



## **Agenda Item VI. E.**

**Meeting Date:** June 20, 2017

**Department:** Finance

**Topic:** **Appropriation for Virginia Cooperative Extension**

**Board Action:** The Board is being asked to appropriate an additional \$936 to the Virginia Cooperative Extension budget.

**Attachment:** Letter from Virginia Cooperative Extension

**Summary:** The previous Virginia Cooperative Extension agent retired during the current year and the payout exceeded the amount budgeted for salary.

**Recommendation:** That the Board appropriate \$936 from the unobligated general fund for the Virginia Cooperative Extension retirement payout.



# Virginia Cooperative Extension

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TO: Stacey Wilkes, Director of Finance

*Karen Tanner*

FROM: Karen K. Tanner, Extension Agent,  
Family and Consumer Sciences  
Unit Coordinator

DATE: June 7, 2017

RE: FY17 4<sup>th</sup> Quarterly Local Bills with overage explanation

Dear Ms. Wilkes:

Enclosed is the invoice for the 4<sup>th</sup> quarter (April, May and June 2017) salary bill. The overage amount of \$936 was due to an early retirement payout that we did not anticipate when the budget was submitted last spring. This invoice has been checked for accuracy on faculty and wage salaries by our District Office. This is an estimated billing since the fiscal year has not yet ended. The salary figures for April and May are actual; June is an estimate. The Banner sheets attached to the invoice verify the April and May salary and wage figures.

Thank you for your attention to this matter, and for your continued assistance, and for the County's support of Virginia Cooperative Extension, and the Amherst County Extension Office.