

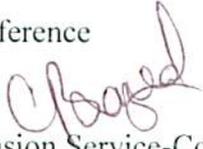


August 30, 2011

County Extension Service

MEMO TO: Judge Keith Self  
Commissioner Matt Shaheen  
Commissioner Cheryl Williams  
Commissioner Joe Jaynes  
Commissioner Duncan Webb

RE: FY11 Education and Conference

FROM: Carrie T. Brazeal   
Texas AgriLife Extension Service-Collin County

My apologies to you for having to take the time to read this memo. As FY11 closes, I find that we have overspent our Education and Conference line item. This is the first time that this has happened during my tenure as Department Head, which started in 1993. I thought that our current policies were adequate but they were not this year. Due to miscommunication, misunderstanding and a learning curve, this line item went into the red. I have had to adjust this line item by approximately \$1,000 by transferring funds from other line items.

We are working with representatives from Purchasing, Budget and the Auditor's office to resolve this situation and to create new policies that will ensure that this error does not occur again. This has been a painful process that I don't want to repeat!

I appreciate all the assistance that we have received from the above departments. They have been a tremendous help in resolving this matter.

Again, my apologies. If you have questions, please let me know.