

## **Expenditure Certification Form Procedures**

\*The purpose of this document is to show the county's actual contribution and overall support of the Extension program\*

\*Enter the required data in the form using Adobe Acrobat or Acrobat Reader with attention to specific fields described below\*

- 1. **County:** Name of the county that the expenditure form is being completed for.
- 2. Expenditure Certification Period (Fiscal Year):
  - a. Select the fiscal year for the expenditure certification.
  - b. If fiscal date range is not listed, then select 'other' and provide the appropriate date range.
- **3.** <u>County Extension Agent (CEA):</u> Record only County Extension Agents and complete one line per CEA. Include CEA's who may have transferred, resigned, or retired during the reporting period.
- 4. Agent's Salary: CEA's gross salary actually paid by the county.
- 5. Agent's Travel: CEA's travel that was actually paid via payroll.
- **6.** Total Salary for County Extension Agents (A): This field will auto-sum all salaries for the CEA's.
- 7. <u>Total Travel for County Extension Agents (B):</u> This field will auto-sum all travel paid via payroll for the CEA's.
- **8.** Agents Expense Total (A+B): This field will auto-sum the total salaries and travel paid via payroll for the CEA's.
- 9. All Other Salaries (C):
  - a. Record the total of all other salaries expended for non-CEA employees.
  - b. Examples: secretarial, clerical, program assistants, etc.
- **10.** <u>Fringe Benefits (D):</u> Record the total amount of all expenditures related to fringe benefits such as insurance, retirement, workers compensation, unemployment, social security, etc.
- 11. <u>Operating Expenses (E):</u> Record the total of all expenditures for operating expenses, such as office equipment, supplies, rentals, allowances, utilities, etc.
- **12.** Other County Support Total (C+D+E): This field will auto-sum the total entered for all other salaries, fringe benefits, and operating expenses.
- **13. Grand Total (A+B+C+D+E):** This field will auto-sum all totals (fields A-E).
- 14. County Official:
  - a. Print Name of County Official
  - b. Sign and Date
- 15. County Extension Coordinator:
  - a. Print Name of County Extension Coordinator
  - b. Sign and Date
- **16.** <u>District Office Managers:</u> After the form has been completed and signed, please drop the in Laserfiche WIP-Budgets/County Expenditures Financial Accountant Review