

UK- CES Policy for County Extension District Board Reserve Funds-

County Extension District Boards can have up to one year's worth of an operating budget in a reserve account for emergencies. This may be in the form or forms of Capital Improvement funds, Equipment fund and/or reserves.

Any monies over one year's operating funds must be in Capital improvement funds, equipment funds and /or reserves.

All Extension District Boards must develop written plans for the expenditure of all reserve funds. These plans would include a 5 year plan and a 10 year plan.

These written short (5year) and long (10year) range plans should include input from the County Extension Council. Plans for large equipment, capital expenses (buildings, property, additions, etc), additional staffing, and emergency (disaster) plans are to be included in the plans.

Written plans must be recorded in the minutes of the District Board and copies sent to the District Director. Updated plans are to be submitted each year with county budgets.