



## Legislation Details (With Text)

**File #:** 2016-429      **Version:** 1      **Name:**  
**Type:** Budget Amendment      **Status:** Passed  
**File created:** 11/14/2016      **In control:** Board of Commissioners  
**On agenda:** 12/15/2016      **Final action:** 12/16/2016  
**Title:** ESTABLISH BUDGET AND ASSIGNED FUND BALANCE FOR THE TRANSITION OF COOPERATIVE EXTENSION ADVISORY ACCOUNT FUNDS

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Updated Accounting Structure.pdf, 2. Updated Accounting Structure.pdf

Date	Ver.	Action By	Action	Result
12/16/2016	1	Board of Commissioners	approved	Pass

### **TITLE**

**ESTABLISH BUDGET AND ASSIGNED FUND BALANCE FOR THE TRANSITION OF COOPERATIVE EXTENSION ADVISORY ACCOUNT FUNDS**

### **SPONSOR**

Karen Neill (Debra Fuller)

### **BACKGROUND**

Historically, within Cooperative Extension, an advisory account was maintained separate from their official budget to track revenue and expenses for each program area individually, and to allow extension agents the flexibility to spend program specific revenue as needed across fiscal years. This practice was adopted by most counties throughout the state, and internal controls were put in place to ensure the funds were properly handled and audited. Recently, the state has strongly advised counties to establish budgets for this purpose and track these funds in-house. This amendment is the first step in that process. Once a budget is established for each program area (Agriculture, Family and Consumer Science, 4H, and the Shared Use Kitchen), we will begin processing all expense and revenue through the Cooperative Extension budget and eliminate the advisory account.

In addition to establishing a budget for each program area, we are asking that an assigned fund balance be established for Cooperative Extension program revenue. This will allow the county to formally commit unexpended program specific revenue to Cooperative Extension year-over-year.

### **BUDGET IMPACT**

**Budget Ordinance Amendment**

General Fund

\$27,560 Increase in User Charges

\$20,400 Increase in Other Revenues

\$47,960 Increase in Appropriation to Cooperative Extension Service

**NO ADDITIONAL COUNTY FUNDS REQUIRED**

**REQUESTED ACTION**

Approve the appropriation of \$27,560 of User Charges, \$20,400 of Other Revenues, and increase the FY 2016-17 Cooperative Extension Service appropriation by \$47,960 to allow for the transition of advisory account funds, and create an assigned fund balance for Cooperative Extension programs (Agriculture, Family and Consumer Science, 4H, and Shared Use Kitchen) to reflect the intent to use unexpended portions of Cooperative Extension program revenue received by the county only to support Cooperative Extension programs.