

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

ANNUAL COUNTY BUDGET (CB-5)

for Texas A&M AgriLife Extension Service

Home	Extension Agent Personnel	Staff Personnel	Fringe Benefits
Operating Expenses	Sign & Submit		

Only one CB-5 form can be submitted per county per fiscal year unless there is a change to salary and/or operating totals after the effective date of the county's fiscal year.

Is this a Revised CB-5? * (?)

Yes

No

County *

▼

District

▼

Fiscal Year *

2024

Fiscal Year Date Range *

▼

County Pay Schedule *

Bi-weekly
 Monthly

Previous


Next

Indicate whether this is a revised CB-5 or an original

- A revised CB-5 is *ONLY* necessary if there are changes in salary and/or operating totals *AFTER* the fiscal year start date
- If completing a revised CB-5, indicate the effective date of the revision

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

Extension Agent Personnel Tab

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Home Extension Agent Personnel Staff Personnel Fringe Benefits
Operating Expenses Sign & Submit

County Extension Agent Personnel
Click "Add" for each additional position. Include vacant positions.

Name	Position	Longevity	Base Salary*	Travel**
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

[Add](#)

Subtotal for Longevity
\$ 0.00

Subtotal for Base Salary
\$ 0.00


Subtotal for Travel
\$ 0.00

Grand Total for County Extension Agent Personnel
\$ 0.00

Base salary*: On currently filled positions, this is the actual annual salary of the agent in the position (not including any monthly vehicle or cell phone allowance or stipend).

Travel:** Annual travel allowances which may include mileage, lodging and meals and/or monthly travel stipends.

Please explain any annual salary increase/decrease over a \$2,400 threshold for each County Extension Agent in the comment box below.



Optional Documentation for Salary Change (?)

Only PDF allowed*


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

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Home | Extension Agent Personnel | Staff Personnel | Fringe Benefits

Operating Expenses | Sign & Submit

County Staff Personnel

Secretaries, Office Managers, Program Assistants, etc. paid by county only. Click "Add" for each additional position. Include vacant positions.

Name	Position	Longevity	Base Salary*	Travel**
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>
Add				

Subtotal for Longevity
\$

Subtotal for Base Salary
\$

Subtotal for Travel
\$

Grand Total for County Staff Personnel
\$

Base salary*: On currently filled positions, this is the actual annual salary of the agent in the position (not including any monthly vehicle or cell phone allowance or stipend).

Travel:** Annual travel allowances which may include mileage, lodging and meals and/or monthly travel stipends.


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

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Fringe Benefits

Please include FICA, insurance, retirement, workers compensation, unemployment, social security, etc. for all agents & staff noted above.

Fringe Benefits Lump Sum

\$


[Previous](#) [Next](#)

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

Operating Expenses Tab

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Home Extension Agent Personnel Staff Personnel Fringe Benefits

Operating Expenses Sign & Submit

Operating Expenses

Items listed below should not be included in other line items on this form.

Capital Outlay

\$

Vehicle/Equipment purchases over \$5,000 in value.

All Other Operating Expenses

\$

Supplies, repairs, copiers, telephones, postage, utilities, janitorial services, rentals, allowances, travel (not accounted for above), etc.

Supplemental Information Upload

May include approved county budget, budget detail, etc.

Grand Total for Operating Expenses

\$


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

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Grand Total for County Budget
\$ 0.00

The Commissioners' Court of said county, as authorized by Texas Agriculture Code, Section 43, in cooperation with Texas A&M AgriLife Extension Service, agrees to provide financial support of county AgriLife Extension work in the respective amounts indicated on this Annual County Budget (CB-5).

Date:
Date will be captured on form submission

Signature of County Official*

Printed Name of County Official*

County Official's Title*

County Official's Phone Number*
Must include dashes. Ex. 555-555-5555

County Official's Email*

County Extension Coordinator's Email*

Supplemental Information Upload

May include approved county budget, budget detail, etc.

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**)