

# Understanding the County Annual Fiscal Statement



## Introduction

### *What is CAFS?*

CAFS is an annual statement used to collect financial data from our county partners. Since IFAS Extension is a cooperative operation, it is important that all involved in the endeavor cooperate financially.

### *Where is CAFS?*

The statement will be housed on a secure internet server. Users can access the server here:

<https://ifas.acceleration.net/welcome>

### *Collected Information*

- County Budget Information
- County Expenditure Information
- County Salaries of Extension Employee's
- Assets under \$1,000 (to be implemented in next database update)

### *How is the CAFS information used?*

The Information from the Annual Fiscal Statement is used to extrapolate several different reports for IFAS Extension and its constituents.

- Partners in Progress Report
- County Salaries in the Extension Directory
- Tracking open positions in county offices
- Tracking assets under \$1,000 (to be implemented in the future)

# Users

There are three different user categories in CAFS:

- Administrator
- County Representative
- District Director

## *Administrator*

Administrators will be in charge of keeping track of the information entered into CAFS. They are Deans and County Operations personnel. Administrators have full access to CAFS. The rolls of the Administrator are:

- Running reports from CAFS
- Opening a fiscal year for data entry
- Closing a fiscal year for data entry
- Checking data for integrity
- Adding/Deleting users
- Assigning users
- Maintaining/Updating CAFS

## *District Directors*

District Directors have access to all county information within their district. District Directors can edit information in the current fiscal year. They can view, but not edit any information in previous fiscal years. The rolls of a District Director are:

- Running reports
- Checking the entries of their districts

## *County Representatives*

County Representatives are comprised of the users that will be entering the county fiscal data. This can be any employee in the county extension office. County Representatives only have access to enter and view data for their county. They can edit the current open fiscal year. They can view, but not edit any previously entered years. The rolls of a County Representative are:

- Entering Budget information for their county
- Entering Salary information for their county extension agents
- Entering Expense information for their county
- Confirming their reports once complete

# Functions of CAFS

## User Administration

This is where the Administrators can update and remove users. Usernames are denoted by email addresses. Passwords will automatically be generated when fiscal years are opened. You must close the previous Fiscal Year, open the new Fiscal Year and copy the salary row before proceeding to send the automatic email password notification.

## Fiscal Years

Fiscal years will be opened for data entry for only a particular time period, 30 days. This will help control what period users are entering data for. It also prevents archived data from changing – this data should become static once the Fiscal Year has been closed. The Administrator has the ability to open and close fiscal years.

logged in as adamn@ufl.edu

[Welcome](#)
[Admin](#)
[Users](#)
[Fiscal Years](#)
[Reports](#)
[Budget Entry](#)
[Expense Entry](#)
[Salaries Entry](#)

---

Displays As:  \*

Is Open?  Yes  No

Start Date:  \*

End Date:  \*

Name	Is Open	Start Date	End Date	
2009-10 Fiscal Year	Open	10/1/2009	9/30/2010	<input type="button" value="view records"/> <input type="button" value="edit"/> <input type="button" value="Close"/> <input type="button" value="delete"/>

## Reports

Reports in CAFS can be viewed within your web browser and then exported to an Excel spreadsheet. New reports can be created by request.

- County Budget Report
- Data Coverage Report (Which counties have entered data so far)
- County Expense Report
- County Employee Salary Report

Title	Description
<a href="#">Budget Report</a>	A report of all the county budgets that have been entered. Filterable by district and fiscal year
<a href="#">Data Coverage Report</a>	View data entered by counties for a given fiscal year.
<a href="#">Expenses Report</a>	A report of all the county expenses that have been entered. Filterable by district and fiscal year
<a href="#">Salaries Report</a>	A report of all the county salaries that have been entered. Filterable by district and fiscal year

### County Budget Entry

County representatives can use this section of CAFS to enter their county budget data. This includes salary/benefits budgets, travel budgets, equipment and other expense budgets. While the fiscal year is open, users can enter data for the current budget year. At any time, they can also view data from previous years ( but they cannot enter data for previous years).

Welcome	Admin	Users	Fiscal Years	Reports	Budget Entry	Expense Entry
2009-10 Fiscal Year   Alachua   Show this Selection						
<b>County: Alachua</b>						
This is to certify that the Board of County Commissioners of Alachua, Florida, has approved the following budget for the fiscal year, October 1, 2009 through September 30, 2010.						
	Salaries and Benefits	Dollars	FTE			
	Professional	\$ 206,864.00	1.0			
	Para-Professional	\$ 156.00	0.0			
	Clerical/Secretarial	\$ 129,230.00	3.0			
	<b>Total Salaries and Benefits:</b>	<b>\$ 336,250.00</b>	<b>Total Emps: 4.00</b>			
	Travel Expenses	\$ 9,625.00				
	Equipment (Operating Capital Outlay)	\$ 3,546.00				
	All Other Expenses	\$ 76,481.00				
	<b>Total County Extension Budget:</b>	<b>\$ 426,102.00</b>				
Save Budget Information						

### County Expense Entry

This section captures the actual expenses incurred since the last fiscal year. While the County Budget Entry records the estimate of future expenses (aka "budget), the County Expense Entry is much like an "after the fact" reporting of what was actually spent. The fields are very much the same as the Budget Entry, and can be used to compare last year's budget to last year's expenses.

Welcome	Admin	Users	Fiscal Years	Reports	Budget Entry	Expense Entry
2009-10 Fiscal Year   Alachua   Show this Selection						
<b>County: Alachua</b>						
		County Funds	County Administered Contracts & Grants			
	Salaries and Benefits	\$ 145,654.00	\$ 21,654.00			
	Other Personal Services (OPS)	\$ 546,546.00	\$ 100.00			
	Expense	\$ 21,321.00	\$ 321,215.00			
	Operating Capital Outlay	\$ 12,132.00	\$ 12,321.00			
	<b>Total Salaries and Benefits:</b>	<b>\$ 725,653.00</b>	<b>\$ 355,290.00</b>			
	Actual Charges for Office Space*	\$ 0.00				
*Amount included in operating budget for OFFICE space (custodial salaries, rent, custodial supplies and utilities)						
If the gross square footage of your office space has changed since last year, please enter the new square footage. 0.0						
Save Expenditure Report						

### Salaries Entry

CAFS will allow us to track open and closed positions within the county, as well as the county salary portion of an employee's salary. This information is invaluable in being able to gain perspective on the current status of Extension. Additionally, we will be able to collect position titles for non-UF employee's such as clerks, engineers or secretaries. **DO NOT ENTER FRINGES IN THIS SECTION.**

2009-10 Fiscal Year | Alachua | Show this Selection

**County: Alachua**

This is to certify that the Board of County Commissioners of Alachua, Florida, has approved the following salary and travel for the fiscal year, October 1, 2009 through September 30, 2010. Please include all county/state extension faculty and all county employees fully paid by the county.

Name / Id	Position Title	County Annual Salary (Excluding Benefits)
Position Vacant: <input type="radio"/> Yes <input checked="" type="radio"/> No First Name: <input type="text" value="John"/> Last Name: <input type="text" value="Doe"/> UFID: <input type="text" value="8256-8894"/>	<input type="text" value="Courtesy Ext. Agent I"/> Other: <input type="text"/>	\$ 35,158.00
Position Vacant: <input checked="" type="radio"/> Yes <input type="radio"/> No First Name: <input type="text"/> Last Name: <input type="text"/> UFID: <input type="text"/>	<input type="text" value="County Extension Director - Ext. Agent IV"/> Other: <input type="text"/>	\$ 558,654.00
Position Vacant: <input type="radio"/> Yes <input checked="" type="radio"/> No First Name: <input type="text" value="John"/> Last Name: <input type="text" value="Do"/> UFID: <input type="text"/>	<input type="text" value="&lt; Select A Title or Type One Below &gt;"/> Other: <input type="text" value="asd"/>	\$ 4,565.00
<input type="button" value="Add another row"/>		\$ 598,377.00
<input type="button" value="Save Salary Information"/>		

*Confirming Reports*

Once a user has finished entering data for the current fiscal year, they must confirm the fiscal statement as complete. A confirmed report will allow the administration to know that the county entered data is thorough and ready to be used for reporting purposes.