

## **CB-5 Instructions – LF Forms**

Link to form: <https://it-lf-ecmf.tamu.edu/Forms/cb5>

*Note\* Form will need to be completed at one time, currently no option to save & submit later*

### **Home Tab**

Fill in the County Name, Fiscal Year, and County Pay Schedule (all other data will auto-populate)

### **Extension Agent Personnel Tab**

On this tab, provide payroll information for each County Extension Agent paid by the County, including any vacant positions (if vacant, list “Vacant”)

- *Include each County Extension Agent’s position, longevity, base salary, and travel, as applicable*
- *Utilize the “Add” button for additional County Extension Agent*
- *Subtotals and Grand Totals will auto-sum*
- *If a County Extension Agent’s salary increased/decreased over \$2,400 since the previous year please add an explanation in the text box provided. You can also upload any support documents.*

### **Staff Personnel Tab**

On this tab, provide payroll information for each County Support Staff Personnel (i.e. Secretary, Office Managers, Program Assistants, including any vacant positions (if vacant, list “Vacant”))

- *Include each County Support Staff personnel’s position, longevity, base salary, and travel, as applicable*
- *Utilize the “Add” button for additional County Staff Personnel*
- *Subtotals and Grand Totals will auto-sum*

### **Fringe Benefits Tab**

On this tab, provide the lump sum amount for all fringe benefits for all County Extension Agents and County Support Staff

### **Operating Expenses Tab**

On this tab, provide the following lump sum amounts:

- *Capital Outlay (any equipment purchases over \$5,000)*
- *All Other Operating Expenses (see examples provided within the form)*
- *Supplemental Information Upload (may include approved county budget, budget detail, etc.)*
- *Grand Total for Operating Expenses will auto-sum*

### **Sign & Submit Tab**

To finalize the form, provide the following:

- *Sign and print the County Official’s name, title, phone number, email address*
- *Provide your County Extension Coordinator point of contact email address*
- *Supplemental Information Upload (provide any supplemental documentation applicable)*
- *Grand Total for County Budget will auto-sum all tabs and appears at the top of this tab*

Click Submit to complete the form. Upon submission, a confirmation page will appear, and you have the option to Download, Print, or Email the form to additional contacts. (*Note\* County Official and County Extension Coordinator listed above will automatically receive an emailed copy of the completed form*)