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Revised:

Adopted: 6/10/2019

City of Nehalem 2019-2020 Fiscal Year Budget



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Budget Message



CITY OF NEHALEM

35900 8th Street - P.O. Box 143

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To the Honorable Mayor, Members of the City Council, Citizen Members of the Budget Committee, and Citizens of Nehalem:

It is my privilege to present to you the Fiscal Year 2019-2020 Budget for the City of Nehalem. The Annual Budget serves as a guide for both services and finances for the Fiscal Year beginning July 1st, 2019 and ending June 30th, 2020. It is the most comprehensive operating policy adopted by the City of Nehalem.

THE BUDGET DOCUMENT

The FY 2019-2020 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 19-20 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 2019-2020

The Budget for FY 19-20 totals \$2,341,874, a decrease of \$201,908 from FY 18-19. This decrease is due to some large projects being completed during the current budget year. The Budget amount includes **\$903,081 in Unappropriated Ending Fund Balances (monies included in the Budget, but not appropriated to be spent). These are not "surplus funds." They are Reserve Funds as established in accordance with Oregon Budget Law.** These funds function as a savings account for future projects and provide the necessary reserves in case of an emergency. The Budget includes \$30,000 to improve the Public Parking Lot, \$325,000 for water line replacement, \$5,700 for Emergency Management, \$500 to extend the cemetery waterline and \$31,000 in Contingency. We are budgeting only **\$1,438,793 for actual expenditures of which \$355,500 are for Capital Outlay expenditures.** We also have a loan payment of \$125,932 to the Safe Drinking Water Revolving Loan Fund as we are paying back the \$20,000,000 loan for our 2006-2008 Water Distribution Project.

With strict fiscal oversight, 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 \$46,000 and include monies to be received from FY 19-20's levy (\$44,000) and monies owed from previous tax years (\$2,000). Total property taxes equal less than 2% of all Resources for FY 19-20, and comprise 22% of all Resources in the General Fund.

Budget Message (cont.)

Financial Practices

The 2019-20 Proposed Budget has been prepared based on the following City fiscal practices:

- Revenues and expenditures are estimated accurately, but conservatively
- Reserves should be maintained in each fund that are adequate according to accepted accounting practices and to provide a bridge to cover expenses that are incurred prior to the receipt of significant revenues
- Ongoing expenses should be covered by ongoing revenue
- Capital equipment and vehicles should be maintained and/or replaced so they are in proper working order and funds to do so need to be available
- City buildings also need to be maintained and/or repaired as needed so as not to lose value and funds to do so need to be available
- While this City budget is a one-year document, a multi-year approach is used to consider the future implications of current fiscal conditions and decisions

It should be noted that the City changed to a new Health Insurance Plan as of January 1, 2018 as our old plan was no longer offered. Premiums will increase by 6%. However other insurance/benefits costs for the City are expected to stay the same due to our experience rating. The city has budgeted raises for our employees, which will bring them more in line with other cities in the area. There are also well deserved performance bonuses for the Maintenance Specialist and the Assistant City Recorder.

Non-routine requirements include \$18,800 to continue the Police Services contract with the City of Manzanita for supplemental patrols within the City, and \$18,000 for the Comprehensive Plan review that is required by state law. We also have a \$31,000 contingency fund that will allow the City to transfer funds, **only if necessary**, without the expense of a supplemental budget.

Fees, Charges & Monetary Penalties in FY 19-20

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 them within the coming Fiscal Year. While we expect water rates to remain unchanged in FY 19-20 staff will review the rate of return of water rates versus current and projected expenses which may result in an adjustment 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 16th, 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 2019-2020.

It has been my privilege to present to you the Fiscal Year 2019-2020 Budget. Thank you.

Respectfully submitted,

Dale Shafer,
City Manager

**RESOURCES
GENERAL FUND**

(Fund)

CITY OF NEHALEM

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	2019-2020			
	Actual		Adopted Budget This Year Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-2017	First Preceding Year 2017-2018						
1	111,310	120,926	122,700	1 Available cash on hand* (cash basis) or	110,000	110,000	110,000	1
2				2 Net working capital (accrual basis)				2
3	1,608	2,130	2,000	3 Previously levied taxes estimated to be received	1,500	1,500	1,500	3
4	790	1,211	300	4 Interest	800	800	800	4
5	30,000	30,000	30,000	5 Transferred IN, from other funds	32,000	32,000	32,000	5
6				6 OTHER RESOURCES				6
7	3,879	4,532	3,500	7 State Liquor Commission	3,500	3,500	3,500	7
8	378	316	390	8 Cigarette Tax	200	200	200	8
9	3,994	4,829	2,700	9 State Revenue Sharing	2,100	2,100	2,100	9
10	0	0	0	10 DLCDC Coastal Grant	0	0	0	10
11	3,000	2,700	3,000	11 Marine Assistance Program	2,700	2,700	2,700	11
12	1,711	1,101	800	12 Permits, Licenses & Fees	1,000	1,000	1,000	12
13	1,296	2,443	1,500	13 Transient Lodging Tax	1,700	1,700	1,700	13
14	150	200	200	14 ST Rental Fees	200	200	200	14
15	8,936	4,094	2,000	15 Police Fines & Assessments	6,000	6,000	6,000	15
16	750	1,025	500	16 Hall Rental	1,000	1,000	1,000	16
17	0	1,000	1,000	17 DLCDC Planning Grant	1,000	1,000	1,000	17
18	0	0	0	18 Refunds	0	0	0	18
19	5,215	1,025	50	19 Miscellaneous	200	200	200	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	173017	177532	170640	29 Total resources, except taxes to be levied	163900	163900	163900	29
30			46,000	30 Taxes estimated to be received	46,000	46,000	46,000	30
31	48,232	49,507		31 Taxes collected in year levied				31
32	221249	227039	216640	32 TOTAL RESOURCES	209900	209900	209900	32

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
GENERAL FUND - ADMINISTRATION
 (name of fund)

CITY OF NEHALEM
 (name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: <u>Administration</u>	Budget For Next Year 2019-2020				
Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2016-2017	First Preceding Year 2017-2018							
1			1	PERSONNEL SERVICES			1	
2	5,714	5,846	2	CITY MANAGER/RECORDER	6,480	6,480	6,480	2
3	4,130	4,815	3	ASSISTANT CITY MANAGER/RECORDER	5,400	5,400	5,400	3
4	3,302	3,948	4	PAYROLL EXPENSES	6,600	6,600	6,600	4
5			5					5
6			6					6
7			7					7
8	13,146	14,609	8	TOTAL PERSONNEL SERVICES	18,480	18,480	18,480	8
9	0.20	0.20	9	Total Full-Time Equivalent (FTE)	0.20	0.20	0.20	9
10			10	MATERIALS AND SERVICES			10	
11	65,337	75,537	11	See Schedule LB31	96,530	96,530	96,530	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	65,337	75,537	27	TOTAL MATERIALS AND SERVICES	96,530	96,530	96,530	27
28			28	CAPITAL OUTLAY			28	
29			29					29
30			30					30
31			31					31
32			32					32
33			33					33
34			34					34
35	0	0	35	TOTAL CAPITAL OUTLAY	0	0	0	35
36	78,483	90,146	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	115,010	115,010	115,010	36

Detailed Requirements

GENERAL FUND - ADMINISTRATION

(Fund)

Historical data			Requirements for GF-Administration (Name of program or organizational unit)	Budget for next year 20 ¹⁹ - 20				
Actual		Adopted budget this year 20 ¹⁸ - 19		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
Second preceding year 20 ¹⁶ - 17	First preceding year 20 ¹⁷ - 18							
1			1	MATERIALS & SERVICES				1
2			2					2
3	4,655	4,723	3	Utilities	6,000	6,000	6,000	3
4	4,950	3,916	4	Insurance	6,780	6,780	6,780	4
5	16,871	29,724	5	Professional Services	29,000	29,000	29,000	5
6	65	1,431	6	Advertising & Public Notices	1,100	1,100	1,100	6
7	488	700	7	Generator	700	700	700	7
8	5,216	5,007	8	Materials & Supplies	6,000	6,000	6,000	8
9	0	0	9	Bank Service Charge	0	0	0	9
10	0	0	10	Refunds	50	50	50	10
11	15,600	17,040	11	Police Service Contract	18,800	18,800	18,800	11
12	0	0	12	Emergency Management	5,700	5,700	5,700	12
13	1,367	715	13	Council Expenses	1,500	1,500	1,500	13
14	9,109	5,459	14	City Manager Expenses	6,000	6,000	6,000	14
15	4,223	4,816	15	City Recorder Expenses	5,000	5,000	5,000	15
16	1,061	254	16	Dues & Subscriptions	300	300	300	16
17	0	495	17	Ordinance Codification	2,200	2,200	2,200	17
18	0	0	18	Oregon Ethics Commission	450	450	450	18
19	1,535	1,229	19	Maintenance & Repair	2,000	2,000	2,000	19
20	0	0	20	Website Redevelopment	5,500	5,500	5,500	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	Total full time equivalent (FTE)*				30
31			31	Ending balance (prior years)				31
32			32	Unappropriated ending fund balance				32
33	65,337	75,537	33	Total requirements	96,530	96,530	96,530	33

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
GENERAL FUND - TRANSIENT LODGING

CITY OF NEHALEM

(name of fund)

(name of Municipal Corporation)

1	Historical Data			REQUIREMENTS FOR: Transient Lodging	Budget For Next Year 2019-2020			1
	Actual		Adopted Budget This Year 2019-22020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-2017	First Preceding Year 2017-2018						
2				PERSONNEL SERVICES				2
3								3
4								4
5								5
6								6
7								7
8	0	0	0	TOTAL PERSONNEL SERVICES	0	0	0	8
9				Total Full-Time Equivalent (FTE)				9
10				MATERIALS AND SERVICES				10
11	540	540	600	Tillamook County EDC	600	600		11
12	250	250	250	Col Pac EDD	250	250		12
13	1,000	1,000	1,000	Nehalem Merchants Association	0	0		13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27	1,790	1,790	1,850	TOTAL MATERIALS AND SERVICES	850	850	0	27
28				CAPITAL OUTLAY				28
29								29
30								30
31								31
32								32
33								33
34								34
35	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0	35
36	1,790	1,790	1,850	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	850	850	0	36

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
GENERAL FUND - COMMUNITY DEVELOPMENT
 (name of fund)

CITY OF NEHALEM
 (name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: <u>Community Development</u>	Budget For Next Year 2019-2020			
Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2016-2017	First Preceding Year 2017-2018						
1			1	PERSONNEL SERVICES			1
2			2				2
3			3				3
4			4				4
5			5				5
6			6				6
7			7				7
8	0	0	8	TOTAL PERSONNEL SERVICES			0
9			9	Total Full-Time Equivalent (FTE)			
10			10	MATERIALS AND SERVICES			10
11	640	15,834	11	18,000	18,000	18,000	11
12	0	0	12	500	500	500	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	640	15,834	27	18,500	18,500	18,500	27
28			28	CAPITAL OUTLAY			28
29			29				29
30			30				30
31			31				31
32			32				32
33			33				33
34			34				34
35	0	0	35	0	0	0	35
36	640	15,834	36	18,500	18,500	18,500	36

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
GENERAL FUND - PARKS & RECREATION

CITY OF NEHALEM

(name of fund)

(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: <u>Parks & Recreation</u>	Budget For Next Year 2019-2020			
Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 216-2017	First Preceding Year 2017-2018						
1			1	PERSONNEL SERVICES			1
2			2				2
3			3				3
4			4				4
5			5				5
6			6				6
7			7				7
8	0	0	8	TOTAL PERSONNEL SERVICES	0	0	8
9			9	Total Full-Time Equivalent (FTE)			9
10			10	MATERIALS AND SERVICES			10
11	741	676	11	UTILITIES	800	800	11
12	650	0	12	PROFESSIONAL SERVICES	1,000	1,000	12
13	297	823	13	MATERIALS & SUPPLIES	3,000	3,000	13
14	123	1,492	14	MAINTENANCE & REPAIR	1,900	1,900	14
15	3,713	2,770	15	PUBLIC RESTROOMS M/R	4,000	4,000	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	5,524	5,761	27	TOTAL MATERIALS AND SERVICES	10,700	10,700	27
28			28	CAPITAL OUTLAY			28
29			29				29
30			30				30
31			31				31
32			32				32
33			33				33
34			34				34
35	0	0	35	TOTAL CAPITAL OUTLAY	0	0	35
36	5,524	5,761	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	10,700	10,700	36

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
GENERAL FUND - NON-DEPARTMENTAL

CITY OF NEHALEM

(name of fund)

(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: <u>Non-Departmental</u>	Budget For Next Year 2019-2020			
Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2016-2017	First Preceding Year 2017-2018						
1			1	PERSONNEL SERVICES			1
2			2				2
3			3				3
4			4				4
5			5				5
6			6				6
7			7				7
8	0	0	8	TOTAL PERSONNEL SERVICES			0
9			9	Total Full-Time Equivalent (FTE)			0
10			10	MATERIALS AND SERVICES			10
11	550	500	11	0	0	0	11
12	1,500	1,500	12	1,500	1,500	1,500	12
13	224	228	13	250	250	250	13
14	198	198	14	200	200	200	14
15	550	550	15	650	650	650	15
16	0	0	16	0	0	0	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	3,022	2,976	27	TOTAL MATERIALS AND SERVICES			2,600
28			28	CAPITAL OUTLAY			28
29			29				29
30			30				30
31			31				31
32			32				32
33			33				33
34			34				34
35	0	0	35	TOTAL CAPITAL OUTLAY			0
36	3,022	2,976	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL			2,600

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND

 (name of fund)

CITY OF NEHALEM

 (name of Municipal Corporation)

1	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2019-2020			1	
	Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		2
	Second Preceding Year 2016-2017	First Preceding Year 2017-2018							
1				PERSONNEL SERVICES NOT ALLOCATED				1	
2								2	
3								3	
4	0	0	0	TOTAL PERSONNEL SERVICES	0	0	0	4	
5				Total Full-Time Equivalent (FTE)				5	
6				MATERIALS AND SERVICES NOT ALLOCATED				6	
7								7	
8								8	
9	0	0	0	TOTAL MATERIALS AND SERVICES	0	0	0	9	
10				CAPITAL OUTLAY NOT ALLOCATED				10	
11								11	
12								12	
13	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0	13	
14				DEBT SERVICE				14	
15								15	
16								16	
17	0	0	0	TOTAL DEBT SERVICE	0	0	0	17	
18				SPECIAL PAYMENTS				18	
19								19	
20								20	
21	0	0	0	TOTAL SPECIAL PAYMENTS	0	0	0	21	
22				INTERFUND TRANSFERS				22	
23								23	
24								24	
25								25	
26								26	
27								27	
28	0	0	0	TOTAL INTERFUND TRANSFERS	0	0	0	28	
29			12,000	OPERATING CONTINGENCY	12,000	12,000	12,000	29	
30			59,033	RESERVED FOR FUTURE EXPENDITURE	50,300	50,240	50,240	30	
31				UNAPPROPRIATED ENDING BALANCE				31	
32	0	0	71,033	Total Requirements NOT ALLOCATED	62,300	62,240	62,240	32	
33	89,939	106,113	145,607	Total Requirements for ALL Org.Units/Programs within fund	147,600	147,660	147,660	33	
34	131,310	120,926		Ending balance (prior years)				34	
35	221,249	227,039	216,640	TOTAL REQUIREMENTS	209,900	209,900	209,900	35	

**RESOURCES
STREET FUND**

(Fund)

CITY OF NEHALEM

Historical Data				RESOURCE DESCRIPTION	2019-2020			
Actual		Adopted Budget This Year Year 2018-2019	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2016-2017	First Preceding Year 2017-2018							
1	67,748	75,076	110,800	1 Available cash on hand* (cash basis) or	75,000	75,000	75,000	1
2				2 Net working capital (accrual basis)				2
3				3 Previously levied taxes estimated to be received				3
4	562	743	230	4 Interest	500	500	500	4
5	10,000	57,500	93,073	5 Transferred IN, from other funds	30,000	30,000	30,000	5
6				6 OTHER RESOURCES				6
7	16,778	17,772	15,850	7 ODOT GAS TAX	15,000	15,000	15,000	7
8	2,381	2,103	1,600	8 RTI FRANCHISE FEE	1,600	1,600	1,600	8
9	4,233	4,338	3,500	9 CHARTER COMMUNICATIONS	3,500	3,500	3,500	9
10	2,850	3,296	2,700	10 RECOLOGY FRANCHISE	2,700	2,700	2,700	10
11	15,499	14,439	12,000	11 PUD SERVICE AGREEMENT	12,000	12,000	12,000	11
12	1,784	1,836	1,850	12 MERCHANTS PARKING LOT LEASE	0	0	0	12
13	0	0	250	13 MISCELLANEOUS	250	250	250	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	121835	177103	241853	29 Total resources, except taxes to be levied	140550	140550	140550	29
30				30 Taxes estimated to be received				30
31				31 Taxes collected in year levied				31
32	121835	177103	241853	32 TOTAL RESOURCES	140550	140550	140550	32

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

STREET FUND
(name of fund)

CITY OF NEHALEM
(name of Municipal Corporation)

Historical Data				REQUIREMENTS FOR: <u>Streets</u>	Budget For Next Year 2019-2020		
Actual		Adopted Budget This Year 2018-2019	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2016-2017	First Preceding Year 2017-2018						
1			1	PERSONNEL SERVICES			1
2	5,982	6,162	2	PUBLIC WORKS DIRECTOR	6,700	6,700	2
3	4,129	4,373	3	MAINTENANCE SPECIALIST I	5,040	5,040	3
4	6,068	6,805	4	PAYROLL EXPENSES	13,000	13,000	4
5			5				5
6			6				6
7			7				7
8	16,179	17,340	8	TOTAL PERSONNEL SERVICES	24,740	24,740	8
9	0.40	0.40	9	Total Full-Time Equivalent (FTE)	0.40	0.40	9
10			10	MATERIALS AND SERVICES			10
11	8,059	7,257	11	UTILITIES	9,500	9,500	11
12	6,921	8,120	12	INSURANCE	11,150	11,150	12
13	5,256	6,446	13	PROFESSIONAL SERVICES	8,000	8,000	13
14	2,830	2,537	14	ENGINEERING & CONSULTING	4,000	4,000	14
15	528	1,079	15	MAINTENANCE & REPAIRS	1,500	1,500	15
16	1,784	1,837	16	PARKING LOT LEASE	1,970	1,970	16
17	1,915	2,495	17	STREET MAINTENANCE & REPAIRS	10,000	10,000	17
18	3,287	2,230	18	MATERIALS & SUPPLIES	6,600	6,600	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	30,580	32,001	27	TOTAL MATERIALS AND SERVICES	52,720	52,720	27
28			28	CAPITAL OUTLAY			28
29	0	3,500	29	CITY OF NEHALEM SIGN	0	0	29
30	0	0	30	TOHLS STREET SIDEWALK PROJECT	0	0	30
31	0	0	31	PARKING LOT IMPROVEMENT	30,000	30,000	31
32			32				32
33			33				33
34			34				34
35	0	3,500	35	TOTAL CAPITAL OUTLAY	30,000	30,000	35
36	46,759	52,841	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	107,460	107,460	36

**FORM
LB-30**

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
STREET FUND
 (name of fund)

CITY OF NEHALEM
 (name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2019-2020		
Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2019-2017	First Preceding Year 2017-2018					
1			1 PERSONNEL SERVICES NOT ALLOCATED			1
2			2			2
3			3			3
4	0	0	4 TOTAL PERSONNEL SERVICES	0	0	0
5			5 Total Full-Time Equivalent (FTE)			5
6			6 MATERIALS AND SERVICES NOT ALLOCATED			6
7			7			7
8			8			8
9	0	0	9 TOTAL MATERIALS AND SERVICES	0	0	0
10			10 CAPITAL OUTLAY NOT ALLOCATED			10
11			11			11
12			12			12
13	0	0	13 TOTAL CAPITAL OUTLAY	0	0	0
14			14 DEBT SERVICE			14
15			15			15
16			16			16
17	0	0	17 TOTAL DEBT SERVICE	0	0	0
18			18 SPECIAL PAYMENTS			18
19			19			19
20			20			20
21	0	0	21 TOTAL SPECIAL PAYMENTS	0	0	0
22			22 INTERFUND TRANSFERS			22
23			23			23
24			24			24
25			25			25
26			26			26
27			27			27
28	0	0	28 TOTAL INTERFUND TRANSFERS	0	0	0
29		4,000	29 OPERATING CONTINGENCY	4,000	4,000	4,000
30			30 RESERVED FOR FUTURE EXPENDITURE			30
31			31 UNAPPROPRIATED ENDING BALANCE	29,090	29,090	29,090
32	0	0	32 Total Requirements NOT ALLOCATED	33,090	33,090	33,090
33	46,759	52,841	33 Total Requirements for ALL Org.Units/Programs within fund	107,460	107,460	107,460
34	75,077	124,262	34 Ending balance (prior years)			
35	121,836	177,103	35 TOTAL REQUIREMENTS	140,550	140,550	140,550

**RESOURCES
WATER FUND**

(Fund)

CITY OF NEHALEM

Historical Data				RESOURCE DESCRIPTION	2019-2020			
Actual		Adopted Budget This Year Year 2018-2019	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2016-2017	First Preceding Year 2017-2018							
1	288,185	252,834	260,000	1 Available cash on hand* (cash basis) or	223,313	223,313	223,313	1
2				2 Net working capital (accrual basis)				2
3				3 Previously levied taxes estimated to be received				3
4	2,193	2,146	1,000	4 Interest	1,900	1,900	1,900	4
5				5 Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7	503,582	506,567	478,000	7 WATER RECEIPTS	503,000	503,000	503,000	7
8	5,500	3,500	2,000	8 WATER CONNECTIONS	2,000	2,000	2,000	8
9	966	347	50	9 MATERIAL SALES	50	50	50	9
10	192	200	100	10 MISCELLANEOUS	100	100	100	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	800618	765594	741150	29 Total resources, except taxes to be levied	730363	730363	730363	29
30				30 Taxes estimated to be received				30
31				31 Taxes collected in year levied				31
32	800618	765594	741150	32 TOTAL RESOURCES	730363	730363	730363	32

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

WATER FUND
(name of fund)

CITY OF NEHALEM
(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: <u>Water</u>	Budget For Next Year 2019-2020				
Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2016-2017	First Preceding Year 2017-2018							
1			1	PERSONNEL SERVICES			1	
2	51,430	53,014	55,101	2	58,080	58,080	58,080	2
3	40,502	43,200	45,004	3	48,000	48,000	48,000	3
4	53,646	55,457	57,600	4	60,000	60,000	60,000	4
5	37,358	39,655	42,012	5	45,360	45,360	45,360	5
6	95,996	110,114	118,945	6	123,188	123,188	123,188	6
7				7				7
8	278,932	301,440	318,662	8	334,628	334,628	334,628	8
9	3.60	3.60	3.60	9	3.60	3.60	3.60	9
10				10	MATERIALS AND SERVICES			10
11				11				11
12	110,342	84,613	141,600	12	130,100	130,100	130,100	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	110,342	84,613	141,600	27	130,100	130,100	130,100	27
28				28	CAPITAL OUTLAY			28
29	15,341	14,273	0	29	0	0	0	29
30				30				30
31				31				31
32				32				32
33				33				33
34				34				34
35	15,341	14,273	0	35	0	0	0	35
36	404,615	400,326	460,262	36	464,728	464,728	464,728	36

Detailed Requirements

WATER FUND

(Fund)

Historical data			Requirements for Water (Name of program or organizational unit)	Budget for next year 20 ¹⁹ - 20 ²⁰			
Actual		Adopted budget this year 20 ¹⁸ - 19 ¹⁹		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
Second preceding year 20 ¹⁶ - 17 ¹⁷	First preceding year 20 ¹⁷ - 18 ¹⁸						
1			1	MATERIALS & SERVICES			1
2			2				2
3	13,266	13,663	3	19,000	19,000	19,000	3
4	5,516	4,489	4	6,000	6,000	6,000	4
5	19,857	10,115	5	18,000	18,000	18,000	5
6	6,436	0.00	6	5,000	5,000	5,000	6
7	407	281	7	1,000	1,000	1,000	7
8	3,334	1,944	8	4,000	4,000	4,000	8
9	4,600	4,996	9	6,500	6,500	6,500	9
10	12,903	16,201	10	17,000	17,000	17,000	10
11	0	0	11	1,500	1,500	1,500	11
12	16,064	12,813	12	17,000	17,000	17,000	12
13	12,550	8,930	13	10,000	10,000	10,000	13
14	0	0	14	5,000	5,000	5,000	14
15	0	0	15	4,000	4,000	4,000	15
16	1,593	1,381	16	1,600	1,600	1,600	16
17	75	0	17	600	600	600	17
18	880	812	18	900	900	900	18
19	12,861	12,420	19	13,000	13,000	13,000	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	Total full time equivalent (FTE)*			30
31			31	Ending balance (prior years)			31
32			32	Unappropriated ending fund balance			32
33	110,342	88,045	33	130,100	130,100	130,100	33

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
WATER FUND
 (name of fund)

CITY OF NEHALEM
 (name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2019-2020		
Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2016-2017	First Preceding Year 2017-2018					
1			1 PERSONNEL SERVICES NOT ALLOCATED			1
2			2			2
3			3			3
4	0	0	4 TOTAL PERSONNEL SERVICES	0	0	0
5			5 Total Full-Time Equivalent (FTE)			5
6			6 MATERIALS AND SERVICES NOT ALLOCATED			6
7			7			7
8			8			8
9	0	0	9 TOTAL MATERIALS AND SERVICES	0	0	0
10			10 CAPITAL OUTLAY NOT ALLOCATED			10
11			11			11
12			12			12
13	0	0	13 TOTAL CAPITAL OUTLAY	0	0	0
14			14 DEBT SERVICE			14
15			15			15
16			16			16
17	0	0	17 TOTAL DEBT SERVICE	0	0	0
18			18 SPECIAL PAYMENTS			18
19			19			19
20			20			20
21	0	0	21 TOTAL SPECIAL PAYMENTS	0	0	0
22			22 INTERFUND TRANSFERS			22
23	125,931	125,931	23 Transfer to Debt Service Fund	125,932	125,932	125,932
24			24			24
25			25			25
26			26			26
27			27			27
28	125,931	125,931	28 TOTAL INTERFUND TRANSFERS	125,932	125,932	125,932
29		15,000	29 OPERATING CONTINGENCY	15,000	15,000	15,000
30			30 RESERVED FOR FUTURE EXPENDITURE			30
31		139,956	31 UNAPPROPRIATED ENDING BALANCE	124,703	124,703	124,703
32	125,931	125,931	32 Total Requirements NOT ALLOCATED	265,635	265,635	265,635
33	404,615	400,326	33 Total Requirements for ALL Org.Units/Programs within fund	464,728	464,728	464,728
34	270,072	239,337	34 Ending balance (prior years)			
35	800,618	765,594	35 TOTAL REQUIREMENTS	730,363	730,363	730,363

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

TIMBER FUND
(Fund)

CITY OF NEHALEM
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2019-2020						
Actual		Adopted Budget Year 2018 -2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2016 -2017	First Preceding Year 2017 -2018									
1			1	RESOURCES			1			
2	310,349	277,988	2	Cash on hand * (cash basis), or	482,000	482,000	482,000	2		
3			3	Working Capital (accrual basis)				3		
4			4	Previously levied taxes estimated to be received				4		
5	2,672	6,746	5	Interest	1,500	1,500	1,500	5		
6			6	Transferred IN, from other funds				6		
7	0	695,091	7	Timber Sales	275,000	275,000	275,000	7		
8	25,000	0	8	Timber Sales Deposit	0			8		
9			9					9		
10	338021	979825	10	Total Resources, except taxes to be levied	758500	758500	758500	10		
11			11	Taxes estimated to be received				11		
12			12	Taxes collected in year levied				12		
13	338021	979825	13	TOTAL RESOURCES	758500	758500	758500	13		
14			14	REQUIREMENTS **				14		
15			15	Org Unit or Prog & Activity	Object Classification	Detail			15	
16	13,268	28,764	16	Timber	M&S	Consultant & Reforestation	85,000	85,000	85,000	16
17	0	0	17	Timber	M&S	Timber Roads M&R	3,000	3,000	3,000	17
18	0	25,000	18	Timber	M&S	Timber Deposit Return	25,000	25,000	25,000	18
19	2,765	2,903	19	Timber	M&S	Watershed Fire Protection	3,500	3,500	3,500	19
20	30,000	30,000	20	Gen. Fund	M&S	Transfer to General Fund	30,000	30,000	30,000	20
21	10,000	57,500	21	Street Fund	M&S	Transfer to Street Fund	32,000	32,000	32,000	21
22	4,000	10,000	22	Cemetery Fund	Capital outlay	Transfer to Cemetery Fund	0	0	0	22
23	0	150,000	23	Water Capital	Capital outlay	Transfer tp Water Capital Fund	50,000	50,000	50,000	23
24	0	10,000	24	Build. Reserve	Capital outlay	Transfer to Bldg. Reserve Fund	0	0	0	24
25			25							25
26			26							26
27			27							27
28			28							28
29	277,988	665,658	29	Ending balance (prior years)						29
30			30	UNAPPROPRIATED ENDING FUND BALANCE			530,000	530,000	530,000	30
31	338021	979825	31	TOTAL REQUIREMENTS			758500	758500	758500	31

*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
(Fund)

CITY OF NEHALEM
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2019 - 2020						
Actual		Adopted Budget Year 2018 - 2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2016 - 2017	First Preceding Year 2017 - 2018									
1			1	RESOURCES			1			
2	66,545	66,545	2	Cash on hand * (cash basis), or	72,657	72,657	72,657	2		
3			3	Working Capital (accrual basis)				3		
4			4	Previously levied taxes estimated to be received				4		
5	419	480	5	Interest	400	400	400	5		
6	10,000	10,000	6	Transferred IN, from other funds	0	0	0	6		
7			7					7		
8			8					8		
9			9					9		
10	76964	77025	10	Total Resources, except taxes to be levied	73057	73057	73057	10		
11			11	Taxes estimated to be received				11		
12			12	Taxes collected in year levied				12		
13	76964	77025	13	TOTAL RESOURCES	73057	73057	73057	13		
14			14	REQUIREMENTS **				14		
15			15	Org Unit or Prog & Activity	Object Classification	Detail		15		
16	19,510	0	16	Facilities	Capital outlay	Park Shelter/BB Court	0	0	0	16
17	0	0	17	Facilities	Capital outlay	3-5 year old play area	0	0	0	17
18	0	0	18	Facilities	Maintenance	Meeting Hall maintenance/repair	1,250	1,250	1,250	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	57,454	77,025	29	Ending balance (prior years)						29
30		72,253	30	UNAPPROPRIATED ENDING FUND BALANCE			71,807	71,807	71,807	30
31	76964	77025	31	TOTAL REQUIREMENTS			73057	73057	73057	31

*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**

CEMETERY FUND
(Fund)

CITY OF NEHALEM
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2019 - 2020					
Actual		Adopted Budget Year 2018 - 2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2016 - 2017	First Preceding Year 2017 -2018								
1			1	RESOURCES			1		
2	39,481	43,209	2	Cash on hand * (cash basis), or	44,000	44,000	44,000	2	
3			3	Working Capital (accrual basis)				3	
4			4	Previously levied taxes estimated to be received				4	
5	310	403	5	Interest	250	250	250	5	
6	4,000	10,000	6	Transferred IN, from other funds	0	0	0	6	
7	3,500	2,000	7	Plot Sales	1,500	1,500	1,500	7	
8			8					8	
9			9					9	
10	47291	55612	10	Total Resources, except taxes to be levied	45750	45750	45750	10	
11			11	Taxes estimated to be received				11	
12			12	Taxes collected in year levied				12	
13	47291	55612	13	TOTAL RESOURCES	45750	45750	45750	13	
14			14	REQUIREMENTS **				14	
15			15	Org Unit or Prog & Activity	Object Classification	Detail		15	
16	1,040	1,040	16	Cemetery	Grounds M/R	Mowing	1,700	1,700	1,700
17	1,530	609	17	Cemetery	Mat/Supplies	Materials & Supplies	2,000	2,000	2,000
18	1,512	1,580	18	Cemetery	Prof. Serv	Professional Services	2,000	2,000	2,000
19	0	9,898	19	Cemetery	Capital outlay	Fence	0	0	0
20	0	0	20	Cemetery	Capital outlay	Extend Waterline	500	500	500
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	43,209	42,485	29	Ending balance (prior years)					29
30			30	UNAPPROPRIATED ENDING FUND BALANCE			39,550	39,550	39,550
31	47291	55612	31	TOTAL REQUIREMENTS			45750	45750	45750

*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**

WATER CAPITAL PROJECTS FUND
(Fund)

CITY OF NEHALEM
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2019 -2020						
Actual		Adopted Budget Year 2018 -2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2016 -2017	First Preceding Year 2017-2018									
1			1	RESOURCES			1			
2	147,048	138,083	2	Cash on hand * (cash basis), or	320,631	320,631	320,631	2		
3			3	Working Capital (accrual basis)				3		
4			4	Previously levied taxes estimated to be received				4		
5	1,069	1,726	5	Interest	2,000	2,000	2,000	5		
6	0	150,000	6	Transferred IN, from other funds	50,000	50,000	50,000	6		
7	35,585	22,645	7	System Development Charges	10,000	10,000	10,000	7		
8			8					8		
9			9					9		
10	183702	312454	10	Total Resources, except taxes to be levied	382631	382631	382631	10		
11			11	Taxes estimated to be received				11		
12			12	Taxes collected in year levied				12		
13	183702	312454	13	TOTAL RESOURCES	382631	382631	382631	13		
14			14	REQUIREMENTS **				14		
15			15	Org Unit or Prog & Activity	Object Classification	Detail		15		
16	45,619	56,097	16	Infrastructure	Capital outlay	Bank & Line Stabalization	0	0	0	16
17	0	0	17	Infrastructure	Capital outlay	Water Line Replacment	325,000	325,000	325,000	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	138,083	256,357	29	Ending balance (prior years)						29
30			30	UNAPPROPRIATED ENDING FUND BALANCE			57,631	57,631	57,631	30
31	183702	312454	31	TOTAL REQUIREMENTS			382631	382631	382631	31

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

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

VFW FLAG RESERVE FUND
(Fund)

CITY OF NEHALEM
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2019 -2020						
Actual		Adopted Budget Year 2018 -2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2016 -2017	First Preceding Year 2017 -2018									
1			1	RESOURCES			1			
2	1,185	1,223	2	Cash on hand * (cash basis), or	1,073	1,073	1,073	2		
3			3	Working Capital (accrual basis)				3		
4			4	Previously levied taxes estimated to be received				4		
5	38	83	5	Interest	50	50	50	5		
6			6	Transferred IN, from other funds				6		
7			7					7		
8			8					8		
9			9					9		
10	1223	1306	10	Total Resources, except taxes to be levied	1123	1123	1123	10		
11			11	Taxes estimated to be received				11		
12			12	Taxes collected in year levied				12		
13	1223	1306	13	TOTAL RESOURCES	1123	1123	1123	13		
14			14	REQUIREMENTS **				14		
15			15	Org Unit or Prog & Activity	Object Classification	Detail			15	
16	0	317	16	M/S	Supplies	US & State Flags	1123	1123	1123	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	1,223	989	29	Ending balance (prior years)						29
30			30	UNAPPROPRIATED ENDING FUND BALANCE						30
31	1223	1306	31	TOTAL REQUIREMENTS			1123	1123	1123	31

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

Glossary

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 1st.

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].

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.

Glossary

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 1st through June 30th 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.

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

Glossary

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 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.

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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 1st through June 30th.

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].