

**Expenditure Certification 2014**  
 Texas A&M AgriLife Extension Service –College Station, TX 77843

STATE OF TEXAS, County of   Your County Name  

The undersigned official does hereby certify that the following dollars were expended in the County Extension Program in the above said County during the Extension Fiscal Year September 1, 2013 to August 31, 2014, said sum being appropriated by the Commissioners' Court under and by authority of S.B. No. 82 of the 40<sup>th</sup> Legislature of the State of Texas (Page 9, Chapter 6 of the General and Special Laws passed by the Legislature – Regular Session 1927).

Expenditure Certification for:  October 1, 2013 – September 30, 2014  
 January 1, 2014 – December 31, 2014  
 (Please select/enter appropriate date range for your county.)  Other: \_\_\_\_\_

(Indicate Date Range)

<b>Name, Title of County Extension Agent (Extension agents only)</b>	<b>Agent's Salary (A)</b>	<b>Agent's Travel (B)</b>
Martha Stewart, CEA-FCS	\$14,250.00	\$6,125.12
Nolan Ryan, CEA-4H	\$6,343.28	\$4,067.02
Oprah Winfrey, CEA-FCS	\$12,022.28	\$1,610.91
Charlie Brown, CEA-AG	\$5,220.79	\$1,702.11
Elizabeth Taylor, CEA-FCS	\$1,864.42	\$501.54
Janet Jackson, CEA-4H	\$2,691.22	\$2,306.66

<b>A. Total Salary for County Extension Agents:</b>	\$42,391.99	(A)
<b>B. Total Travel for County Extension Agents:</b>	\$16,313.36	(B)
<i>Agents Expense Total (sum of A&amp;B)</i>	\$58,705.35	(A+B)
<b>C. All other Salaries</b> (secretarial, clerical, program assistants, and others)	\$41,161.35	(C)
<b>D. Fringe Benefits</b> (insurance, retirement, workers compensation, unemployment, social security, etc.)	\$10,623.33	(D)
<b>E. Operating Expenses</b> (office equipment, office supplies, machine repairs, copiers, telephones, postage, utilities, janitorial, rentals, etc.)	\$49,606.68	(E)
<i>Other County Support Total (Sum of C, D, &amp; E)</i>	\$101,391.36	(C+D+E)
<b>Grand Total</b> (Sum of A&B; Sum of C, D, & E)	\$160,096.71	(A+B+C+D+E)

County Official: Faye Dunaway County Extension Coordinator: James Bond  
 Signature: Faye Dunaway Signature: James Bond  
 Date: November 30, 2014 Date: December 1, 2014

## **Instructions for Expenditure Certification Form**

It is most important that the county's actual contribution and overall support of the Extension program be accurately reported. The following should be noted when completing the form:

1. Enter the required data in the form on-line using Adobe Acrobat or Acrobat Reader with attention to specific fields as described below:
  - A. **County Extension Agents (CEA) Salary** -- include only County Extension Agents and complete one line per CEA, including CEA's who may have transferred, resigned, or retired during the reporting period. CEA's salary should be the gross salary actually paid by the county (before any deductions) for the period indicated.
  - B. **County Extension Agents Travel** -- include travel funds expended for each CEA. If no travel funds were expended by the county, please indicate with a zero in the travel column.
  - C. **All Other Salaries** -- indicate the total expended by the County for all secretarial, clerical, program assistants, part-time support, or others.
  - D. **Fringe Benefit Expenses** -- all expenditures related to fringe benefits such as insurance, retirement, workers compensation, unemployment, social security, etc.
  - E. **Operating Expenses** -- includes all expenditures for office equipment, office supplies, machine repairs, copiers, telephones, postage, utilities, janitorial service, rentals, etc.
2. Print the completed certificate and present it to your County Clerk or the proper county official for certification.
3. The County Coordinator must verify the accuracy of the entered data, sign, and send to the District Extension Administrator as soon as possible but, no later than January 31, 2017.
4. District Office Managers – Please drop in Laserfiche WIP-Budgets folder, use name format of “CE16 County Name”. Original Expenditure Certification should be maintained at the District Office for the current fiscal year. Upon completion of the 2016 Expenditure Certification, the Fiscal Office will confirm with each district all counties have reported.