

June 1, 2018

MEMORANDUM

TO: D6 County Coordinators

SUBJECT: County Fund Budget Recommendations for the **2018-19 (FY19) Budget Year**

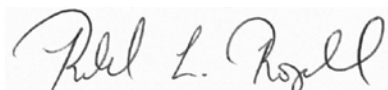
DEADLINE: **DUE TO THE DISTRICT OFFICE BY JULY 15, 2018**

It is time to review last year's Annual County Budget (CB-5) and submit a new budget recommendation for **2017-18**. Please complete the County Fund Budget Recommendation form on our District 6 Administrative Services website.

This recommendation should cover all financial support for your Extension work in your counties (include paraprofessional positions that are planned). If it seems appropriate to add postage for the next year as one of your proposals, feel free to do so. Some of you have used county postage in the past and we encourage you to do so if you feel this can be accomplished. All counties should request salary increases in line with other county salary increases. Counties will need to continue to request funds for computer supplies and maintenance for the coming fiscal year. I would also recommend you review travel expenses and adjust your request appropriately.

By submitting the forms you are submitting the information to the District 6 office which is for our use only. *This recommendation form is not intended to be used as a budget request form to be presented to the court.* You may use at your own discretion which method you feel best in presenting the budget recommendation to the court. If you, as the County Coordinator, are to make the budget presentation, I recommend that you involve your co-worker(s) in the presentation if possible.

Sincerely,



Rebel Royall
District Extension Administrator

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