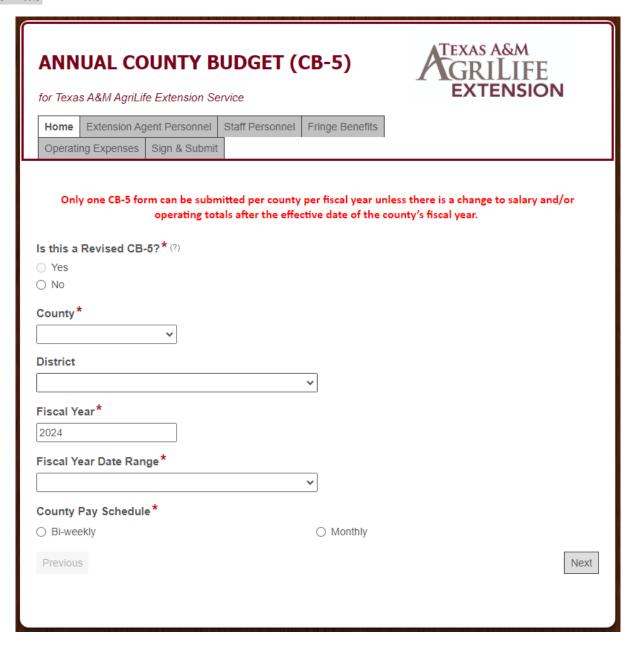


# **CB-5 Instructions – LF Forms**

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**

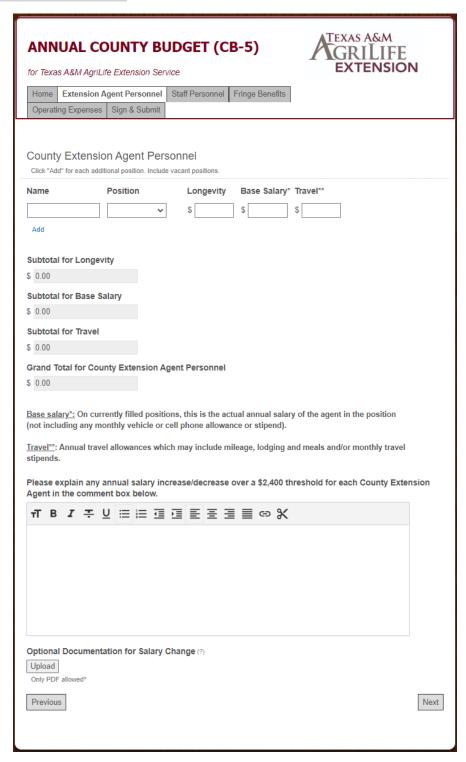


Indicate whether this is a revised CB-5 or an original

- 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**



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, <u>please</u> add an explanation in the text box provided. You can also upload any support documents.

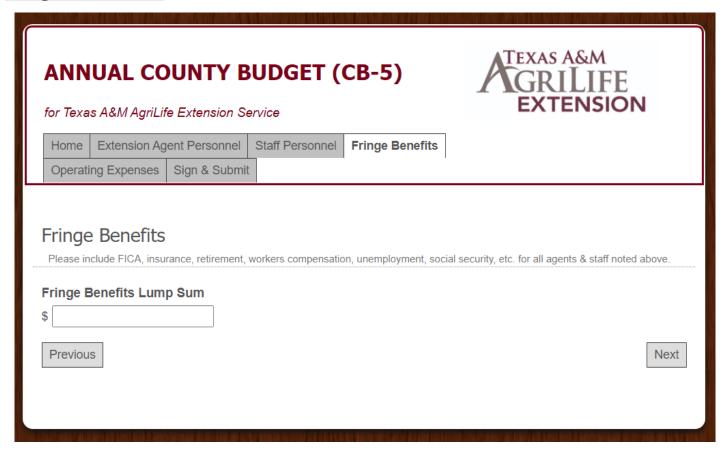
## Staff Personnel Tab

ANNUAL COUNTY BUDGET (CB-5)  for Texas A&M AgriLife Extension Service  Home   Extension Agent Personnel   Staff Personnel   Fringe Benefits  Operating Expenses   Sign & Submit	
County Staff Personnel  Secretaries, Office Managers, Program Assistants, etc. paid by county only. Click "Add" for each additional position. Include vacant positions.	
Name Positio	Longevity Base Salary* Travel**
	\$ \$ \$
Add	
Subtotal for Longevity  \$ 0.00  Subtotal for Base Sala  \$ 0.00  Subtotal for Travel  \$ 0.00	
Grand Total for County	taff Personnel
\$ 0.00	
(not including any mont	filled positions, this is the actual annual salary of the agent in the position vehicle or cell phone allowance or stipend).  wances which may include mileage, lodging and meals and/or monthly travel

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"))

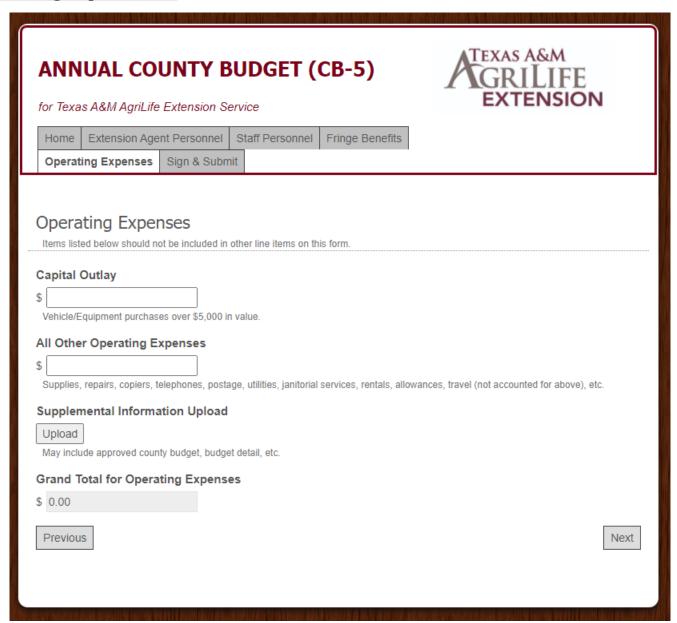
- Include each County Support Staff personnel's position, longevity, base salary, and travel, as applicable
- Utilize the "Add" button for additional County Staff Personnel
- Subtotals and Grand Totals will auto-sum

### **Fringe Benefits Tab**



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

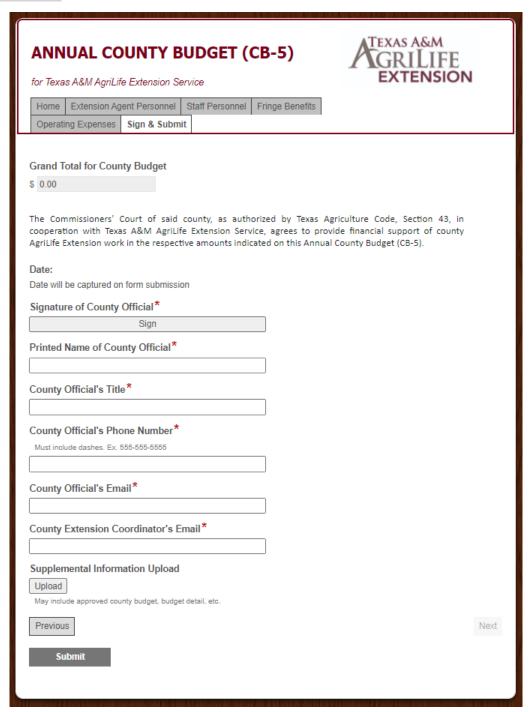
### **Operating Expenses Tab**



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*)