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| Responsible Officer: | Tu Tran, Associate Vice President |
| Responsible Office: | Office of the Controller and Business Services (OCBS) |
| Issuance Date: | 07/25/2017 |
| Effective Date: | 07/25/2017 |
| Last Review Date: | 08/25/06 |
| Scope: | Extensions |

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TABLE OF CONTENTS

| | |
|-----------------------------------------|---|
| I. POLICY SUMMARY | 2 |
| II. DEFINITIONS | 2 |
| III. POLICY TEXT | 2 |
| IV. COMPLIANCE / RESPONSIBILITIES | 2 |
| V. PROCEDURES | 3 |
| VI. RELATED INFORMATION | 3 |
| VII. FREQUENTLY ASKED QUESTIONS | 5 |
| VIII. REVISION HISTORY | 5 |

I. POLICY SUMMARY

The University of California's Cooperative Extensions receive funding from Federal, State, County, and private sources. Regardless of the origins of the extensions' funding, they must act in accordance UC policy. If an extension receives federal funding, they must also act in accordance with federal regulations. The UC is not responsible for the use or budgeting of county funds.

II. DEFINITIONS

III. POLICY TEXT

Extension support comes from three budgeted government sources--Federal, State, and County--and from a variety of other agencies and private sources. The following are some principles and practices governing the handling of Extension funds.

- A.** The University of California is a public trust, and funds received must be held and used in keeping with this trust. Regardless of source, all funds used in Cooperative Extension programs must be used in accordance with University policies and procedures. Use of funds is subject to audit. Appropriate records and documentation are necessary to assure compliance with sound accounting principles and any restrictions placed on specific funds.
- B.** Federal funds paid to states must be expended according to Federal regulations.
- C.** The State budget for Cooperative Extension is a part of the entire University of California budget, and not a separate budget appropriation.
- D.** The County Board of Supervisors determines the County budgets for the support of County Extension operations. County fiscal procedures are followed for the expenditure of these funds and all other funds administered by the County on behalf of Cooperative Extension.
- E.** Policies and procedures of the University of California govern salaries and expenses of Extension personnel and other fiscal matters, except when these may be in conflict with Federal regulations.
- F.** The Regents of the University of California are not in any way involved in the budgeting and expenditure of County funds used for the support of County Extension offices.
- G.** Non-budgeted support for Extension may include funds from different sources such as fund-raising campaigns, grants and contracts, donations, endowments, and bequests, and certain fees.

IV. COMPLIANCE / RESPONSIBILITIES

A. County Budgets

The County Director is responsible for preparing a budget for county- provided support each year.

Each fiscal year, the Office of Budget and Financial Services will send copies of the county budgeted funds report form (MF-112), and instructions regarding its completion, to the County Director via the Regional Director. Each County Director will complete the form, showing the final County budget for the current fiscal year and return it to the Director of Budget and Financial Services, through the Regional Director, by October 31, for inclusion in the budget submitted to USDA.

If changes that affect the total amount of the approved budget are made during the fiscal year, the Regional Director and the Director of Budget and Financial Services should be informed of the details.

B. County Financial Reports

Each county must make an annual report of actual funds spent for Cooperative Extension work. The Office of Budget and Financial Services will send copies of the county expenditure report form (MF-9) and instructions regarding its completion to the County Directors via the Regional Directors. These forms will be sent at the same time as the county budgeted funds report forms and are to be returned with them on or before October 31 of each year, as above.

V. PROCEDURES

Charges or collections for attendance at any Cooperative Extension activity are not permitted, with the exception of recovering expenses incidental to the event or for publications. Further, when such charges are made, care should be exercised to assure that the level of the charges does not act as a deterrent to persons from under-represented groups who might wish to attend. On occasion it may be appropriate to provide "scholarships" or to make other arrangements to permit people who need to attend the program, but who are unable to afford the fee, to attend.

If approved by the County or Statewide Special Program or Project Director, an incidental fee may be collected. Incidental fees are to cover only the cost of actual materials and supplies used in the particular activity.

For any event staff can only charge fees to recoup the cost associated with developing and delivering the specific event. No academic salaries shall be recovered through the charging of fees.

The following is a list of incidental meeting costs that may be recovered through the use of fees:

- Meeting Room Costs:
 - Room Rental, Preparation, and/or Clean-up
 - Miscellaneous supplies including food, beverages, hands-on teaching equipment
- Honoraria for Presenters
- Telephone Costs for Meeting Set-up and Speaker Confirmation
- Audio/Visual Costs:
 - Equipment Rental
 - Slide Preparation
 - Video expenses to develop presentations or record the event
 - Software Costs Associated with the Development of Educational Material
- Travel Costs:
 - To and From Meeting Site, for Staff and Presenters
 - Travel to Locate Meeting Site
- Publicity Costs:
 - Printing Meeting Announcements
 - Mailing Meeting Announcements
 - Costs of Special Newsletter Editions
 - Newspaper Advertisement Costs
 - Telephone Calls to Advertise Meeting
 - Development of mass media PSA's
- Handout Costs:
 - Printing Costs
 - Clerical Costs (temporary or contract)
 - Assembly/Collation Costs
 - Word Processing Time Share Costs
 - Mailing Label Costs
 - Mailing List Maintenance
- Meeting Registration Costs:
 - Personnel Costs to Handle Registration
 - Materials Costs to Handle Registration
 - Personnel Costs to Receive, Account and Deposit Fees
 - Regional Office Personnel Costs to Receipt and Deposit Fees
- Meeting Evaluation Costs

Fees will be transmitted to the Regional Office for county programs, and to the Office of Budget and Financial Services for Statewide Special Programs and Projects, for deposit and crediting to a special account for administration in accordance with University procedures. The transmittal will be accompanied by a list of participants and the fee paid by each. All checks are to be handled in accordance with Business and Finance Bulletin BUS-49.

VI. RELATED INFORMATION

- [University of California Development Policy and Administration Manual](#); regarding fundraising.
- [University of California Contracts and Grants Manual](#); regarding contracts and grants.
- United States Department of Agriculture [Administrative Handbook for Cooperative Extension Work](#); Financial Operations, Section J. 16.
- Division of Agriculture and Natural Resources Administrative Handbook; [Section 206](#), Gifts; Section 264, Contracts and Grants.

VII. FREQUENTLY ASKED QUESTIONS

VIII. REVISION HISTORY

July 2017:

Policy format updated