

DEFINITION OF FUNDS

Education Operating Fund -- Maintained in each county to account for all county-based income and expenses for the operation of the ISU Extension and County Extension programs. This fund is the Education fund allowed in the Extension law. Specific categories should be developed in Quicken to account for income and expenses in this fund.

All the accounts associated with the operation of the County Extension Office are included in the Education Operating fund. These include but are not limited to an Education Operating checking account, money market account, savings account, CDs, liability accounts for payroll, cash accounts for cash box, petty cash, etc.

Agency Fund -- Used to account for assets held solely in custodial capacity for a cooperating entity who owns and manages the money. All the accounts associated with the entities for which we act as an agent and handle their monies are included in the Agency fund. Generally, this is only an Agency Checking Account. Specific categories can be developed in Quicken to account for income and expense for each entity

DEFINITIONS FOR COUNTY BUDGET WORKSHEET (CB-1)

This budget worksheet is locked except for the cells in which you can enter numbers. You may enter numbers in the columns named “**Actual FYE (fiscal year end) June 30, 2004**”; “**Adopted FYE June 30, 2005**”, this the current fiscal year adopted budget; “**Estimated FYE June 30, 2005**”, which includes your actual beginning balance and your projection of income and spending levels for current fiscal year; and “**Planned FYE June 30, 2006**”. In some cases, the amount in the “**Planned Fiscal FYE June 30, 2006**” column will be computed for you and that cell will be locked. Any number that appears in blue in the Excel spreadsheet is in a locked cell and is computed for you.

1	Beg Balance	All cash on hand in operating fund at beginning of fiscal year represented in the columns named Actual FYE June 30, 2004 and Adopted FYE June 30, 2005 . The Estimated FYE June 30, 2005 and Planned FYE June 30, 2006 columns are figured for you.
2	Property Tax	This is the actual or estimated property tax in all but the Planned Fiscal FYE June 30, 2006 , which will be computed for you by the spreadsheet.
3 & 4	Delinquent Tax, Grain Handled Tax	These are “Other Tax” collected by the County Treasurer, but not part of current property taxes.
5	M&E Replacement	This is the property tax replacement money that comes from the County Treasurer, usually called “Industrial Machinery”. This is considered an “Other Tax”. This was still available for FY 2004 so there is an entry cell in the adjust the Actual FYE June 30, 2004 column to reflect this. This is eliminated for FY 2005 and beyond, so the cells in the Adopted FYE June 30, 2005 , the Estimated FYE June 30, 2005 and Planned FYE June 30, 2006 columns are locked

		and no numbers may be entered in them.
6	Military Service/Mobil Home Replacement	This is an "Other Tax" collected by the County Treasurer, but not current property taxes.
7	Mobile Home Tax	This is an "Other Tax" collected by the County Treasurer, but not part of current property taxes.
8	Utility Tax Replacement Excise Taxes	This was new in FYE 2001 and is a replacement of utility property taxes which when combined with "Property Tax" in Planned Fiscal FYE June 30, 2006 will equal what was previously the property tax levy. It is considered an "Other Tax".
9 to 11	Other (Itemize)	These are "Other Tax" collected by the County Treasurer, but not part of current property taxes. Please itemize those kinds of "Other Tax" incomes individually on the lines provided.
12	Interest	All interest earned by any interest bearing Extension Accounts, including but not limited to checking, money market, and CDs.
13	Program fees	Income from any meeting, project, program, workshop, activity, etc., (including all 4-H related events, 4-H program fee, 4-H State Fair Entries and PPAT CIC fees) which would come to the county in the form of registrations, user fees, fund raiser or donations. "4 Fee Prog Inc" would be a main category in Quicken with program areas as subcategories and individual programs as subcategories of the program areas.
14	Resale	Income from any item obtained for resale through the county office. This includes but is not limited to publications (both general and 4-H resale), T-shirts, cookbooks, garden calendars, farm and personal financial record books, 4-H supplies, etc.
15	Grants & Contracts	Income from any contract or grant utilized either by a county office, field specialist or other program entity, which are accounted for in the county office. Each Grant and Contract should have its own subcategory line in Quicken.
17 to 20	Other (Itemize):	Any income received in a county, which does not fit in any other categories. This category is the category of last resort and should have either small amounts, such as, income for copies paid for, but not used in programs or publications, or narrow restrictions, such as, fiscal agent for the Empowerment Board, the Postage Allocation from ISU or room and equipment rental. Each type of item for which this category is used should have its own subcategory.
21	Funds Available Regular Budget	All the cells in this line are locked. The amount here is the sum of all funds available.

Expense Items

22	Field Staff - Cost Share	Cost Share expense as determined by Fiscal Office in Ames.
----	--------------------------	--

<i>Wages - County Staff:</i>		County Employees
23	Office Assistants	Gross wages for all office assistants.
24	Program Assistants/CYC	Gross wages for all program assistants/CYCs.
25	Other Staff	Gross wages for any other staff including summer aides and temporary help.
26	Janitor	Gross wages for any janitor who does not fit the IRS definition of an independent contractor.
27	Federal social security (Employer's Share)	The employer's share of Social Security is figured at 6.2% of employees' gross wage. The amount for Planned Fiscal FYE-2006 is figured for you based on the employee gross wages entered, and is in a locked cell.
28	Medicare (Employer's Share)	The employer's share of Medicare figured at 1.45% of employees' gross wage. The amount for Planned Fiscal FYE-2006 is figured for you based on the employee gross wages entered, and is in a locked cell.
29	I.P.E.R.S. (Employer's Share)	The employer's share of IPERS is figured at 5.75% of eligible employees' gross wages. Eligible employees would include full-time and permanent part-time employees making over \$300 in one quarter. This might include a janitor who would be an employee if that person does not fit the IRS definition of an independent contractor.
30	Health Insurance (Employer's Share)	The employer's share of any health insurance benefit offered to employees.
<i>Travel:</i>		County Business Travel
31	CEED	Travel for the County Extension Education Director would include mileage, lodging, meals (both taxable and non-taxed), registration fees, and miscellaneous other expenses associated with travel on Extension business.
32	Office Assistants	Travel for office assistants would include mileage, lodging, meals (both taxable and non-taxed), registration fees, and miscellaneous other expenses associated with travel on Extension business.
33	Program Assistants/CYC	Travel for program assistants/CYCs would include mileage, lodging, meals (both taxable and non-taxed), registration fees, and miscellaneous other expenses associated with travel on Extension business.
34	Other Staff	Travel for other staff would include mileage, lodging, meals (both taxable and non-taxed), registration fees, and miscellaneous other expenses associated with travel on Extension business. Mileage for Extension Council Members traveling on Extension business outside the regular meetings could be included in this line.
35	Facilities (Rent, Heat, Lights)	Include in this line are all facilities expense. This would include but not limited to rent, gas, electricity, water, sewage, trash pick-up, facilities repair, maintenance supplies, and janitorial services if using an <u>independent contractor</u> who meets the IRS definition.

36	Communications (phone, postage, etc.)	This would include all telephone service (local, long distance, 800 number, cellular, etc.), postage, newsletter production, and any newspaper and periodical subscriptions
37	Office Supplies	Any office supplies used in the conduct of Extension business that cannot be directly identified with a specific program, project, meeting, event, workshop, activity, etc.
38	Equipment and Repairs	Expenses incurred in the purchase and repair of equipment used for Extension business.
39	Insurance, Legal Notice, Bond	The cost for property, liability, and worker compensation insurance; any legal notices or advertising; and the cost for bonding insurance. If levying for Tort Liability see Tort Liability Procedures .
40	Interest	Any interest expense incurred by the Extension District.
41	Project Activity	Any program, project, meeting, event, workshop, activity, etc. which has no specific offsetting income to support it. This category should have subcategories that reflect our extension program areas. This category could also have a subcategory called “General” that might be used to record meeting expense incurred by the Extension Council and to record their IACEC membership. This line might also have a subcategory under the appropriate program area that could be used to record expenses incurred in the support of field specialist(s) housed in the county, such as books and/or equipment to use in their total job.
42	Fee Programs	Expenses for any program, project, meeting, event, workshop, activity, etc., including county 4-H related events, which has specific income in the form of user fees, donations, registration, fund raising, etc. to support it (including all 4-H related events, 4-H program development fee, 4-H State Fair Premiums and PPAT CIC expenses). “O Fee Prog Exp” would be a main category in Quicken, with program areas as subcategories. Each program area subcategory (i.e. Families) would have specific programs as subcategories under it. Each program might have subcategories under it to more define the expenses incurred.
43	Resale	Expenses incurred to purchase any item obtained for resale through the county office. This includes but is not limited to publications (both general and 4-H resale), T-shirts, cookbooks, garden calendars, farm and personal financial record books, 4-H supplies, etc.
44	Grants & Contracts	Expenses for any contract or grant utilized either by a county office, field specialist or other program entity, which are accounted for in the county office. This would include wages and employer expenses for an employee employed under the grant or contract. Each Grant and Contract should have its own subcategory line in Quicken. Each Grant or Contract subcategory may have subcategories under it to more define the expenses incurred.
45 to 49	Other (Itemize):	Any expenses incurred in a county, which do not fit in the other categories. Please itemize those kinds of expenses individually on the

		lines provided. One line has already been itemized for you and that is the line named Marketing. You should record expenses for organizational marketing on that line. Create a subcategory in Quicken under "R Other Expenses" called "Marketing" to record organizational marketing expenses. In addition, if Fiscal Agent funds are being managed in the Education Operating Fund then the appropriate place to record the expenses is in a subcategory under this category.
50	Expenditures Regular Budget	Total Expenses without Unemployment Compensation and Tort Liability
51	Year End Balance	Cash-on-hand, which means the money available in all accounts. These include but are not limited to an Operating checking account, money market account, savings account, CD, liability accounts for payroll, cash accounts for cash box, petty cash, etc.