

412 AGRICULTURAL AGENT - MORROW			2025	2025	2025	2025	2026
Org	Object	Description	Revised Budget	Actual	Available	Percent	FY26 Revised Budget
001412	410300	EMPLOYEES SALARY AND WAGES	\$ 93,959	\$ 39,030	\$ 54,929	42	\$ 96,624
001412	410400	FICA TAX	5,825	2,206	3,621	38	5,991
001412	410401	MEDICARE EXPENSE	1,362	516	1,448	26	1,401
001412	410500	HEALTH INSURANCE	23,331	11,454	11,877	49	24,156
001412	410599	HEALTH INSURANCE-CONTRA	(23,331)	(8,607)	(14,724)	37	(24,156)
001412	410600	RETIREMENT	8,458	3,184	5,274	38	8,696
001412	410802	PART TIME / EXTRA HELP	-	-	-	-	6,800
001412	421400	TRAVEL	3,500	1,191	2,309	34	4,500
001412	422100	TRAINING AND EDUCATION	-	-	-	-	5,000
001412	422200	DUES AND SUBSCRIPTIONS	800	-	800	-	600
001412	423000	CONTRACTED SERVICES	6,300	2,871	3,429	46	6,500
001412	434100	MATERIALS AND SUPPLIES	2,000	68	1,932	3	2,000
001412	435400	COMPUTER HARDWARE	3,400	-	3,400	-	2,292
001412	449999	PCARD UNALLOCATED TRANSACTIONS	-	98	(98)	-	-
001412	456700	CONTR/TRSFR OTHR GOV UNIT	14,800	7,400	7,400	50	-
			<u>\$ 140,405</u>				<u>\$ 140,404</u>

0.0

JEFFERSON COUNTY COMMISSION
 AGRICULTURAL AGENT
 FY26 SALARY AND WAGES
 FY26 MERIT AND COLA

Location	Job Class Description	Status	Last Name	First Name	Grade	Hire Date	Hourly	Annual	FICA	Medicare	Retire	Total
412	ADMINISTRATIVE ASSISTANT-80HR	FT	BLAKER	APRIL	0205	05/23/1997	\$ 25.30	\$ 52,625	\$ 3,263	\$ 763	\$ 4,736	\$ 61,387
412	ADMINISTRATIVE ASSISTANT II-80	FT	BLUE	MORGAN	0414	01/06/2025	21.15	44,000	2,728	638	3,960	51,326
412	Z-AG & NATURAL RESOURCES AGENT	NP	JOHNSON	AMANDA	Z-AG	03/05/2020	-	-	-	-	-	-
412	Z-AG & NATURAL RESOURCES AGENT	NP	MORROW	EMILY	Z-AG	09/20/2019	-	-	-	-	-	-
412	Z-AG & NATURAL RESOURCES AGENT	NP	VACANT		Z-AG		-	-	-	-	-	-
TOTAL SALARY AND WAGES												
								\$ 96,624	\$ 5,991	\$ 1,401	\$ 8,696	\$ 112,712
	COLA 3% NONELECTED	1,320	7/1/2025				3.00%	1,320	82	19	119	114,252
	MERIT 4% NONELECTED	880	1/1/2026				4.00%	880	55	13	79	115,279

County Commission Annual Memorandum of Agreement
WVU Extension & Jefferson County, West Virginia
July 1, 2025 - June 30, 2026

Chapter 19, Article 8, Section 1 of West Virginia State Code states "It shall each year be the duty and responsibility of the county Extension Service Committee to prepare a memorandum of agreement with the county commission and with the county board of education for their financial support of extension work." In accordance with this, along with Chapter 6, Article 9A, the County Extension Service Committee enters into this agreement, and recommends the following budget, an official vote at a meeting held Month/Date/Year.

CATEGORY	CURRENT APPROPRIATION	AMOUNT REQUESTED	AMOUNT APPROVED	REMAINS LOCAL	INVOICED BY WVU	INVOICE IF VACANT	DO NOT CRO LINE ITEMS
					<i>Check the appropriate column for each line</i>	YES OR NO	Check if line item specific
Local Salaries and Fringe (Name and Title)							
Clerical - 2 Administrative Assistants	\$ 104,384.00						
Contracted Services (WVU Faculty and Staff)							
Agent Salary Match							
Program Assistant							
Office Staff	\$7,800.00	\$7,800.00			X		
Contractual (fill in line items as appropriate-refer to instructions for details)							
(214) Travel	\$3,500.00	\$3,500.00		X			
(21) Training and Education	\$7,000.00	\$7,000.00					
(22) Dues & Subscriptions	\$800.00	\$600.00		X			
(230) Contracted Services	\$6,300.00	\$6,500.00		X			
Commodities (fill in line items as appropriate-refer to instructions for details)							
(341) Supplies & Materials	\$2,000.00	\$2,000.00		X			
Capital Outlay							
(456) Land							
(457) Buildings							
(458) Improvements							
(459) Equipment	\$3,400.00	\$3,400.00					
TOTALS	\$135,184.00	\$30,800.00	\$0.00	\$0.00	\$0.00		
		14-Jan-25					
Chair - County Extension Service Committee		Date					

Approved by the County Commission in _____ County on this ____ day of _____, 20____

SELECT A BILLING INCREMENT: Annually _____ Semi-Annually _____ Quarterly _____
(If no increment is selected, the default will be to invoice ANNUALLY)

The County Commission invoices should be sent via mail _____ or email _____ to:

Name: _____
 Email Address: _____
 Mailing Address: _____

 President - County Commission

WVU Extension & Jefferson County, West Virginia
July 1, 2024 - June 30, 2025

Chapter 19, Article 8, Section 1 of West Virginia State Code states "It shall each year be the duty and responsibility of the county Extension Service Committee to prepare a memorandum of agreement with the county commission and with the county board of education for their financial support of extension work." In accordance with this, along with Chapter 6, Article 9A, the County Extension Service Committee enters into this agreement, and recommends the following budget, with an official vote at a meeting held Month/Date/Year.

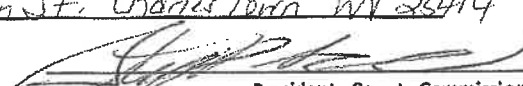
CATEGORY	CURRENT APPROPRIATION	AMOUNT REQUESTED	AMOUNT APPROVED	REMAINS LOCAL	INVOICED BY WVU	INVOICE IF VACANT	DO NOT CROSS LINE ITEMS
				Check the appropriate column for each line		YES OR NO	Check if line item specific
Local Salaries and Punge (Name and Title)							
April Blaker, Administrative Assistant	\$ 55,679.00	\$ 62,848.00	58,464.00	X			
Amanda Masters, Secretary	\$ 43,734.00	\$ 49,365.00	45,920.00	X			
Contracted Services (WVU Faculty and Staff)							
Agent Salary Match							
Program Assistant	\$7,800.00	\$7,800.00	7,800		X	YES	
Office Staff							
Contractual (Fill in line items as appropriate; refer to instructions for details)							
Travel	\$5,000.00	\$5,000.00	4,000	X			
Maintenance & Repair	\$1,000.00	\$1,000.00	500	X			
Training and Education	\$7,000.00	\$7,000.00	7,000		X		
Dues & Subscriptions	\$150.00	\$150.00	100	X			
Contracted Services	\$6,950.00	\$6,950.00	6,300	X			
Commodities (Fill in line items as appropriate; refer to instructions for details)							
Office Supplies	\$2,500.00	\$2,500.00	2,200	X			
Capital Outlay							
(456) Land							
(457) Buildings							
(458) Improvements							
(459) Equipment	\$3,400.00	\$3,400.00	3,400				
TOTALS	\$133,213.00	\$145,013.00	80,000				

Helen R. L. L. L.
Chair - County Extension Service Committee

Date 15-Feb-24 136,185.00

Approved by the County Commission in Jefferson County on this 21 day of March, 2023

SELECT A BILLING INCREMENT: Annually _____ Semi-Annually _____ Quarterly ☒
(if no increment is selected, the default will be to invoice ANNUALLY)

The County Commission Invoices should be sent via mail and email to:
Name: Bessie F. Nelson
Email Address: hanson@jefferson-county WV - org
Mailing Address: 124 E. Washington St. Charles Town WV 25414

President - County Commission

JEFFERSON COUNTY, WV - PRODUCTION

YEAR-TO-DATE BUDGET REPORT

FOR 2025 08



ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 GENERAL FUND						
001412 AGRICULTURAL AGENT						
001.412.GG.410300.	93,959.00	EMPLOYEES SALARY AND WAGES	53,049.38	0.00	40,909.62	56.5%
001.412.GG.410400	89,484.00	FICA TAX	7,432.60	0.00	2,838.99	51.3%
001.412.GG.410401.	5,548.00	MEDICARE EXPENSE	391.74	0.00	1,265.20	35.6%
001.412.GG.410500.	1,298.00	HEALTH INSURANCE	91.61	0.00	7,148.67	69.4%
001.412.GG.410500.	23,331.00	HEALTH INSURANCE-CONTRA	3,787.76	0.00	-10,936.43	53.1%
001.412.GG.410599.	-23,331.00	RETIREMENT	0.00	0.00	4,012.64	52.6%
001.412.GG.410600.	8,458.00	TRAVEL	668.94	0.00	2,308.59	34.0%
001.412.GG.421400.	3,500.00	DUES AND SUBSCRIPTIONS	75.00	0.00	725.00	9.4%
001.412.GG.422200.	800.00	CONTRACTED SERVICES	1,191.41	0.00	1,787.63	71.6%
001.412.GG.423000.	6,300.00	MATERIALS AND SUPPLIES	4,512.37	0.00	1,771.79	11.4%
001.412.GG.434100.	2,000.00	COMPUTER HARDWARE	228.21	0.00	2,092.30	38.5%
001.412.GG.435400.	3,400.00	CONTR/TRANSFR OTHR GOV UNIT	1,307.70	0.00	3,700.00	75.0%
001.412.GG.456700.	14,800.00		11,100.00	0.00		
TOTAL AGRICULTURAL AGENT	141,008.00		83,384.00	0.00	57,624.00	59.1%
TOTAL GENERAL FUND	141,008.00		83,384.00	0.00	57,624.00	59.1%
TOTAL EXPENSES	141,008.00		83,384.00	0.00	57,624.00	
GRAND TOTAL	141,008.00		83,384.00	0.00	57,624.00	59.1%

** END OF REPORT - Generated by Tina Branson **