

**OFFICE OF AGRILIFE ADMINISTRATIVE SERVICES**

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July 24, 2024

**MEMORANDUM**

**TO:** County Extension Coordinators

**SUBJECT:** Annual County Budget Form for FY25

Texas A&M AgriLife Extension Service values the partnerships counties provide in support of Extension programs. For annual accountability to state and federal partners, it is important that we secure from each county certified statements setting forth the amounts budgeted from county sources in support of the county Extension programs for fiscal year 2025.

The Annual County Budget Form for FY25 can be completed online by the appropriate county official. Instructions are attached to assist with completion of the online form. In addition, the link can be accessed [here](#).

If additional assistance is needed in completing the Annual County Budget Form, please contact my office at (979)845-7879 or email [donna.alexander@ag.tamu.edu](mailto:donna.alexander@ag.tamu.edu). Completed forms are forwarded to the district office for review/approval via Laserfiche Forms.

Your assistance in processing this in a timely manner is appreciated.

Sincerely,

*Donna Alexander*

Donna Alexander  
Assistant Agency Director, Finance

**Attachments**

cc:	Dr. Rick Avery	District Extension Administrators
	Dr. Donald Kelm	District Office Managers
	Ms. Sandra Schultz	