



# Extension Finance Newsletter

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## Introduction

*By Laurie Gustafson*

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This is the first newsletter published by the Extension Budget and Finance Office. We welcome any suggestions or comments you have on the contents or articles that you would like to see published in future Extension Finance newsletters. We will be publishing this newsletter bi-monthly.

## Iowa State University Policy

### Printing Services

Iowa State Board of Regents policy requires that all commercial printing expenditures using a university account number be administered through the Iowa State University's Printing Office. This policy includes copying in the definition of printing.

On-campus requests for copying, binding and mailing services can be handled efficiently and economically at the Main Plant or at any of Printing Service's six document service centers. Departments may work directly with these centers using a printing requisition or intramural. Anticipated off-hours or weekend printing needs can be authorized by phone.

Prior approval is required to obtain printing services from an off-campus source. The ISU Printing Service has staff to assist you in getting bids and to provide paperwork necessary to obtain printing from an off-campus source. Example: Using local vendor to print a brochure for an off-campus project requires prior approval.

For more information or questions regarding copying, binding or mailing, please call Document Services at 294-7072. Off-campus printing questions may be directed to Steve Weigel, 294-0000, or Ken Burditt, 294-2625. ISU Printing Services is located in the Printing and Publications Building on the north edge of campus.

## Contracts and Grants

*By Linda Wilson*

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*What risks should the District consider before applying for a grant?*

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### Applicant for a grant -- County Extension District or ISU?

For many grant programs, both the County Extension District and ISU are eligible to serve as applicant. Before deciding which organization should serve as applicant, you will want to review the budget. What is the size of the grant request? What expenses will be paid for by the grant? Are these local expenses? If the expenses are not local, what contractual arrangements will be needed? Are matching funds required and how will they be documented? The County Director and Council should also consider advantages and disadvantages of administering grants locally before deciding which organization should be the applicant for a grant. Does the sponsor want to fund local organizations? Will the grant be cost reimbursable, and will cash flow be a problem for the District? What is the financial risk to the District? These and other factors to consider are included in a document called

**Advantages/Disadvantages** and found in Training Information section of the Grants web page:

<http://www.extension.iastate.edu/Pages/finance/grantsandcontracts.html>

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*County indirect cost rate provides CASH to the District & Matching funds*

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### County Extension District Applications for the IDPH BASICS program.

If your Extension District has completed its Indirect Cost Rate Proposal, including county indirect costs in the budget for your 2007 BASICS application will, in most cases, be beneficial to the District. Two sample budgets illustrate the financial benefits to the District and are included in a file called **County Grant Budget**, found in Training Information section of the Grants web page:

<http://www.extension.iastate.edu/Pages/finance/grantsandcontracts.html>

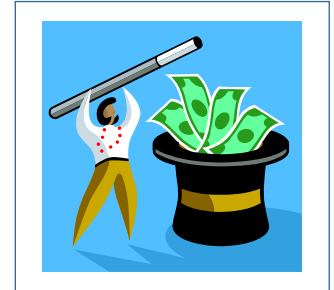
**County Grant Budget** is an excel file with two sheets. Change from one sheet to the other by clicking on the tab at the bottom. "County" illustrates a BASICS grant to the Extension District with no ISU salary involved. "County&ISU" illustrates a BASICS grant to the Extension District with ISU salary listed on the contractual line. Notes are given at the bottom of each sheet, explaining calculations and the benefits to the Extension District in CASH received for indirect costs and use of indirect costs as part of the required match.

## Extension Budget Changes Over Time

By John Flickinger

In the fiscal year that ended June 30, 2005, the ISU Extension Service incurred slightly over \$86.5 million dollars in expenses from all sources. Many staff don't realize the different partners involved in all these funds, so they are listed below in decreasing order:

- State Appropriations: 26.9%
- User Fees: 22.6%
- Grants: 20.0%
- County: 16.6%
- Federal Appropriations: 12.0%
- Gifts: 1.9%



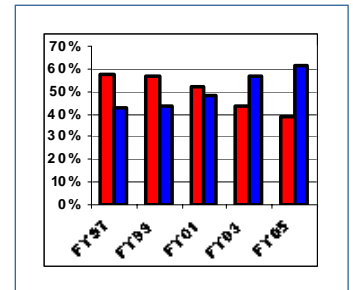
The trend in recent years has been a decreasing proportion of State and Federal Appropriations while User Fees and Grants have now become a larger share. The very same trend has been occurring for County Extension Districts as reported on the Annual County Financial Reports; the amount of County Tax appropriations have decreased as an overall percentage while User Fees and Grants have risen (See Tables)

### Iowa State University Extension Funding

	<u>1997</u>	<u>2005</u>
State	40.0%	26.9%
Federal	17.5%	12.0%
User Fees	11.6%	22.6%
Grants	14.2%	20.0%
Other Sources	16.7%	18.5%

### County Extension Districts Funding

	<u>1997</u>	<u>2005</u>
County Taxes	91.8%	56.2%
User Fees, Grants	8.2%	43.8%



**Federal & State Appropriations**  
**User Fees, Grants, & Others**

## Web Travel

*By Joan Ballard*

### March 11, 2006 Implementation

Many of you have asked for changes to the Web Travel System to make your entry easier. This is finally going to happen on March 11, 2006. The University will be releasing a new format for Extension Field Staff to use. This will be exclusive to Extension Field Staff. No other employee of the University will have these options.

All employees are associated with a home department code. The employees associated with the home department codes for the five Extension areas will automatically be directed to a separate version of the Web Travel System that allows them to select only once for each Reimbursement Number the default mileage rate and Departure City.

The mileage rate for Extension Employees will default to \$.445, but can be changed to another default rate for days covered by this Reimbursement Number. The mileage rate can be changed from the default to another rate on any particular day.

The Departure City chosen for the default setting will be the same for each single-day trip in the Event, but if a multiple-day trip is taken, the previous day's Destination City will carry forward as the Departure City. The Office and Home settings are taken from the Extension Demographic table, so they should reflect the correct choices for each individual employee.

Also, the employees associated with the home department codes for Extension will have a default Purpose set to "Public Service/Outreach." This, like the other default settings, can be changed if needed.

The Area Office Assistants and Area Directors participated in a Breeze conference on February 22 to have these changes demonstrated to them. If you have any questions regarding the changes, please contact the Area Office or Joan Ballard in the Extension Finance Office.

### Daily Expense Detail

The Daily Expense Detail provides a daily detail of the expenses being submitted for reimbursement. You can enter the Event # and click on Daily Expense Detail menu option on the left side menu bar to view a screen that will show detail by date. If you are currently working on the Event #, you can view the Daily Expense Detail at anytime by clicking on the menu item at the left.

It is from this screen that you would click on the underlined date to make corrections to the expenses before the event is routed. This will take you to that date. At this point, you will be able to make any corrections and click on the update button on the bottom of the screen.

The Daily Expense Detail will be useful if you are reviewing the expenses and receipts before routing.



## Cougar Mountain

*By Shirley Jean Woodward*

A Strategic Planning Committee (consisting of 5 Council Members, 5 County Directors, 5 County Bookkeepers, 1 Area Director and 3 Extension Finance staff) was formed to analyze the current County Extension accounting system (Quicken98). The goals for the committee were to define and provide a plan for:

- An integrated system for all county accounting functions including payroll
- A user-friendly reporting system for counties and ISU Extension
- An accounting structure that has skilled bookkeepers who fully understand the accounting and reporting system
- An effective support system
- A training plan
- A system updating plan

The bid process provided several accounting software programs that met the specifications defined by the committee. After an in-depth review by the committee of these accounting packages, the bid was awarded to Cougar Mountain.

Cougar Mountain accounting software implementation began July, 2005 with 11 pilot counties. A second group of 15 bookkeepers was trained in November. The new software is fully integrated, flexible, user-friendly, allows an audit trail, has the ability to close the books each year, and allows specific rights to be assigned to users. These are just a few of the many great features.

Cougar Mountain utilizes "account numbers" instead of "categories" with each segment of the account number representing the account type (income or expense), program, grant, project, or fund.

Within a month approximately 16 county offices will be using Cougar Mountain exclusively. Reports are being customized and will be available soon, which will enable directors and councils to make sound management decisions.

Office assistants of the pilot counties are writing a step-by-step manual, which will be located on the Extension Finance new website. It is intended to not only aid those who are currently using Cougar Mountain but also guide County Directors and new employees through all the modules and procedures.

## Partnership Agreement

*By Laurie Gustafson*

The current Iowa State University/Extension Council Partnership Agreement began July 1, 2005, and extends through June 30, 2008. An appointed statewide committee of 18 (12 Council members and 6 Extension staff) began meeting in the Fall of 2003 and introduced the final Partnership Agreement in February 2005.

### The Partnership Agreement Goals:

- Maintain high quality staff in each county
- Be simple and efficient to administer
- Be based on maximum tax levy available
- Address unique needs of each county
- Allow CEEDS to be ISU employees, employed by County Extension Councils & ISU Extension



Circle of Trust

### Partnership Payment to ISU Extension:

It was decided by the IACEC (Iowa Association of County Extension Councils) and the Area Directors to move toward quarterly payments. We do recognize that cash flow management may need to be reviewed and adjusted to allow quarterly payments of the Partnership Agreement. Therefore, for FY07 the Partnership payments may be paid on a monthly or quarterly basis. Beginning July 1, 2007, the Partnership Payments will be paid on a quarterly basis. This will reduce Administrative time and effort for both the Counties and ISU Extension.

#### Extension Budget and Finance

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