# UNIVERSITY OF MISSOURI EXTENSION

# COUNTY EXTENSION COUNCIL

# FUNDING GUIDELINES FOR

**2017**

 Funding Extension work is a cooperative venture of federal, state and county governments as stated in both federal and state legislation. In addition councils have authority to secure funding support from numerous other sources such as grants, fees, other governmental units and contributions. **Councils are encouraged to consider all viable sources of support, cash and in-kind, in arranging for the local portion of support for Extension programming. Councils are also encouraged to work with Extension faculty and staff toward developing a County Business Plan for achieving “target” support levels.**

 The following information and table is to assist county extension councils and Extension faculty and staff in planning for and securing needed financial support. The table identifies “minimum” and “target” amounts of funding for various numbers (FTE) of professional positions to be headquartered in a given county. Also noted is the recognized cost of supporting educational assistant positions. In the final analysis, the fiscal objective must be to secure support, whether actual cash or in-kind, to allow faculty and staff to function at maximum effectiveness.

## Cost Category/Criteria

1. Administrative Support

Effective operation of a county University of Missouri Extension Center and support for professional field faculty and program assistants requires access to support staff proficient in receptionist, secretarial, bookkeeping and office management skills. In order to provide adequate public service, county extension centers, where two or fewer specialists are in an office, require at least one full-time administrative support position. Where three or more specialists are in an office, additional administrative support is required. With the complexity of receptionist, secretarial, bookkeeping and office management functions to be performed, wage levels should be sufficient to retain staff in these positions over time.

In preparing budgets, planned costs for salaries and benefits may vary greatly from either the minimum or target amounts based upon actual salary rates and benefit costs.

It is the Councils responsibility to determine if they will offer any secretary benefits and to what extent it will fund the benefits.

If health insurance is offered, it is the Councils responsibility to contract with providers for employer-sponsored health insurance.

MU Extension will phase out allotments to county offices for secretary health coverage. MU Extension will redistribute these funds in an equitable manner to benefit all counties. Distributing the allocation more equitably among all the counties means most counties will receive more funds to provide support for programming.

The result is that counties will have greater flexibility to use this funding source in support of extension county office programming. Each council will be able to determine how the funds will be used in support. Some options include employer-sponsored medical insurance and retirement contributions for secretaries. Councils should keep in mind that the original budget allocation note from the state appropriation was intended for basic benefit coverage for council-paid staff.

The transition for this change will occur over two fiscal years starting in FY17. Funds available for this program will be allocated each year using the following formula.

* All counties with open extension offices will receive a flat subsidy
* Each county will also receive an amount based on the number of specialist housed in the county

Funds and the formula will be reviewed annually. Of the available funds, approximately one-third will be distributed to open county offices, and approximately two-thirds will be based on the number of specialists housed in that county.

For the first year of transition (FY17) each county will receive the greater of;

* The allocation based on the formula described above, or
* The amount received in 2016

For the second year of transition (FY18), each county will receive the greater of:

* The normal allocation as previously described, or
* The normal allocation plus 50 percent of the difference between the amount received in 2016 and the normal allocation.

Effective Jan. 1, 2017, MU Extension will no longer be the administrator for the secretary retirement plan with Nationwide Retirement Solutions and will not have any connection to any secretary health insurance plans.

The values for the 2017 clerical costs are based on studies of similar positions within the state of Missouri and were compared with the range of salaries paid to Extension Council Clerical positions across the state of Missouri in 2004. The rates were adjusted for inflation each year since the study in 2004 through 2009; these figures were not inflated in 2010 and 2011 as the University like many employers provided no raises those years. For 2012 and 2013 we inflated the rates by 2% and for 2014 thru 2016 by 1%, which is less than inflation, but in recognition that even in the current tough economic environment we can’t indefinitely provide no raises. For 2017, the figures were not inflated as there were no raises at the University.

1. Travel

This expense category reflects funds to reimburse faculty and staff for official business use of a personal vehicle and for associated meals and lodging. It is recommended faculty and staff be reimbursed at the University approved rate of .03 cents under the IRS rate.

These resources are to support all faculty and staff members having program responsibilities in the county in carrying out programs associated with county plans of work.

University of Missouri Extension reimburses faculty and staff for travel expenses associated with participation in University of Missouri Extension authorized training, statewide committee work and other activities beyond the scope of county plans of work.

1. Postage, Telephone and Connectivity

This expense category reflects the cost of an office telephone system, long-distance service and postage costs for mailings not allowable as official mail. This item also includes the council portion of cost for Internet access services. University of Missouri Extension funds the majority of Internet access costs.

1. Supplies and Materials

This expense category reflects basic office and educational supplies and materials necessary to develop and deliver programs and support council operations. This item should include subscriptions to appropriate subject matter periodicals and needed reference materials.

1. Equipment

This expense category reflects the cost of regular maintenance, periodic replacement and insurance for council owned office and educational equipment. University purchased/owned/inventoried equipment located in county offices is insured by University of Missouri Extension.

1. Council Operations

This expense category reflects the cost of required surety bonds, election expenses, meeting and any other expenses necessary to the effective functioning of the council.

1. Office Facilities

The County University of Missouri Extension Center and meeting facilities are generally provided as “in-kind” by county government and thus are not part of most council operating budgets. If space is rented or owned, costs such as rent, janitorial service and utilities become part of the operating budget plan. Whether provided in-kind, rented or owned, facility arrangements should include maintenance, janitorial service, private offices for each specialist, reception and secretarial work areas and secure equipment and supply storage areas. Facilities should be comparable to that occupied by other professionals in the community. Each extension center should include a furnished conference room, at least large enough to accommodate meetings of the council.

1. Multi-County Staffing

Most University of Missouri Extension regional specialists have multi-county responsibilities. This expectation was considered in developing these criteria and should be considered by extension councils when developing budget plans.

1. Support for Program Assistant Positions

Many counties have program assistant type positions assigned for county specific programs. These positions may be council and/or University of Missouri Extension supported. Where supported by a council, operating budget plans need to include travel, communications, supplies, equipment, office space and clerical support.

Where a council provides partial or total salary for a program assistant position, the pay rate should be at the same level as for similar University of Missouri Extension paid positions. Those education assistant type positions provided through funded programs such as Family Nutrition Education Program may not require direct cash support but generally do need adequate office and/or work space.