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*Revised:*

*Adopted: 06/09/14*

# City of Nehalem 2014-2015 Fiscal Year Budget



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# Budget Message

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## CITY OF NEHALEM

35900 8th Street - P.O. Box 143

Nehalem, OR 97131

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### To the Citizens of the City of Nehalem:

It is my privilege to present to you the Fiscal Year 2014-2015 Budget for the City of Nehalem. The Annual Budget serves as a guide for both services and finances for the Fiscal Year beginning July 1<sup>st</sup>, 2014 and ending June 30<sup>th</sup>, 2015; and is the most comprehensive operating policy adopted by the City of Nehalem.

### THE BUDGET DOCUMENT

The FY 2014-2015 Budget is presented here on a Fund-by-Fund basis, detailing resources and requirements for the last three Fiscal Years (including the current Year) as well as the proposed levels for Fiscal Year '14-'15 in all Funds of the City. These details provide an indication of the resources and requirements the City has experienced in the past, in relation to the current and proposed Fiscal Year's Budget.

### FISCAL YEAR 2014-2015

The Budget for FY 14-15 totals \$2,002,928, a decrease of 18%, or \$451,724 from FY '13-'14. The Budget amount includes **\$1,121,827 in Unappropriated Ending Fund Balances (monies in the budget, but not budgeted to be spent)**. The Budget includes \$35,000 for a required new Master Water Plan and \$28,000 in Contingency. We are budgeting only **\$881,101 for actual expenditures**. With strict fiscal oversight and the benefits of the 2006-2008 Water Distribution Project, the City is continuing to succeed in operating efficiently and effectively. Given our limited resources, this is no small feat, considering that so many other jurisdictions across the state and in fact the nation, continue to face very difficult decisions trying to balance their budget, while continuing to serve the needs of their citizens.

Property taxes estimated to be received total \$47,000 and include monies to be received from FY '14-'15's levy (\$45,000) and monies owed from previous tax years (\$2,000). Total property taxes equal less than 1.0% of all Resources for FY 14-15, and comprise 32% of all Resources in the General Fund.

With very few exceptions, overall requirements are held to the same or less amounts as in FY 13-14. The largest categories of Requirements include monies Reserved for Future Expenditure 56%, over half of the budget (of that amount, 66% is in the Timber Fund while another 34% is related to the Water System). It should be noted that the City moved to a new Preferred Provider medical insurance plan in FY '11-'12 that has netted a substantial savings to the City. However total insurance/benefits costs for the City are expected to increase by 16% this coming year due to losses within our self-insured group. The biggest insurance premium increase is in the property and liability policies.

Non-routine Requirements include: \$14,500 to continue the Police Services contract with the City of Manzanita for supplemental patrols within the City, \$2,000 to codify the City's Ordinances and a \$28,000 contingency fund that will allow the City to transfer funds, **only if necessary**, without the expense of a Supplemental Budget; there is also an additional \$35,000 for a required new Master Water Plan and Water Management and Conservation Plan. There are no other Capital Expenditures in this budget.

# **Budget Message (cont.)**

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## **Fees, Charges & Monetary Penalties in FY '14-'15**

While this Budget does not include any planned increases in fees, charges or monetary penalties or the establishment of new ones, the City may periodically review its fees, charges and monetary penalties within this Fiscal Year to ensure their applicability, equity and fairness, which could result in a future modification of such fees, charges and monetary penalties and their subsequent impact on this and future Budgets. While Water Rates are expected to remain unchanged in FY '14-'15, it is expected that staff will review the rate of return of water rates versus current and projected expenses which may result in an adjustment being made prior to the end of this coming Fiscal Year.

## **Statement of Indebtedness**

The City entered into a Loan Agreement with the Oregon Infrastructure Finance Authority's Safe Drinking Water Revolving Loan Fund on June 16<sup>th</sup>, 2006, for \$3.25 million, repayable over 30 years at 1% interest, to replace aged and broken water lines. The City has no plans to issue any further debt or enter into any Loan Agreements in Fiscal Year 2014-2015.

It has been my privilege to present to you the Fiscal Year 2014-2015 Budget. Thank you.

Respectfully submitted,



Dale Shafer,  
City Manager

**FORM  
LB-20**

**RESOURCES  
GENERAL FUND**

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year _2014-2015_____			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
1	28,916	59,788	14,262	1. Available cash on hand* (cash basis) or	49,000	49,000	49,000	1
2				2. Net working capital (accrual basis)				2
3	3,717	2,989	2,000	3. Previously levied taxes estimated to be received	2,000	2,000	2,000	3
4	107	129	70	4. Interest	80	80	80	4
5	28,200	44,000	28,693	5. Transferred IN, from other funds	28,693	28,693	28,693	5
6				<b>6 OTHER RESOURCES</b>				6
7	3,348	3,623	3,743	State Liquor Commission	3,743	3,743	3,743	7
8	398	384	375	Cigarette Tax	375	375	375	8
9	32,834	3,037	2,800	State Revenue Sharing	2,800	2,800	2,800	9
10	1,500	3,000	3,000	DLCD Coastal Grant	3,000	3,000	3,000	10
11	1,500	3,000	1,500	Marine Assistance Program	1,300	1,300	1,300	11
12	1,000	1,350	1,000	DLCD Planning Asst. Grant.	1,000	1,000	1,000	12
13	810	4,859	0	Charter Franchise	2400	2,400	2,400	13
14	353	0	0	NBFRD Utility Reimbursement	0	0	0	14
15	175	100	100	Permits, Licenses & Fees	200	200	200	15
16	1,847	1,273	1,800	Transient Lodgings Tax	1,200	1,200	1,200	16
17	150	150	150	ST Rental Permit Fees	200	200	200	17
18	2,525	12,413	1,300	Police Fines & Assessments	3,000	3,000	3,000	18
19	1,650	1,700	1,500	Hall Rental	500	500	500	19
20	50	0	50	Park Power Fee	0	0	0	20
21	6,500	0	6,500	Admin of Other Funds/Depts	0	0	0	21
22	1,800	600	0	ODFW Lease	0	0	0	22
23	52	16	100	Miscellaneous	50	50	50	23
24	696	1,215	0	Refunds	0			24
25				25				25
26				26				26
27				27				27
28				28				28
29	118128	143626	68943	29. Total resources, except taxes to be levied	99541	99541	99541	29
30				30. Taxes estimated to be received	46,000	46,000	46,000	30
31				31. Taxes collected in year levied				31
<b>32</b>	<b>118128</b>	<b>143626</b>	<b>68943</b>	<b>32. TOTAL RESOURCES</b>	<b>145541</b>	<b>145541</b>	<b>145541</b>	<b>32</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM  
LB-30**

**REQUIREMENTS SUMMARY  
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM  
GENERAL FUND - ADMINISTRATION  
CITY OF NEHALEM**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2014-2045			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
				<b>PERSONNEL SERVICES</b>				
1	5,554	4,468	5,201	City Manager/Recorder	5,331	5,331	5,331	1
2	3,449	3,319	2,370	Assistant City Recorder	4,020	4,020	4,020	2
3	3,329	3,881	3,507	Payroll Expense	5,397	5,397	5,397	3
4				4				4
5				5				5
6				6				6
7	<b>12,332</b>	<b>11,668</b>	<b>11,078</b>	<b>7 TOTAL PERSONNEL SERVICES</b>	<b>14,748</b>	<b>14,748</b>	<b>14,748</b>	<b>7</b>
				<b>Total Full-Time Equivalent (FTE)</b>				
				<b>MATERIALS AND SERVICES</b>				
8				SEE SCHEDULE LB 31				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14	<b>56,248</b>	<b>71,826</b>	<b>71,486</b>	<b>14 TOTAL MATERIALS AND SERVICES</b>	<b>70,982</b>	<b>70,982</b>	<b>70,982</b>	<b>14</b>
				<b>CAPITAL OUTLAY</b>				
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21	<b>0</b>	<b>0</b>	<b>0</b>	<b>21 TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>
				<b>TRANSFERRED TO OTHER FUNDS</b>				
22	1,213	1,294	0	Building Reserve Fund	0	0	0	22
23				23				23
24				24				24
25	<b>1,213</b>	<b>1,294</b>	<b>0</b>	<b>25 TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>
			5,000	<b>26 OPERATING CONTINGENCY</b>	12,000	12,000	12,000	
26	28,916	59,788		27 Ending balance (prior years)				26
27			1,533	<b>28 UNAPPROPRIATED ENDING FUND BALANCE</b>	30,296	30,296	30,296	27
28	<b>98,709</b>	<b>144,576</b>	<b>89,097</b>	<b>29 TOTAL REQUIREMENTS</b>	<b>128,026</b>	<b>128,026</b>	<b>128,026</b>	<b>28</b>

**DETAILED REQUIREMENTS**

**FORM  
LB-31**

GENERAL FUND - ADMINISTRATION  
CITY OF NEHALEM

Line Item	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employees	Range*	Budget for Next Year 2014-2015			Total
	Actual		Adopted Budget This Year 2013-2014				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013								
1				<b>MATERIALS AND SERVICES</b>						1
2	6,391	4,926	7,201	Utilities			7,301	7,301	7,301	2
3	511	2,030	2,485	Insurance			3,131	3,131	3,131	3
4	1,276	2,979	2,500	Office Supplies			0	0	0	4
5	14,443	22,772	15,000	Professional Services			16,000	16,000	16,000	5
6	200	0	200	Permits/Licenses/Fees			200	200	200	6
7	924	1,415	2,500	Advertising/Public Notices			2,500	2,500	2,500	7
8	520	0	550	Generator			550	550	550	8
9	4,142	1,446	3,500	Materials and Supplies			7,000	7,000	7,000	9
10	600	425	600	Bank Service Charge			200	200	200	10
11	200	0	50	Refunds			50	50	50	11
12	13,200	13,200	14,000	Police Services			15,000	15,000	15,000	12
13	0	0	500	Emergency Management			500	500	500	13
14	4,869	3,771	4,000	Council Expenses			4,000	4,000	4,000	14
15	4,076	4,467	4,000	City Manager Expenses			5,000	5,000	5,000	15
16	598	1,975	1,500	City Recorder's Expenses			3,000	3,000	3,000	16
17	60	174	200	Dues & Subscriptions			200	200	200	17
18	0	0	7,500	Ordinance Codification			2,000	2,000	2,000	18
19	261	260	300	Oregon Government Ethics Comm			450	450	450	19
20	2,203	2,988	1,000	Charter Franchise Legal			0	0	0	20
21	1,774	10,444	3,900	Maintenance & Repair			3,900	3,900	3,900	21
22				22						22
23				23						23
24				24						24
25				25						25
26				26						26
27				27						27
28				28						28
29				29						29
30				30						30
31				31 Ending balance (prior years)						31
32				<b>32 UNAPPROPRIATED ENDING FUND BALANCE</b>						32
<b>33</b>	<b>56248</b>	<b>73272</b>	<b>71486</b>	<b>33 TOTAL REQUIREMENTS</b>			<b>70982</b>	<b>70982</b>	<b>70982</b>	<b>33</b>

**FORM  
LB-30**

**REQUIREMENTS SUMMARY  
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM  
GENERAL FUND - TRANSIENT LODGING  
CITY OF NEHALEM**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2014-2015			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
				PERSONNEL SERVICES				
1				1				1
2				2				2
3				3				3
4				4				4
5				5				5
6				6				6
7	0	0	0	7 TOTAL PERSONNEL SERVICES	0	0	0	7
				Total Full-Time Equivalent (FTE)				
				MATERIALS AND SERVICES				
8	500	518	540	Tillamook County EDC	540	540	540	8
9	1,000	1,000	1,000	NBCC/Tourism	0	0	0	9
10	250	250	250	COL-PAC EDD	250	250	250	10
11	1,000	1,000	1,000	Nehalem Merchants Assn.	1,000	1,000	1,000	11
12				12				12
13				13				13
14	2,750	2,768	2,790	14 TOTAL MATERIALS AND SERVICES	1,790	1,790	1,790	14
				CAPITAL OUTLAY				
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21	0	0	0	21 TOTAL CAPITAL OUTLAY	0	0	0	21
				TRANSFERRED TO OTHER FUNDS				
22				22				22
23				23				23
24				24				24
25	0	0	0	25 TOTAL TRANSFERS	0	0	0	25
				26 OPERATING CONTINGENCY				
26				27 Ending balance (prior years)				26
27				28 UNAPPROPRIATED ENDING FUND BALANCE				27
28	2,750	2,768	2,790	29 TOTAL REQUIREMENTS	1,790	1,790	1,790	28

**FORM  
LB-30**

**REQUIREMENTS SUMMARY  
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM  
GENERAL FUND-COMMUNITY DEVELOPMENT  
CITY OF NEHALEM**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2014-2015			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
				PERSONNEL SERVICES				
1				1				1
2				2				2
3				3				3
4				4				4
5				5				5
6				6				6
7	0	0	0	7 TOTAL PERSONNEL SERVICES	0	0	0	7
				Total Full-Time Equivalent (FTE)				
				MATERIALS AND SERVICES				
8	0	0	1,000	Planning Consultant	1,000	1,000	1,000	8
9	76	0	500	Advertising & Public Notice	500	500	500	9
10	4,000	4,000	4,000	Administration Charge	0	0	0	10
11				11				11
12				12				12
13				13				13
14	4,076	4,000	5,500	14 TOTAL MATERIALS AND SERVICES	1,500	1,500	1,500	14
				CAPITAL OUTLAY				
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21	0	0	0	21 TOTAL CAPITAL OUTLAY	0	0	0	21
				TRANSFERRED TO OTHER FUNDS				
22				22				22
23				23				23
24				24				24
25	0	0	0	25 TOTAL TRANSFERS	0	0	0	25
				26 OPERATING CONTINGENCY				
26				27 Ending balance (prior years)				26
27				28 UNAPPROPRIATED ENDING FUND BALANCE				27
28	4,076	4,000	5,500	29 TOTAL REQUIREMENTS	1,500	1,500	1,500	28



**FORM  
LB-30**

**REQUIREMENTS SUMMARY  
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM  
GENERAL FUND - PARKS & RECREATION  
CITY OF NEHALEM**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2014-2015			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
				PERSONNEL SERVICES				
1				1				1
2				2				2
3				3				3
4				4				4
5				5				5
6				6				6
7	0	0	0	7 TOTAL PERSONNEL SERVICES	0	0	0	7
				Total Full-Time Equivalent (FTE)				
				MATERIALS AND SERVICES				
8	554	662	700	Utilities	700	700	700	8
9	3,250	3,065	3,900	Professional Services	4,000	4,000	4,000	9
10	4,000	0	4,000	Administration Charge	0	0	0	10
11	157	352	500	Materials & Supplies	500	500	500	11
12	49	542	2,000	Maintenance & Repair	2,000	2,000	2,000	12
13	2,540	3,976	3,000	Public Restroom M/R	4,000	4,000	4,000	13
14	10,550	8,597	14,100	14 TOTAL MATERIALS AND SERVICES	11,200	11,200	11,200	14
				CAPITAL OUTLAY				
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21	0	0	0	21 TOTAL CAPITAL OUTLAY	0	0	0	21
				TRANSFERRED TO OTHER FUNDS				
22				22				22
23				23				23
24				24				24
25	0	0	0	25 TOTAL TRANSFERS	0	0	0	25
				26 OPERATING CONTINGENCY				
26				27 Ending balance (prior years)				26
27				28 UNAPPROPRIATED ENDING FUND BALANCE				27
28	10,550	8,597	14,100	29 TOTAL REQUIREMENTS	11,200	11,200	11,200	28

**DETAILED REQUIREMENTS**

**FORM  
LB-31**

GENERAL FUND NON-DEPARTMENTAL  
CITY OF NEHALEM

Line Item	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employees	Range*	Budget for Next Year 2014-2015			Total
	Actual		Adopted Budget This Year 2013-2014				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013								
1				<b>MATERIALS &amp; SERVICES</b>						1
2	500	500	500	OCZMA			500	500	500	2
3	1,000	1,000	1,500	Women's Crisis Center			1,500	1,500	1,500	3
4	202	204	225	League of Oregon Cities			225	225	225	4
5	373	193	200	Local Government Personnel Inst.			250	250	250	5
6	500	550	550	EVCNB			550	550	550	6
7				7						7
8				8						8
9				9						9
10				10						10
11				11						11
12				12						12
13				13						13
14				14						14
15				15						15
16				16						16
17				17						17
18				18						18
19				19						19
20				20						20
21				21						21
22				22						22
23				23						23
24				24						24
25				25						25
26				26						26
27				27						27
28				28						28
29				29						29
30				30						30
31				31 Ending balance (prior years)						31
32				<b>32 UNAPPROPRIATED ENDING FUND BALANCE</b>						32
<b>33</b>	<b>2575</b>	<b>2447</b>	<b>2975</b>	<b>33 TOTAL REQUIREMENTS</b>			<b>3025</b>	<b>3025</b>	<b>3025</b>	<b>33</b>

**FORM  
LB-20**

**RESOURCES  
STREET FUND**  
(Fund)

**CITY OF NEHALEM**

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2014-2015			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
1	20,483	9,536	12,750	1. Available cash on hand* (cash basis) or	35,000	35,000	35,000	1
2				2. Net working capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	190	112	75	4. Interest	75	75	75	4
5	139,806	10,000	10,000	5. Transferred IN, from other funds	10,000	10,000	10,000	5
6				<b>6 OTHER RESOURCES</b>				6
7	14,708	17,747	15,457	ODOT Gas Tax	15,457	15,457	15,457	7
8	0	0	0	SCA Grant	0	0	0	8
9	54,848	0	0	FEMA Reimbursement	0	0	0	9
10	1,914	1,390	1,800	Nehalem Tel Franchise Fee	1,800	1,800	1,800	10
11	2,450	2,545	2,545	Charter Communications Franchise Fee	2,545	2,545	2,545	11
12	2,287	2,517	2,300	Western Oregon Waste Franchise Fee	2,300	2,300	2,300	12
13	12,973	13,077	12,600	PUD Service Agreement	12,600	12,600	12,600	13
14	1,556	1,603	1,775	Merchants Parking Lot Lease	1,760	1,760	1,760	14
15	0	0	0	Permits, Licenses & Fees	0	0	0	15
16	5,500	0	5,500	Administration of Other Funds	0	0	0	16
17	0	0	0	CCIS Grant	1,200	1,200	1,200	17
18	617	890	375	Miscellaneous	375	375	375	18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	257332	59417	65177	29. Total resources, except taxes to be levied	83112	83112	83112	29
30				30. Taxes estimated to be received				30
31				31. Taxes collected in year levied				31
<b>32</b>	<b>257332</b>	<b>59417</b>	<b>65177</b>	<b>32. TOTAL RESOURCES</b>	<b>83112</b>	<b>83112</b>	<b>83112</b>	<b>32</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM  
LB-30**

**REQUIREMENTS SUMMARY  
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM  
STREET FUND  
CITY OF NEHALEM**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2014-2015			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
				<b>PERSONNEL SERVICES</b>				
1	5,060	4,743	5,445	Public Works Superintendent	5,581	5,581	5,581	1
2	3,570	3,749	3,842	Maintenance Worker	3,842	3,842	3,842	2
3	4,857	6,266	5,932	Payroll Expenses	7,932	7,932	7,932	3
4				4				4
5				5				5
6				6				6
7	<b>13,487</b>	<b>14,758</b>	<b>15,219</b>	<b>7 TOTAL PERSONNEL SERVICES</b>	<b>17,355</b>	<b>17,355</b>	<b>17,355</b>	<b>7</b>
				<b>Total Full-Time Equivalent (FTE)</b>				
				<b>MATERIALS AND SERVICES</b>				
8	87,931	48,251	43,775	See Schedule on LB31	45,200	45,200	45,200	8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14	<b>87,931</b>	<b>48,251</b>	<b>43,775</b>	<b>14 TOTAL MATERIALS AND SERVICES</b>	<b>45,200</b>	<b>45,200</b>	<b>45,200</b>	<b>14</b>
				<b>CAPITAL OUTLAY</b>				
15	4,257	0	0	Street Improvement Project	0	0	0	15
16	69,317	0	0	Equipment	0	0	0	16
17				17				17
18				18				18
19				19				19
20				20				20
21	<b>73,574</b>	<b>0</b>	<b>0</b>	<b>21 TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>
				<b>TRANSFERRED TO OTHER FUNDS</b>				
22	1,214	629	0	Transfer to Bldg Reserve	0	0	0	22
23	54,348	0	0	Transfer to Timber Fund	0	0	0	23
24				24				24
25	<b>55,562</b>	<b>629</b>	<b>0</b>	<b>25 TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>
				0	4,000	4,000	4,000	
26	26,778	32,387		26 OPERATING CONTINGENCY				
27			6,183	27 Ending balance (prior years)	16,557	16,557	16,557	26
28				<b>28 UNAPPROPRIATED ENDING FUND BALANCE</b>	<b>16,557</b>	<b>16,557</b>	<b>16,557</b>	<b>27</b>
28	<b>257,332</b>	<b>96,025</b>	<b>65,177</b>	<b>29 TOTAL REQUIREMENTS</b>	<b>83,112</b>	<b>83,112</b>	<b>83,112</b>	<b>28</b>

**DETAILED REQUIREMENTS**

**FORM  
LB-31**

**STREET FUND  
CITY OF NEHALEM**

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ- ees	Range*	Budget for Next Year 2014-2015			
	Actual		Adopted Budget This Year 2013-2014				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2013-2013								
1				<b>MATERIALS &amp; SERVICES</b>						1
2										2
3	7,162	6,898	9,600	Utilities			9,600	9,600	9,600	3
4	516	2,740	5,000	Insurance			6,300	6,300	6,300	4
5	8,548	1,879	7,000	Professional Services			7,000	7,000	7,000	5
6	855	635	2,500	Engineering & Consulting			2,500	2,500	2,500	6
7	191	310	1,000	Maintenance & Repairs			1,000	1,000	1,000	7
8	433	862	2,000	Materials & Supplies			2,000	2,000	2,000	8
9	1,556	1,603	1,775	Parking Lot Lease - Merchants Association			1,800	1,800	1,800	9
10	68,660	4,667	15,000	Streets Maintenance & Regpir			15,000	15,000	15,000	10
11				11						11
12				12						12
13				13						13
14				14						14
15				15						15
16				16						16
17				17						17
18				18						18
19				19						19
20				20						20
21				21						21
22				22						22
23				23						23
24				24						24
25				25						25
26				26						26
27				27						27
28				28						28
29				29						29
30				30						30
31				31 Ending balance (prior years)						31
32				<b>32 UNAPPROPRIATED ENDING FUND BALANCE</b>						32
<b>33</b>	<b>87921</b>	<b>19594</b>	<b>43875</b>	<b>33 TOTAL REQUIREMENTS</b>			<b>45200</b>	<b>45200</b>	<b>45200</b>	<b>33</b>

**RESOURCES  
WATER FUND**

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2014-2045			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
1	194,160	198,303	202,960	1. Available cash on hand* (cash basis) or	203,000	203,000	203,000	1
2				2. Net working capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	800	803	800	4. Interest	800	800	800	4
5				5. Transferred IN, from other funds				5
6				6 <b>OTHER RESOURCES</b>				6
7	475,940	484,753	476,800	Water Receipts	476,800	476,800	476,800	7
8	4,000	1,500	2,500	Water connections	2,500	2,500	2,500	8
9	0	0	50	Material Sales	50	50	50	9
10	33	0	50	Miscellaneous	50	50	50	10
11	123	0	0	Refunds	0	0	0	11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	675056	685359	683160	29. Total resources, except taxes to be levied	683200	683200	683200	29
30				30. Taxes estimated to be received				30
31				31. Taxes collected in year levied				31
<b>32</b>	<b>675056</b>	<b>685359</b>	<b>683160</b>	<b>32. TOTAL RESOURCES</b>	<b>683200</b>	<b>683200</b>	<b>683200</b>	<b>32</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM  
LB-30**

**REQUIREMENTS SUMMARY  
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM  
WATER FUND  
CITY OF NEHALEM**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2014-2015			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
				<b>PERSONNEL SERVICES</b>				
1	49,981	50,378	46,809	City Manager/Recorder	47,977	47,977	47,977	1
2	31,138	39,046	21,330	Assistant City Recorder	36,180	36,180	36,180	2
3	45,536	48,383	49,009	Public Works Superintendent	50,234	50,234	50,234	3
4	32,128	33,734	34,758	Maintenance Worker	34,758	34,758	34,758	4
5	73,898	86,193	75,652	Payroll Expenses	87,137	87,137	87,137	5
6				6				6
7	<b>232,681</b>	<b>257,734</b>	<b>227,558</b>	<b>7 TOTAL PERSONNEL SERVICES</b>	<b>256,286</b>	<b>256,286</b>	<b>256,286</b>	<b>7</b>
				<b>Total Full-Time Equivalent (FTE)</b>				
				<b>MATERIALS AND SERVICES</b>				
8				See schedule on LB 31				8
9	70,619	78,648	121,816	Materials & Services	124,990	124,990	124,990	9
10				10				10
11				11				11
12				12				12
13				13				13
14	<b>70,619</b>	<b>78,648</b>	<b>121,816</b>	<b>14 TOTAL MATERIALS AND SERVICES</b>	<b>124,990</b>	<b>124,990</b>	<b>124,990</b>	<b>14</b>
				<b>CAPITAL OUTLAY</b>				
15	125,932	0	0	OECD SDWRFLF Repaymenet	0	0	0	15
16	0	0	0	Vehicles	0	0	0	16
17	0	32,288	0	Equipment	0	0	0	17
18				18				18
19				19				19
20				20				20
21	<b>125,932</b>	<b>32,288</b>	<b>0</b>	<b>21 TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>
				<b>TRANSFERRED TO OTHER FUNDS</b>				
22	0	125,932	125,932	Transfer to Debt Service Fund	125,932	125,932	125,932	22
23				23				23
24				24				24
25	<b>0</b>	<b>125,932</b>	<b>125,932</b>	<b>25 TOTAL TRANSFERS</b>	<b>125,932</b>	<b>125,932</b>	<b>125,932</b>	<b>25</b>
			10,000	<b>26 OPERATING CONTINGENCY</b>	12,000	12,000	12,000	
26	210,960	198,302		27 Ending balance (prior years)				26
27			198,034	<b>28 UNAPPROPRIATED ENDING FUND BALANCE</b>	163,992	163,992	163,992	27
28	<b>640,192</b>	<b>692,904</b>	<b>683,340</b>	<b>29 TOTAL REQUIREMENTS</b>	<b>683,200</b>	<b>683,200</b>	<b>683,200</b>	<b>28</b>

## DETAILED REQUIREMENTS

**FORM  
LB-31**

### WATER FUND CITY OF NEHALEM

#	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ- ees	Range*	Budget for Next Year 2014-2015			#
	Actual		Adopted Budget				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013	This Year 2013-2014							
1				<b>MATERIALS AND SERVICES</b>						1
2										2
3	1,016	5,175	9,008	Insurance			11,350	11,350	11,350	3
4	3,330	2,904	4,000	Billing Supplies			4,500	4,500	4,500	4
5	9,635	8,495	15,000	Professional Services			15,000	15,000	15,000	5
6	0	5,808	5,000	Engineering/Consulting			5,000	5,000	5,000	6
7	566	1,169	1,000	Advertising & Public Notices			1,000	1,000	1,000	7
8	1,512	1,609	5,000	Water Testing			5,000	5,000	5,000	8
9	6,452	5,882	7,000	Gas, Oil & Accessories			7,000	7,000	7,000	9
10	15,948	15,135	17,000	Filtration Plant Operation			17,000	17,000	17,000	10
11	658	985	2,000	Chemicals & Supplies			2,000	2,000	2,000	11
12	11,592	10,051	18,000	Materials & Supplies			17,000	17,000	17,000	12
13	8,594	10,450	15,000	Maintenance & Repair			15,000	15,000	15,000	13
14	2,155	0	5,000	Maintenance Dams Road			5,000	5,000	5,000	14
15	362	730	5,000	Reservoir Maintenance & Repair			5,000	5,000	5,000	15
16	240	553	1,000	Training			1,000	1,000	1,000	16
17	53	0	750	Food & travel			750	750	750	17
18	816	534	825	Dues & Subscriptions			825	825	825	18
19	7,710	7,595	11,633	Utilities			12,565	12,565	12,565	19
20				20						20
21				21						21
22				22						22
23				23						23
24				24						24
25				25						25
26				26						26
27				27						27
28				28						28
29				29						29
30				30						30
31				31 Ending balance (prior years)						31
32				<b>32 UNAPPROPRIATED ENDING FUND BALANCE</b>						32
<b>33</b>	<b>70639</b>	<b>77075</b>	<b>113217.008</b>	<b>33 TOTAL REQUIREMENTS</b>			<b>124990</b>	<b>124990</b>	<b>124990</b>	<b>33</b>



**SPECIAL FUND  
RESOURCES AND REQUIREMENTS  
TIMBER FUND**

CITY OF NEHALEM

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2014-2015			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
				RESOURCES				
1	46,908	440,209	427,465	1. Cash on hand * (cash basis), or	300,000	300,000	300,000	1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	1,865	2,157	1,200	4. Interest	1,000	1,000	1,000	4
5	54,348	0	0	5. Transferred IN, from other funds	0	0	0	5
6	0	25,000	0	Timber Sale Deposit	25,000	25,000	25,000	6
7	553,474	43,421	600,000	Timber Sales	560,000	560,000	560,000	7
8				8				8
9	656,595	510,787	1,028,665	9. Total Resources, except taxes to be levied	886,000	886,000	886,000	9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
<b>12</b>	<b>656,595</b>	<b>510,787</b>	<b>1,028,665</b>	<b>12. TOTAL RESOURCES</b>	<b>886,000</b>	<b>886,000</b>	<b>886,000</b>	<b>12</b>
				REQUIREMENTS				
1	37,858	55,589	48,750	Timber Consultant & Reforestation	70,000	70,000	70,000	1
2	996	3,865	3,000	Timber Roads M/R	3,000	3,000	3,000	2
3	0	0	0	Timber Sale Deposit Refund	25,000	25,000	25,000	3
4	2,126	2,124	2,500	Fire Protection, Watershed	2,500	2,500	2,500	4
5	28,200	44,000	28,693	Transfer to General Fund	28,693	28,693	28,693	5
6	139,806	10,000	10,000	Transfer to Street Fund	10,000	10,000	10,000	6
7	7,400	4,309	585,000	Transfer to Building Reserve Fund	0	0	0	7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15	440,209	376,979		15. Ending balance (prior years)				15
16			350,722	16. UNAPPROPRIATED ENDING FUND BALANCE	746,807	746,807	746,807	16
<b>17</b>	<b>656,595</b>	<b>496,866</b>	<b>1,028,665</b>	<b>17. TOTAL REQUIREMENTS</b>	<b>886,000</b>	<b>886,000</b>	<b>886,000</b>	<b>17</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS  
BUILDING RESERVE FUND**

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2014-2015			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
				RESOURCES				
1	9,191	25,371	3,806	1. Cash on hand * (cash basis), or	16,140	16,140	16,140	1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	95	140	80	4. Interest	60	60	60	4
5	16,085	12,892	585,000	5. Transferred IN, from other funds	0	0	0	5
6				6				6
7				7				7
8				8				8
9	25371	38403	588886	9. Total Resources, except taxes to be levied	16200	16200	16200	9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
<b>12</b>	<b>25371</b>	<b>38403</b>	<b>588886</b>	<b>12. TOTAL RESOURCES</b>	<b>16200</b>	<b>16200</b>	<b>16200</b>	<b>12</b>
				REQUIREMENTS				
1				<b>CAPITAL OUTLAY</b>				1
2	0	0	585,000	New City Hall	0	0	0	2
3	0	31,950	0	Professional Services	0	0	0	3
4				4				4
5				5				5
6				6				6
7				7				7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15	25,371	6,453		15. Ending balance (prior years)				15
16			3,886	16. UNAPPROPRIATED ENDING FUND BALANCE	16,200	16,200	16,200	16
<b>17</b>	<b>25371</b>	<b>38403</b>	<b>588886</b>	<b>17. TOTAL REQUIREMENTS</b>	<b>16200</b>	<b>16200</b>	<b>16200</b>	<b>17</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS  
CEMETERY FUND**

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2014-2015			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
				RESOURCES				
1	28,352	25,443	24,000	1. Cash on hand * (cash basis), or	33,500	33,500	33,500	1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	104	116	80	4. Interest	80	80	80	4
5				5. Transferred IN, from other funds				5
6	2,500	2,500	2,000	Plot Sales	2,000	2,000	2,000	6
7				7				7
8				8				8
9	30956	28059	26080	9. Total Resources, except taxes to be levied	35580	35580	35580	9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
<b>12</b>	<b>30956</b>	<b>28059</b>	<b>26080</b>	<b>12. TOTAL RESOURCES</b>	<b>35580</b>	<b>35580</b>	<b>35580</b>	<b>12</b>
				REQUIREMENTS				
1	4,000	0	4,000	Administration Charge	0	0	0	1
2	0	506	2,000	Grounds M/R	2,000	2,000	2,000	2
3	80	0	1,000	Materials &Supplies	1,000	1,000	1,000	3
4	1,434	584	2,500	Professional Services	2,500	2,500	2,500	4
5				5				5
6				6				6
7				7				7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15	25,442	26,969		15. Ending balance (prior years)				15
16			16,580	16. UNAPPROPRIATED ENDING FUND BALANCE	30,080	30,080	30,080	16
<b>17</b>	<b>30956</b>	<b>28059</b>	<b>26080</b>	<b>17. TOTAL REQUIREMENTS</b>	<b>35580</b>	<b>35580</b>	<b>35580</b>	<b>17</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS  
WATER CAPITAL PROJECTS FUND**

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2014-2015			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
				RESOURCES				
1	114,727	131,300	147,900	1. Cash on hand * (cash basis), or	151,500	151,500	151,500	1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	482	715	450	4. Interest	450	450	450	4
5				5. Transferred IN, from other funds				5
6				6				6
7				7				7
8				8				8
9	115209	132015	148350	9. Total Resources, except taxes to be levied	151950	151950	151950	9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
<b>12</b>	<b>115209</b>	<b>132015</b>	<b>148350</b>	<b>12. TOTAL RESOURCES</b>	<b>151950</b>	<b>151950</b>	<b>151950</b>	<b>12</b>
				REQUIREMENTS by Org. Unit/Prog.&Activity				
13				Water Master Plan	35,000	35,000	35,000	13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27	131,300	151,499		27. Ending balance (prior years)				27
28			157,350	28. UNAPPROPRIATED ENDING FUND BALANCE	116950	116,950	116,950	28
<b>29</b>	<b>131300</b>	<b>151499</b>	<b>157350</b>	<b>29. TOTAL REQUIREMENTS</b>	<b>151950</b>	<b>151950</b>	<b>151950</b>	<b>29</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS  
VFW FLAG RESERVE FUND**

CITY OF NEHALEM

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2014-2014			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
				RESOURCES				
1	1,699	1,381	1,385	1. Cash on hand * (cash basis), or	1,335	1,335	1,335	1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	7	15	6	4. Interest	10	10	10	4
5				5. Transferred IN, from other funds				5
6				6				6
7				7				7
8				8				8
9	1706	1396	1391	9. Total Resources, except taxes to be levied	1345	1345	1345	9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
<b>12</b>	<b>1706</b>	<b>1396</b>	<b>1391</b>	<b>12. TOTAL RESOURCES</b>	<b>1345</b>	<b>1345</b>	<b>1345</b>	<b>12</b>
				REQUIREMENTS by Org. Unit/Prog.&Activity				
13	325	0	350	Materials & Supplies	350	350	350	13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27	1,381	1,396		27. Ending balance (prior years)				27
28			1,041	28. UNAPPROPRIATED ENDING FUND BALANCE	995	995	995	28
<b>29</b>	<b>1706</b>	<b>1396</b>	<b>1391</b>	<b>29. TOTAL REQUIREMENTS</b>	<b>1345</b>	<b>1345</b>	<b>1345</b>	<b>29</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**PERSONNEL SERVICES SUMMARY  
SUPPLEMENTAL INFORMATION  
SALARIES PAID FROM MORE THAN ONE SOURCE**

	POSITION DESCRIPTION	No. of Emps	Range	Total Salary	Detailed Salary			Detailed Salary			Detailed Salary			Detailed Salary			
					Page	Line	Amount	Page	Line	Amount	Page	Line	Amount	Page	Line	Amount	
1	City Manager	1		\$53,308	5	1	5,331	15	1	47,977							1
2	Assistant City Recorder	1		40,180	5	2	4,020	15	2	36,180							2
3	Public Works Superintendent	1		55,815	12	1	5,581	15	3	50,240							3
4	Maintenance Worker	1		38,420	12	2	3,842	15	4	34,578							4
5																	5
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# Glossary

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**Accrual Basis.** Method of accounting recognizing transactions when they occur without regard toward cash flow timing [ORS 294.311(1)].

**Activity.** That portion of the work of an organizational unit relating to a specific function or class of functions, a project or program, a subproject or subprogram, or any convenient division of these [ORS 294.311(2)].

**Adopted Budget.** Financial plan that forms the basis for appropriations. Adopted by the governing body [ORS 294.435].

**Ad Valorem Tax.** A property tax computed as a percentage of the value of taxable property. See “Assessed Value.”

**Appropriation.** Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body [ORS 294.311(3)].

**Approved Budget.** The budget that has been approved by the budget committee. The data from the approved budget is published in the Financial Summary before the budget hearing [ORS 294.406].

**Assessed Value.** The value set on real and personal property as a basis for imposing taxes. It is the lesser of the property’s maximum assessed value or real market value.

**Assessment Date.** The date on which the real market value of property is set – January 1<sup>st</sup>.

**Bequest.** A gift by will of personal property; a legacy.

**Billing Rate.** The tax rate used to compute ad valorem taxes for each property. When applicable, it is derived from subtracting the timber offset rate from the permanent or operating rate.

**Budget.** Written report showing the local government’s comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year [ORS 294.311(4)].

**Budget Committee.** Fiscal planning board of a local government, consisting of the governing body

plus an equal number of legal voters appointed from the district [ORS 294.336].

**Budget Cycle.** The recurring process in which a government prepares, adopts, and implements a spending plan. The budget cycle consists of 1) preparation of a budget proposal, 2) legislative approval of the proposed budget, 3) executive branch implementation of the proposed budget, and 4) preparation of an annual report detailing the results of operations.

**Budget Message.** Written explanation of the budget and the local government’s financial priorities. It is prepared and presented by the executive officer or chairperson of the governing body [ORS 294.391].

**Budget Officer.** Person appointed by the governing body to assemble budget material and information and to physically prepare the proposed budget [ORS 294.331].

**Budget Transfers.** Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund.

**Capital Budget.** A spending plan for improvements to or acquisition of land, facilities, and infrastructure. The capital budget 1) balances revenues and expenditures, 2) specifies the sources of revenues, 3) lists each project or acquisition, and 4) must ordinarily be approved by the legislative body.

**Capital Outlay.** Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings [ORS 294.352(6)].

**Capital Projects Fund.** A fund used to account for resources, such as bond sale proceeds, to be used for major capital item purchase or construction [OAR 150-294.352(1)].

**Cash Basis.** System of accounting under which revenues are accounted for only when received in cash, and expenditures are accounted for only when paid [ORS 294.311(7)].

**Category of Limitation.** The three categories in which taxes on property are placed before the constitutional limits can be tested—education, general government, excluded from limitation [ORS 310.150].

# Glossary(cont.)

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**Chart of Accounts.** A chart that assigns a unique number to each type of transactions (e.g., salaries or property taxes) and to each budgetary unit in the organization. The chart of accounts provides a system for recording revenues and expenditures that fits the organizational structure.

**Consolidated Billing Tax Rate.** The consolidated billing tax rate is a combined total of the billing rates for all taxing districts in the code area but does not include the billing rate for any urban renewal special levies or non-ad valorem taxes, fees, or other charges.

**Constitutional Limits.** The maximum amount of tax on property that can be collected from an individual property in each category of limitation [Art. XI, Sect.11b, Or. Constitution].

**Current Assets.** Assets which are available to finance current operations or to pay current liabilities.

**Debt Service Fund.** A fund established to account for payment of general long-term debt principal and interest [OAR 150-294.352(1)].

**Devise.** A gift by will of the donor of real property.

**Double Majority.** A term that refers to an election where at least 50 percent of the registered voters eligible to vote in the election cast a ballot and more than 50 percent voting approve the question.

**Education Category.** The category for taxes that will be used to support the public school system and are not used to pay exempt bonded indebtedness [ORS 310.150(2)].

**Encumbrance.** An obligation chargeable to an appropriation and for which part of the appropriation is reserved [ORS 294.311(10)].

**Enterprise Fund.** A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting. Examples are those funds for water, gas, and electric utilities, swimming pools, airports, parking garages, transit systems, and ports [OAR 150-294.352(1)].

**Excluded from Limitation Category.** The category for taxes used to pay principal and interest on exempt bonded indebtedness [ORS 310.150(2)].

**Exempt Bonded Indebtedness.** 1) Bonded indebtedness authorized by a specific provision of

the Oregon Constitution, or 2) bonded indebtedness issued as a general obligation on or before November 6, 1990, incurred for capital construction or capital improvements, or 3) bonded indebtedness issued as a general obligation after November 6, 1990, incurred for capital construction or capital improvements with the approval of the electors of the local government. Bonded indebtedness issued to refund or refinance any bonded indebtedness described above is also included [ORS 310.140(15)].

**Expenditures.** Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis [ORS 294.311(12)].

**Fiduciary Funds.** Funds that account for resources that governments hold in trust for individuals or other governments.

**Fiscal Year.** A 12-month period to which the annual operating budget applies. At the end of the period, a government determines its financial position and the results of its operations. It is July 1<sup>st</sup> through June 30<sup>th</sup> for local governments [ORS 294.311(13)].

**Fund.** A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.

**Fund Balance.** The fund equity of government funds; that is, the difference between a fund's assets and its liabilities.

**Fund Type.** One of nine fund types: General, special revenue, debt service, capital projects, special assessments, enterprise, internal service, trust and agency, and reserve [OAR 150-294.352(1) and ORS 280.100].

**Gap Bonds.** Any portion of a local government's property tax levy that is used to repay qualified taxing district obligations. Qualified taxing district obligations include principal and interest on any bond or formal, written borrowing of moneys issued before December 5, 1996, for which ad valorem property tax revenues have been pledged or explicitly committed or that are secured by a covenant to levy. Also included are pension and disability plan obligations that commit property taxes and impose property taxes to fulfill those obligations.



# Glossary(cont.)

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**General Fund.** A fund used to account for most fiscal activities except those activities required to be accounted for in another fund [OAR 150-294.352(1)].

**General Government Category.** The category for taxes used to support general government operations that are not for the purposes of paying exempt bonded indebtedness [ORS 310.150(2)].

**Governing Body.** County court, board of commissioners, city council, school board, board of trustees, board of directors, or other managing board of a local government unit [ORS 294.311(15)].

**Grant.** A donation or contribution in cash by one governmental unit to another unit which may be made to support a specified purpose or function, or general purpose [294.311(16)].

**Interfund Loans.** Loans made by one fund to another and authorized by resolution or ordinance. Interfund loans must be repaid in the current fiscal year or budgeted to be repaid in the next fiscal year [ORS 294.460].

**Internal Service Fund.** A fund used to account for fiscal activities when goods or services are provided by one department or agency to other departments or agencies on a cost-reimbursement basis [ORS 294.470].

**Levy.** Amount of ad valorem tax certified by a local government for the support of governmental activities.

**Liabilities.** Debt or other legal obligation arising from transactions in the past which must be liquidated, renewed, or refunded at a future date; does not include encumbrances.

**Local Government.** Any city, county, port, school district, community college, public or quasi-public corporation (including a municipal utility or dock commission) operated by a separate board or commission; a municipal corporation or municipality [ORS 294.311(19)].

**Local Option Tax.** Taxing authority voter-approved by a double majority that is in addition to the taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose or capital projects. They are limited to five years unless they are for a capital project, then they are limited to the useful life of the project or 10 years, whichever is less.

**Maximum Assessed Value (MAV).** The maximum taxable value limitation placed on real or personal property by the constitution. It can increase a maximum of 3 percent each year. The 3 percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction.

**Modified Accrual Basis of Accounting.** A form of accrual accounting in which 1) expenditures are recognized when the goods or services are received and 2) revenues, such as taxes, are recognized when measurable and available to pay expenditures in the current accounting period.

**Net Working Capital.** The sum of the cash balance, accounts receivable expected to be realized during the ensuing year, inventories, supplies, prepaid expenses less current liabilities and, if encumbrance method of accounting is used, reserve for encumbrances [ORS 294.311(20)].

**Object Classification.** A grouping of expenditures, such as personal services, materials and services, capital outlay, debt services, and other types of requirements [ORS 294.311(22)].

**Objects of Expenditure.** Items to be purchased in an operating budget. The line items in a budget are sometimes called objects of expenditure.

**Operating Budget.** That portion of a budget that deals with recurring expenditures such as salaries, electric bills, postage, printing and duplicating, paper supplies, and gasoline. The operating budget may be a separate document from the capital budget, or a consolidated document may be prepared that has one section devoted to operating expenditures and another to capital expenditures. Taken together, the operating and capital budgets should equal the total amount of spending for the fiscal period.

**Operating Rate.** The rate determined by dividing the local government's operating tax amount by the estimated assessed value of the local government. This rate is needed when a local government wants to impose less tax than its permanent rate will raise.

**Ordinance.** A formal legislative enactment by the governing board of a municipality.

**Organizational Unit.** Any administrative subdivision of the local government, especially one charged with carrying on one or more specific

# Glossary(cont.)

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functions (such as a department, office or division) [ORS 294.311(23)].

**Payroll Expenses.** Expenses related to the compensation of salaried employees, such as: Health and accident insurance premiums, Social Security and retirement contributions, and civil service assessments among many others.

**Permanent Rate Limit.** The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government can increase a permanent rate limit.

**Prior Years' Tax Levies.** Taxes levied for fiscal years preceding the current one.

**Program.** A group of related activities to accomplish a major service or function for which the local government is responsible [ORS 294.311(25)].

**Program Budget.** A budget based on the programs of the local government.

**Property Taxes.** Ad valorem tax certified to the county assessor by a local government unit.

**Proposed Budget.** Financial and operating plan prepared by the budget officer. It is submitted to the public and the budget committee for review.

**Publication.** Public notice given by publication in a newspaper of general circulation within the boundaries of the local government; mailing through the US Postal Service by first class mail to each street address within the boundaries of the local government; and hand delivered to each street address within the boundaries of the local government.

**Real Market Value (RMV).** The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm's-length transaction as of the assessment date. In most cases, the values used to test the constitutional limits [ORS 308.205].

**Reserve Fund.** Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment [ORS 280.100].

**Resolution.** A formal order of a governing body; lower legal status than an ordinance.

**Resource.** Estimated beginning funds on hand plus anticipated receipts [ORS 294.361].

**Special Levy.** A special levy is an ad valorem tax, imposed for an urban renewal plan area. It is not a result of a division of tax but rather imposed directly for the plan area and is attributed to urban renewal on the tax statement, unlike the division of tax amount.

**Special Revenue Fund.** A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specific purposes [OAR 150-294.352(1)].

**Supplemental Budget.** A financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted. It cannot be used to authorize a tax [ORS 294.480].

**Tax Increment Financing.** A financial mechanism for urban renewal plans which captures the tax from the growth in property value within a designated geographical area.

**Tax on Property.** Any tax, fee, charge or assessment imposed by any government unit upon property or upon a property owner as a direct consequence of ownership of that property [ORS 310.140(1)].

**Tax Rate.** The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property.

**Tax Roll.** The official list showing the amount of taxes imposed against each taxable property.

**Tax Year.** The fiscal year from July 1<sup>st</sup> through June 30<sup>th</sup>.

**Trust Fund.** A fund used to account for fiscal activities of assets held in trust by a local government.

**Unappropriated Ending Fund Balance.** Amount set aside in the budget to be used as a cash carryover to the next year's budget. It provides the local government with cash until tax money is received from the county treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency [ORS 294.371]