SAMPLE



Expenditure Certification 2020

Texas A&M AgriLife Extension Service – College Station, TX 77843

ST	ATE OF TEXAS, County ofYour County Name				
the autl	undersigned official does hereby certify that the following dollars were AgriLife Extension Fiscal Year September 1, 2018 to August 31, 2019, so nority of S.B. No. 82 of the 40th Legislature of the State of Texas (Page ular Session 1927).	said sum being ap	propriated by the Commissioner	r' Court under and by	
(Ple	penditure Certification for: January	uary 1, 2020 ner:	- September 30, 2020 - December 31, 2020 Oate Range)		
N	ame, Title of County Extension Agent (Extension o		Agent's Salary (A)	Agent's Travel (B)	
	ler Smith, CEA AG	igents only)	14,250.00	6,125.25	
	egan Johnson, CEA FCH		15,343.28	4,067.02	
	ark Jackson, CEA 4H		12,022.28	2,610.91	
Julia Erikson, CEA HORT			13,220.79	1,702.11	
A.	Total Salary for County Extension Agents:		\$ 54,836.35	(A)	
В.	Total Travel for County Extension Agents:		\$ 14,505.29	(B)	
	Agents Expense Total (sum of A&B)		\$ 69,341.64	(A+B)	
C.	All other Salaries (secretarial, clerical, program assistants, and others)		\$ 40,087.59	(C)	
D.	Fringe Benefits (insurance, retirement, workers compensation, unemployment, social	al security, etc.)	\$ 11,735.66	(D)	
Е.	Operating Expenses (office equipment, office supplies, mack copiers, telephones, postage, utilities, janitorial service, rentals, allow		\$ 62,582.54	(E)	
	Other County Support Total (Sum of C, D, & E)		\$ 114,405.79	(C+D+E)	
Grand Total (Sum of A&B Sum of C, D, & E)			\$ 183,747.43	(A+B+C+D+E)	
County Official: Donald Duck County Extension County Ex		Coordinator: Mickey Mouse			
D		Signature: Mú	Mickey Mouse		
Dat	e:	Date:			



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