



PLUG IN

EXTENSION COUNCIL CONFERENCE

FEBRUARY 2, 2023
7:00 – 9:30 P.M.

FEBRUARY 7, 2023
6:30 – 9:30 P.M.



Focus on Committees:

Finance Committee

Congratulations on your role!

As a member of the finance committee, the council will look to you for leadership related to:

- **Budget Oversight**, including annual budget development and careful review of monthly reports
- **Knowledge of the County's Fiscal Policy**
- **Guidance Regarding Wage Adjustments for Staff**
(in cooperation with Personnel Committee and Regional Director)

Budget Development and Oversight

You will assist the Regional or County Director with budget development.

- Examine carryover of tax dollars – Are you within limits?
- Ensure year-end balance is sufficient to cover 3 months (July, August, September)
- Ensure all necessary paperwork is filed with the county auditor by March 15

Budget Development and Oversight, continued

You will assist the Regional or County Director with budget development.

- Analyze the health of the county budget, taking a long-term view
 - Are year-end balances increasing or decreasing?
 - What portion of your year-end balance is tax dollars?
 - What portion of your year-end balance is program dollars?
- Re-estimate current year end balances to determine how much tax levy can be justified
- Are you levying for tort and unemployment?

At each monthly meeting...

- **Examine Voucher Reports**

- Are check numbers sequential?
- Are there any missing? If so, ask why.

- **Review Revenue and Expense Statement**

- Examine variances based on the month of the year
- Compare total expenditures to budgeted expenditures. Will an amendment be needed?
- Are receipts provided for each purchase?
- Are all expenditures justified as *for the public good*?
- Ask questions!

Fiscal Policy

Be familiar with the current policy

- Does your council authorize use of a credit card?
- Does your county approve the use of gift cards?
- Does your county authorize petty cash? If so, how much and who has access?
- What internal controls are in place?
- How often are deposits made to the bank?

The Council is legally responsible for all funds!

Wage Guidance

- Wages can be adjusted anytime throughout the year, but most commonly July 1.
- Your Regional Director has access to the state-wide wage survey numbers.
- You should know all the costs related to each employee:
 - Actual wages
 - Travel
 - Professional Development
 - Benefits (FICA, IPERS, Insurance)
 - Supplies

Questions?

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