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, and 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, allowances, 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.

4. District Office Managers – Please drop in Laserfiche WIP-Budgets folder, use name format of "CE22 County Name". Original Expenditure Certification should be maintained at the District Office for the current fiscal year. Upon completion of the 2022 Expenditure Certification, the Fiscal Office will confirm with each district that all counties have reported.