



**MEMORANDUM**

**DATE:** June 6, 2021  
**TO:** Chair Bob Lucey, Board of Washoe County Commissioners  
**FROM:** Holly Gatzke, Washoe County Extension Educator, Northern Area Director  
**RE:** Submission of FY 2020 Extension budget pursuant to NRS 549.020 (1)

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The undersigned, having been delegated fiscal authority from the Director of Extension, hereby makes the following budget submission pursuant to NRS 549.020:

**A. Revenue-County, State and Federal**

**FY 2022 Projected Revenue**

Washoe County Special Revenue Account:	\$1,764,305
University (State and non-Sponsored Projects Federal):	\$401,175
Sponsored Projects:	\$1,319,598
Total FY 2021:	\$3,485,078

**FY 2021 Projected Revenue**

Washoe County Special Revenue Account:	\$1,659,676
University (State and non-Sponsored Projects Federal):	\$476,494
Sponsored Projects:	\$1,475,850
Total FY 2021:	\$3,612,020

**FY 2020 Revenue**

Washoe County Special Revenue Account:	\$1,541,820
University (State and non-Sponsored Projects Federal):	\$510,768
Sponsored Projects:	\$1,567,500
Total FY 2020:	\$3,620,088

**B. Projected Washoe County Funds Budget**

Budget Sources	
Opening Balance	\$1,495,000
Projected Revenue	\$1,764,305
All Sources Total	\$3,259,305
Budget Uses	
Personnel Costs	\$1,634,115
Travel	\$20,000
Operating Expenses	\$66,480
Overhead Expenses	\$43,710
Equipment	\$0
Capital Improvements	\$0
Contingency Fund	\$1,495,000
All Uses Total	\$3,259,305

**Budget Narrative for Washoe County Funds Budget Uses FY 2022**

The total regular budget is \$1,764,305 for personnel, travel operating and overhead costs. Contingency costs are budgeted for new unsheltered-persons programming, online education, new computers and the outdoor education area establishment totaling costs of \$807,877. The total budget for expenditure in FY22 is \$2,572,182

**Personnel Costs**

This expense pays for all or a portion of salaries and fringe benefits for employees with a University of Nevada, Reno (UNR) home department of Cooperative Extension-Washoe County. These positions include faculty, staff, and temporary employees that provide direct programming or administrative support in the Washoe County office.

**Travel**

Covers mileage reimbursement, in-state, and out of state travel expenses related to Washoe County programs.

**Operating Expenses**

Covers all operating expenses that are not included in the Overhead Expenses category. This would include office supplies, postage, copy/binding, fingerprinting, and other miscellaneous expenses.

**Overhead Expenses**

Covers leases for building and equipment, utilities, and phone costs.

**Equipment**

No equipment purchases in FY 2022.

**Capital Improvements**

See Contingency Fund section for information about proposed Capital Improvements.

**C. Contingency Fund**

Proposed Breakdown of Contingency Funds

	FY 2022
Minimum Contingency	\$687,123
Personnel Costs	\$238,397
Operating Costs	\$169,480
Outdoor Teaching Area Establishment	\$400,000
Total	\$1,495,000

**Minimum Contingency**

This amount is earmarked to cover personnel and operating costs during unexpected conditions, such as a sudden drop in revenue from county, state, or grant sources.

This portion of the funds is used to back-up risk accounts for Sponsored Projects for Washoe County programs where funding is awarded, but the fully executed award document isn't in place yet. UNR allows risk accounts to charge allowable project costs during grant award processing as long as the requesting department has discretionary funds to guarantee the requested risk account budget. In the unlikely event that an award is never fully executed, the project costs would be allocated to these funds.

**Personnel Costs/Operating Costs-Temporary**

In Personnel, this is where we have student workers, new programming, including unsheltered- persons with the county, development of website content, and specialist programming.

In Operating, this is where we have about 30 computers budgeted (lots of computers for Washoe employees will be at the end of their useful life). We will also need to replace our phone system and we may need to replace HVAC system. The soundproof cubicle for online program development is here. This is also where startup budgets for new programming.

**Outdoor Teaching Area Establishment**

Cost to bring in essential needs and services for the new outdoor youth program, master gardener area and horticulture/ agriculture area at to our portion of the Main Station are included.