

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19269

Sponsor(s): Greg Grounds

Date: September 26, 2016

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: 2016 Outside Agency Funding Request for University of Missouri Extension Council re-allocating budget items within their outside agency program budget which was approved on January 19, 2016 as Resolution 19044. The (REVISED) Program Budget dated 09/15/2016 is attached.</p>										
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$0</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$241,275</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$241,275</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$241,275</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM/TO:</td> <td>N/A</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input checked="" type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$0	Amount previously authorized this fiscal year:	\$241,275	Total amount authorized after this legislative action:	\$241,275	Amount budgeted for this item * (including transfers):	\$241,275	Source of funding (name of fund) and account code number; FROM/TO:	N/A
Amount authorized by this legislation this fiscal year:	\$0										
Amount previously authorized this fiscal year:	\$241,275										
Total amount authorized after this legislative action:	\$241,275										
Amount budgeted for this item * (including transfers):	\$241,275										
Source of funding (name of fund) and account code number; FROM/TO:	N/A										
<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): Prior resolutions and (date): Res #19044 1/19/2016</p>										
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Auditor's Office 881-3310</p>										
<p>REQUEST SUMMARY</p>	<p>1). University of Missouri Extension Council</p> <p>University of Missouri Extension Council is requesting a change in allocation from the original program budget submitted to the <i>REVISED</i> program budget dated September 15, 2016 (attached).</p>										
<p>CLEARANCE</p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
<p>ATTACHMENTS</p>	<p>REVISED Program Budget & Explanation Letter Attached</p>										
<p>REVIEW</p>	<table border="1"> <tr> <td>Department Director: <i>Chissy Woodruff</i></td> <td>Date: <i>9/21/2016</i></td> </tr> <tr> <td>Finance (Budget Approval): <i>If applicable</i></td> <td>Date:</td> </tr> <tr> <td>Division Manager: <i>MaryAnn Brown</i></td> <td>Date: <i>9/21/16</i></td> </tr> <tr> <td>County Counselor's Office:</td> <td>Date:</td> </tr> </table>	Department Director: <i>Chissy Woodruff</i>	Date: <i>9/21/2016</i>	Finance (Budget Approval): <i>If applicable</i>	Date:	Division Manager: <i>MaryAnn Brown</i>	Date: <i>9/21/16</i>	County Counselor's Office:	Date:		
Department Director: <i>Chissy Woodruff</i>	Date: <i>9/21/2016</i>										
Finance (Budget Approval): <i>If applicable</i>	Date:										
Division Manager: <i>MaryAnn Brown</i>	Date: <i>9/21/16</i>										
County Counselor's Office:	Date:										

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



Section B
2016 Program AMENDED Budget Request

Res. 1926 9
RECEIVED
 SEP 15 2016
 JACKSON COUNTY
 AUDITORS OFFICE
 KANSAS CITY, MISSOURI
 Date of AMENDED

Agency Name: University of MO Extension Replaces Previous Budget Dated: January 8, 2016 Budget Request: 9/13/2016

Salaries

attach job description or duties for NEW Program requests only

Position / Title	Budgeted Amount as of: 1/8/2016	100% Funded by Jackson County	New Amount Amended Request
Bookkeeper/Office Manager	\$ 35,000	<input checked="" type="checkbox"/>	\$ 35,000
Administrative Support Assistant	\$ 25,000	<input checked="" type="checkbox"/>	\$ 25,000
Administrative Support Assistant	\$ 24,500	<input checked="" type="checkbox"/>	\$ 24,500
4-H Administrative Support Assistant (24 hours)	\$ 15,775	<input checked="" type="checkbox"/>	\$ 15,775
Administrative Support (20 hours)	\$ 12,250	<input type="checkbox"/>	\$ 12,250
		<input type="checkbox"/>	
Fringe Benefits	\$ 19,100		\$ 17,500
Total Salaries & Fringe Benefits	\$ 131,625		\$ 130,025

Contractual Services & Supplies

Description	Budgeted Amount as of: 1/8/2016	100% Funded by Jackson County	New Amount Amended Request
Rent/Utilities for Ext. Offices in Blue Springs, MO and Kansas City, MO	\$ 81,000	<input type="checkbox"/>	\$ 86,750
Phone Service	\$ 4,000	<input type="checkbox"/>	\$ 4,000
Printing/Copying	\$ 3,000	<input type="checkbox"/>	\$ 3,000
Communications & Media	\$ 2,150	<input type="checkbox"/>	\$ 1,000
Office Supplies/Services	\$ 2,500	<input type="checkbox"/>	\$ 2,500
Travel/Mileage for 26 Extension faculty providing programs in Jackson County	\$ 17,000	<input type="checkbox"/>	\$ 14,000
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
Total Contractual Services & Supplies	\$ 109,650		\$ 111,250
Total 2016 Program Budget Request	\$ 241,275		\$ 241,275

Total Program Cost	\$ 323,626
<i>Total cost to run your program regardless of the Jackson County funding you are requesting.</i>	
Estimate of Cost Per Participant	\$ 5

Crissy Wooderson

From: Brillhart, Matt J. <brillhartmj@missouri.edu>
Sent: Wednesday, August 31, 2016 11:29 AM
To: Crissy Wooderson
Subject: Request for Appropriation Revision: Jackson County, MO - Outside Agency - U of MO Extension

Ms. Wooderson,

Below are the changes that the Council agreed upon for adjustments. The Council reviewed their overall current expenses and projections for the rest of the year and would like to request changes in some categories within their 2016 appropriation. Due to staff retirements and transitions that have occurred, there will be an overall reduction in travel expenses for the year until all the positions are refilled. All open positions are expected to be filled by the end of this year. Benefit costs did not increase as high as initially estimated when the budget was submitted earlier this year. There is some assistance from campus this year that will aid us in marketing and postage expenses; thus, reduction in the "Communications & Media" category. One of our core expenses is rent/utilities. The difference in the other three categories is being adjusted with an increase in the "Rent/Storage" category.

Next year, we will not be receiving any assistance from campus in regards to postage or marketing expenses so this will be reflected in our upcoming budget request for 2017.

Thank you for your assistance,

Matt J. Brillhart, M.S.
County Program Director—Jackson County
University of Missouri Extension
1600 NE Coronado Drive
Blue Springs, MO 64014
Phone: 816-252-5051
Web: <http://extension.missouri.edu/jackson>

Like us on Facebook! www.facebook.com/UniversityOfMissouriExtensionKC