 - 740	Automatic	Deposit	-509.50	0.00 9
09/19/16 - 795	Automatic	Deposit	-494.00	0.00 9
09/21/16 - 810	Automatic	TSYS deposit	-10.00	0.00 9
09/23/16 - 906	Automatic	TSYS deposit	137.00	0.00 9
09/23/16 - 907	Automatic	Deposit	-579.50	0.00 9
10/01/16 - 1017	Automatic	Deposit from closing checking account	-17,915.59	0.00 9
10/07/16 - 1059	Automatic	TSYS deposit	-245.50	0.00 0
10/07/16 - 1058	Automatic	Deposit	-466.00	0.00 0
10/07/16 - 1066	Automatic	Deposit	-174.00	0.00 9
10/10/16 - 1067	Automatic	Deposit	-523.75	0.00 9
10/17/16 - 1229	Automatic	Deposit	-294.00	0.00 0
<b>Total AES - 53631</b>			<b>-26,054.09</b>	<b>0.00</b>
<b>Income</b>			<b>-26,482.05</b>	<b>0.00</b>
<b>Grad Research Assist - 61127</b>				
09/02/16 - 607	Automatic	JJ GRA, A Milodragovich	3,864.00	0.00 8
10/07/16 - 1070	Automatic	Aug GRA, A Milodragovich	1,100.00	0.00 9
<b>Total Grad Research Assist - 61127</b>			<b>4,964.00</b>	<b>0.00</b>
<b>GRA additional payme - 61127A</b>				
10/07/16 - 1071	Automatic	Aug GRA additional payment	130.00	0.00 9
<b>Total GRA additional payme - 61127A</b>			<b>130.00</b>	<b>0.00</b>
<b>Student Labor - 61225</b>				
08/19/16 - 401	Automatic	Encumbered salary, T Harden	0.00	4,800.00 0
09/02/16 - 619	Automatic	JJ student, W Cawood, C Leiffers	1,545.00	0.00 8
10/07/16 - 1072	Automatic	May/Jun/Jul student corr, W Cawood, C Leiffers	-4,590.00	0.00 9
<b>Total Student Labor - 61225</b>			<b>-3,045.00</b>	<b>4,800.00</b>
<b>Benefits - 61400</b>				
08/26/16 - 533	Automatic	Encumbered benefits	0.00	600.00 0
09/02/16 - 620	Automatic	JJ benefits	-499.53	-499.53 8
10/07/16 - 1073	Automatic	May/Jun/Jul/Aug benefits	-468.07	468.07 9
<b>Total Benefits - 61400</b>			<b>31.46</b>	<b>568.54</b>
<b>TOTAL OPERATIONS - 62000</b>				
08/03/16 - 186	Automatic	FY16 carryover	-7,896.43	0.00 99
<b>Total TOTAL OPERATIONS - 62000</b>			<b>-7,896.43</b>	<b>0.00</b>
<b>Consultant/Professio - 62102</b>				
10/12/16 - 1219	Lockhart, Shawna	THG anniversary event	700.00	0.00 0
<b>Total Consultant/Professio - 62102</b>			<b>700.00</b>	<b>0.00</b>
<b>Educational Supplies - 62204</b>				
07/21/16 - 30	Automatic	PC&Little Stinkers, hand wash stations	67.00	0.00 7
07/22/16 - 43	Galatin Gardeners Club	Rhubarb	204.00	0.00 8
07/22/16 - 67	MT AG Experiment Stall	FY17 horticulture farm space	2,000.00	0.00 8
07/22/16 - 69	MT Dept of Agriculture	Produce assessment quarterly report	3.90	0.00 8
07/22/16 - 44	Pesco Peat Moss	Potting soil	388.40	0.00 8
07/25/16 - 97	Automatic	PC&Owenhouse, ed supplies	20.98	0.00 7
07/25/16 - 98	Automatic	PC&Planet Natural, ed supplies	23.90	0.00 7

## Appendix – Student Summer CSA Flyer

Now offering a Student Summer CSA Share – only \$300 for 14 weeks!  
*(\$85 discount!)*

**MONTANA**  
CERTIFIED ORGANIC  
DEPARTMENT OF AGRICULTURE

for more info  
<http://TownesHarvest.montana.edu>

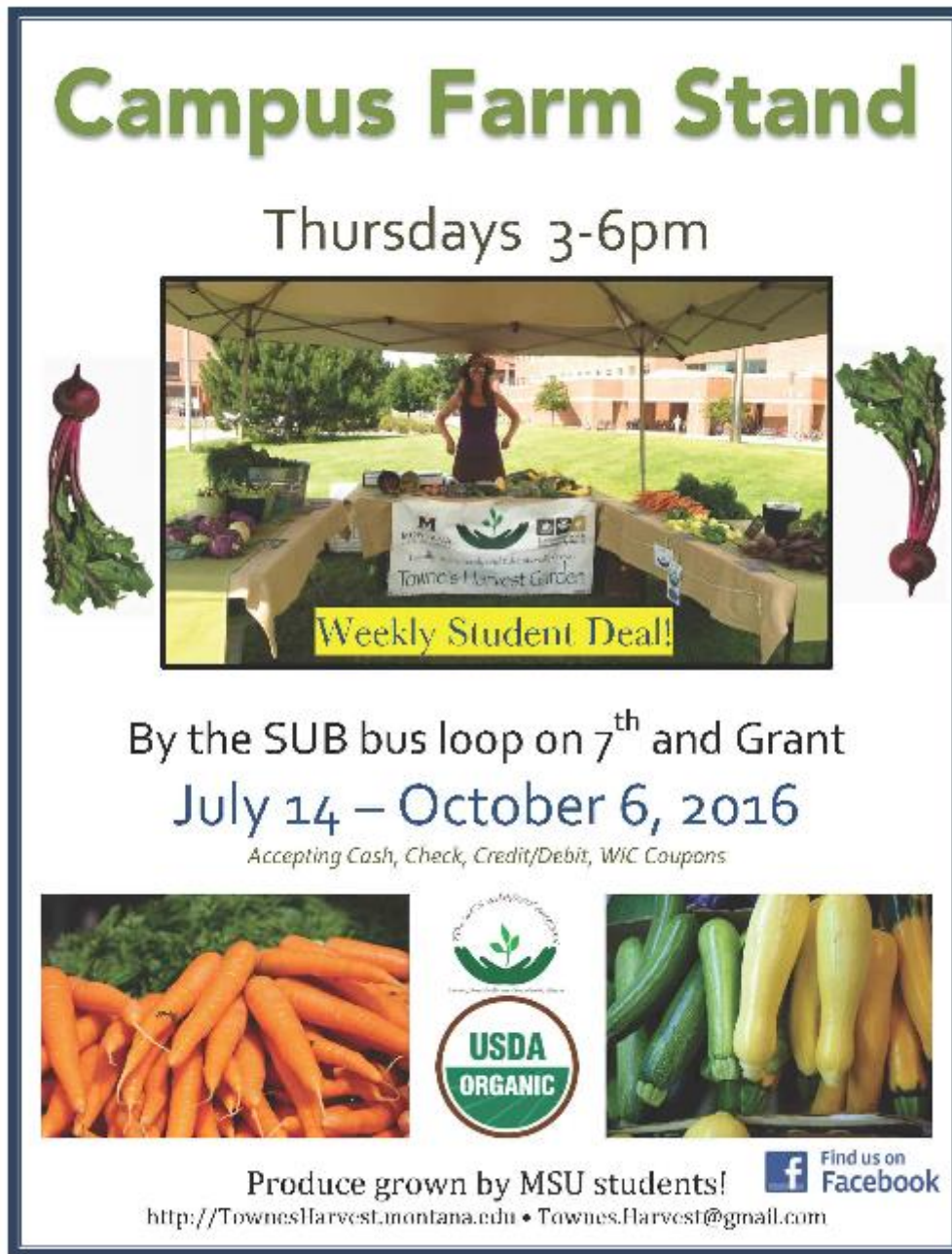
**TOWNE'S HARVEST GARDEN**  
Locally, Sustainably and Educationally Grown

Split between 2 students - \$150 each, only \$10/week  
Split between 3 students - \$100 each, only \$7/week  
Split between 4 students - \$75 each, only \$5/week

That's 14 weeks of organically and locally produced vegetables,  
grown by fellow bobcats, how neat is that!?




## Appendix – Campus Farm Stand Flyer



**Campus Farm Stand**




Thursdays 3-6pm




Weekly Student Deal!

By the SUB bus loop on 7<sup>th</sup> and Grant  
July 14 – October 6, 2016

*Accepting Cash, Check, Credit/Debit, WIC Coupons*



Produce grown by MSU students!  Find us on Facebook

<http://TownesHarvest.montana.edu> • [Townes.Harvest@gmail.com](mailto:Townes.Harvest@gmail.com)

# Appendix – CFT Flyer

## Community Food Truck

*Affordable, Farm Fresh Produce*

**- 2015 Schedule -**



**TUESDAYS** July 14 – September 22

**Belgrade Clarkin Park**  
in front of Lee and Dad's  
**Tuesdays 2-4pm**

**MSU Family and Graduate Housing**  
Outside the Office  
**Tuesdays 5-7pm**  
During Free Bread Night



\*We Gladly Accept WIC Farmer's Market Coupons



Questions? Email [townes.harvest@gmail.com](mailto:townes.harvest@gmail.com) or call Kara 406-396-0873

Produce grown by students at Towne's Harvest Garden, MSU



[www.TownesHarvest.montana.edu](http://www.TownesHarvest.montana.edu)

## Appendix – Garden Starter Info

# garden starter share



With adequate soil fertility, just add water! Happy gardening!

### Tomatoes

A random assortment of varieties including Big Beef, Black Cherry, Striped German, and Green Zebra. After risk of frost plant root stock 1" under the soil, 12" apart.

### Peppers

A variety of peppers including mild Yankee Bell, and hot Havasu and Antohi Romanian. After risk of frost plant deeper than the root stock, 8" apart.

### Broccoli

A veggie we all know and love! Harvest before head begins to bud out. Plant 8" apart. Continue to harvest secondary shoots to encourage production.

### Basil

Very fragrant and flavorful herb. After risk of frost plant 8" apart. Harvest top leaves to encourage additional growth. Very sensitive to cold temperatures.

### Parsley

Freshen up meals with this vibrant herb. Plant 8" apart. Very cold tolerant, continue to harvest past frosts.

### Onions

Yellow storage onions. Plant 6" apart, 1" under the soil.

### Squash

Yellow flavorful straight neck squash. Plant 12-24" apart, 1" deep. Extras make friends with neighbors!

### Zucchini

Green zucchini ready to produce. Plant 12-24" apart.

### Cucumber

Green slicing cucumbers. Plant 12-24" apart.

### Snap Peas

Plant 2" apart, 1/2" deep. Harvest peas as they are ready, but good luck bringing them inside, they often turn into garden snacks!

### Green Beans

Plant 2" apart, 1" deep. Harvest beans as they are ready, look under those leaves!

### Carrots

These seeds are pelleted for more accurate planting. Plant 1" apart, 1/2" deep. Carrots don't germinate for a couple weeks, so be sure to keep the weeds at bay.

### Spinach

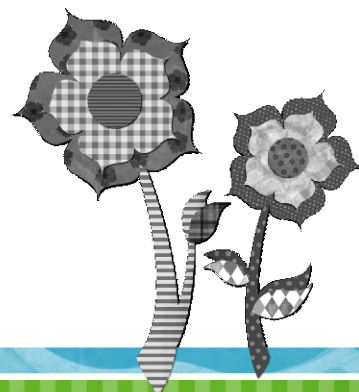
Plant 1" apart, 1/2" deep. Harvest leaves when full size, before bolting. Continue to harvest until plant stops producing.

### Mixed Salad Greens

A mixture of leafy greens. Sprinkle seeds, and lightly cover with soil. Continual clipping of greens should allow for multiple harvests.

Thank you for your support this season by purchasing a Garden Starter Share from MSU's Towne's Harvest Garden! Your continual participation allows THG to teach students organic farming practices, to become the next generation of food producers! Be sure to stop by our Campus Farm Stand July 9 - October 1 on Thursdays 3-6pm for the remainder of your vegetable needs!

Thanks & see you next year! ~ Kara, Chaz and the THG crew





# Appendix – Sample CSA Newsletter

## Summer CSA Week 1

July 8, 2015

**+ Towne's Harvest Garden**


Your support allows Montana State University's student-learning, organic vegetable farm to run. Thank you!




**This Week's Bounty**

- Beets**
- Chard**
- Angula**  
(spicy green for salads)
- Mizuna**  
(Slight horseradish flavored green, chop greens and stems into bite-sized pieces)
- Spinach**
- Head Lettuce**
- Green Onions**
- Garlic Scapes**  
(mild garlic flavor, chop up or grill/sauté whole or cut into pieces)
- Basil**

**Farm Eggs - For Sale**





**+ This Issue:**

Featured Recipes.....2

Student Spot.....3

Meet the Managers.4

### The start to a new season!

Towne's Harvest Garden is in its 9<sup>th</sup> season, and so far off to a good start! The warm weather has really brought the farm to life this summer. This year we have 10 practicum students working at the farm, from the Sustainable Food and Bioenergy Systems degree program. So far they have been enjoying themselves, feel free to ask what they have learned thus far! These students will one day be producing, distributing, or cooking your food - so start getting to know them now! To promote this, each week we will dedicate a slot to a student. This issue will also include introduction to the 2015 Production and Marketing Managers at THG. The next few weeks of CSA will be manned by MSU's Culinary Marketing: Farm to Table Class, so even more faces to get to know!

Best,  
Kara and the THG crew

