

RESOURCES

**FORM
LB-20**

GENERAL

HARBOR SANITARY DISTRICT

Fund

(Name of Municipal Corporation)

Historical Data			Adopted Budget This Year 21-22	RESOURCE DESCRIPTION	Budget for Next Year 2022-2023			
Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 19-20	First Preceding Year 20-21							
				Beginning Fund Balance:				
1				1. Available cash on hand* (cash basis), or				1
2	1,095,304	1,128,925	1,025,000	2. Net working capital* (accrual basis)	1,150,000	1,150,000	1,150,000	2
3				3. Previously levied taxes estimated to be received				3
4	25,893	9,211	9,000	4. Interest	5,900	5,900	5,900	4
5				5. OTHER RESOURCES				5
6	1,503,727	1,603,211	1,450,000	6. Sewer Service Charges	1,500,000	1,500,000	1,500,000	6
7				7. Building Rent				7
8	5,589	5,538	6,500	8. Miscellaneous	6,000	6,000	6,000	8
9				9. Residual Equity				9
10				10. Transferred from other funds				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	2,630,513	2,746,885	2,490,500	29. Total resources, except taxes to be levied	2,661,900	2,661,900	2,661,900	29
30			0	30. Taxes necessary to balance				30
31	0	0		31. Taxes collected in year levied				31
32	2,630,513	2,746,885	2,490,500	32. TOTAL RESOURCES	2,661,900	2,661,900	2,661,900	32

*includes Unappropriated Balance budgeted last year

**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM**

GENERAL FUND

HARBOR SANITARY DISTRICT

(name of organizational unit - fund)

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year <u>2022-2023</u>			
	Actual		Adopted Budget This Year <u>21-22</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>19-20</u>	First Preceding Year <u>20-21</u>						
PERSONNEL SERVICES								
1	99,087	121,268	115,500	1. Administration	119,000	119,000	119,000	1
2	83,717	63,540	85,500	2. Maintenance Dept	94,000	94,000	94,000	2
3	18,668	19,069	22,000	3. Payroll Expense/Workers Comp	25,000	25,000	25,000	3
4	67,943	87,828	116,000	4. Employee Benefits, Health Insurance/Retirement	122,000	122,000	122,000	4
5	7	0	5,000	5. Board Compensation	5,000	5,000	5,000	5
6	355	413	1,000	6. Vaccinations	750	750	750	6
7	269,777	292,118	345,000	7. TOTAL PERSONNEL SERVICES	365,750	365,750	365,750	7
	4.750	4.000	3.500	Total Full-Time Equivalent (FTE)	3.375	3.375	3.375	
MATERIALS AND SERVICES								
8	599,497	646,501	1,409,250	8. See Attached LB-31	1,257,420	1,257,420	1,257,420	8
9				9.				9
10				10.				10
11				11.				11
12				12.				12
13				13.				13
14	599,497	646,501	1,409,250	14 TOTAL MATERIALS AND SERVICES	1,257,420	1,257,420	1,257,420	14
CAPITAL OUTLAY								
15	2,306	3,477	15,000	15. Office Equipment	15,000	15,000	15,000	15
16	8	0	55,000	16. Vehicle/Equipment	65,000	65,000	65,000	16
17				17.				17
18				18.				18
19				19.				19
20				20.				20
21	2,314	3,477	70,000	21 TOTAL CAPITAL OUTLAY	80,000	80,000	80,000	21
TRANSFERRED TO OTHER FUNDS								
22	280,000	680,000	350,000	22. Construction	700,000	700,000	700,000	22
23	350,000		250,000	23. Capital Projects	185,000	185,000	185,000	23
24				24.				24
25	630,000	680,000	600,000	25. TOTAL TRANSFERS	885,000	885,000	885,000	25
			51,000	26. OPERATING CONTINGENCY	55,000	55,000	55,000	
26	1,128,925	1,124,789		27. Ending balance (prior years)				26
27			15,780	80	18,730	18,730	18,730	27
28	2,630,513	2,746,885	2,491,030	29. TOTAL REQUIREMENTS	2,661,900	2,661,900	2,661,900	28

DETAILED EXPENDITURES

**FORM
LB-31**

GENERAL

HARBOR SANITARY DISTRICT

Name of Organization Unit Fund

(Name of Municipal Corporation)

	Historical Data			EXPENDITURE DESCRIPTION	Budget for Next Year 2022-2023			
	Actual		Adopted Budget This Year 21-22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 19-20	First Preceding Year 20-21						
1				1. MATERIALS & SERVICES				1
2	1,911	13,711	275,000	2. Building Maintenance	285,000	285,000	285,000	2
3	2,564	2,433	4,230	3. Vehicle Maintenance & Operations	5,500	5,500	5,500	3
4	35,119	34,570	45,000	4. Contract Services	55,000	55,000	55,000	4
5	8,250	8,250	9,500	5. Audit	9,500	9,500	9,500	5
6	18,008	19,952	26,000	6. Insurance	30,000	30,000	30,000	6
7	3	4	20	7. Investment Fees	20	20	20	7
8	1,679	543	7,500	8. Training	8,000	8,000	8,000	8
9	33,528	36,262	43,500	9. Utilities	40,500	40,500	40,500	9
10	485,900	517,505	976,000	10. Brookings Treatment/ Treatment Plant Expense	800,000	800,000	800,000	10
11	338	764	3,000	11. Sewer Charge Refunds	3,000	3,000	3,000	11
12	9,969	10,509	14,000	12. Office Expense	14,500	14,500	14,500	12
13	1,509	1,932	2,500	13. Board Expense	2,400	2,400	2,400	13
14	719	66	3,000	14. Mileage	4,000	4,000	4,000	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 year)				31
32				32. Unappropriated Ending Fund Balance				32
33	599,497	646,501	1,409,250	33. TOTAL REQUIREMENTS	1,257,420	1,257,420	1,257,420	33

*Include Schedule of pay ranges

RESOURCES

**FORM
LB-20**

CAPITAL PROJECTS

HARBOR SANITARY DISTRICT

(Name of Municipal Corporation)

Fund

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2022-2023			
	Actual		Adopted Budget This Year 21-22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 19-20	First Preceding 20-21						
				Beginning Fund Balance:				
1				1. Available cash on hand* (cash basis), or				1
2	3,603,055	3,937,350	3,800,000	2. Net working capital* (accrual basis)	4,025,000	4,025,000	4,025,000	2
3				3. Previously levied taxes estimated to be received				3
4	80,605	31,187	25,000	4. Interest	18,000	18,000	18,000	4
5				5. OTHER RESOURCES				5
6				6.				6
7	62			7. Miscellaneous				7
8				8.				8
9	350,000		250,000	9. Transferred from General Fund	185,000	185,000	185,000	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	4,033,722	3,968,537	4,075,000	29. Total resources, except taxes to be levied	4,228,000	4,228,000	4,228,000	29
30			0	30. Taxes necessary to balance	0	0	0	30
31	0	0		31. Taxes collected in year levied				31
32	4,033,722	3,968,537	4,075,000	32. TOTAL RESOURCES	4,228,000	4,228,000	4,228,000	32

*Includes Unappropriated Balance budgeted last year.

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM

FORM
LB-30

CAPITAL PROJECTS FUND
(name of organizational unit - fund)

HARBOR SANITARY DISTRICT

Historical Data				REQUIREMENTS DESCRIPTION	Budget For Next Year <u>2022-2023</u>			
Actual		Adopted Budget This Year <u>21-22</u>	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year <u>19-20</u>	First Preceding <u>20-21</u>							
				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	1	1	20	8. Investment Fees	20	20	20	8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14	1	1	20	14 TOTAL MATERIALS AND SERVICES	20	20	20	14
				CAPITAL OUTLAY				
15	96,371	36,706	155,000	15. Engineering	325,000	325,000	325,000	15
16	0	0	7,500	16. Contractual	5,500	5,500	5,500	16
17	0	0	3,800,000	17. Infrastructure	3,770,000	3,770,000	3,770,000	17
18	0			18. Land Acquisition				18
19	0	0	15,000	19. Misc/Permits	20,000	20,000	20,000	19
20	0	0	2,700	20. Administration	5,000	5,000	5,000	20
21	96,371	36,706	3,980,200	21 TOTAL CAPITAL OUTLAY	4,125,500	4,125,500	4,125,500	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
				70,000	26. OPERATING CONTINGENCY	80,000	80,000	80,000
26	3,937,350	3,931,830		27. Ending balance (prior years)				26
27			24,780	28. UNAPPROPRIATED ENDING FUND BALANCE	22,480	22,480	22,480	27
28	4,033,722	3,968,537	4,075,000	29. TOTAL REQUIREMENTS	4,228,000	4,228,000	4,228,000	28

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

CONSTRUCTION

HARBOR SANITARY DISTRICT

Fund

(Name of Municipal Corporation)

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023			
Actual		Adopted Budget This Year 21-22	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 19-20	First Preceding Year 20-21							
				RESOURCES				
				Beginning Fund Balance:				
1				1. Cash on hand* (cash basis),or				1
2	1,387,574	1,094,587	1,475,000	2. Working capital* (accrual basis)	1,800,000	1,800,000	1,800,000	2
3				3. Previously levied taxes estimated to be received				3
4	30,642	9,987	11,000	4. Earning from temporary investments	6,000	6,000	6,000	4
5	280,000	680,000	350,000	5. Transferred from other funds General	700,000	700,000	700,000	5
6	3,558	2,780	3,000	6. Sewer Connections	3,000	3,000	3,000	6
7				7. Miscellaneous				7
8				8. Grants Received				8
9	1,701,774	1,787,354	1,839,000	9. Total resources, except taxes to be levied	2,509,000	2,509,000	2,509,000	9
10				10. Taxes necessary to balance				10
11				11. Taxes collected in year levied				11
12	1,701,774	1,787,354	1,839,000	12. TOTAL RESOURCES	2,509,000	2,509,000	2,509,000	12
				REQUIREMENTS				
1	433,221	43,461	1,260,000	1. Sewer Line Construction / Maintenance	1,925,000	1,925,000	1,925,000	1
2	65,404	21,186	95,000	2. Pumps	75,000	75,000	75,000	2
3	5,579	5,730	15,000	3. Generator	12,500	12,500	12,500	3
4	20	103,162	168,000	4. I & I	78,000	78,000	78,000	4
5	98,264	40,432	115,000	5. Engineering/Mapping	325,000	325,000	325,000	5
6	1,931	1,427	8,500	6. Safety Equipment	7,500	7,500	7,500	6
7	1,277	445	12,000	7. Tools	4,000	4,000	4,000	7
8	1,200	146	5,000	8. Building Maintenance/Fencing	7,000	7,000	7,000	8
9	1	2	10	9. Investment Fees	15	15	15	9
10	0	0	2,000	10. Admin/Permits	3,000	3,000	3,000	10
11	290	0	580	11. Connections Charge Refunds	580	580	580	11
12				12. Capital Outlay				12
13	0	0	75,000	13. Generator Replacement/Portable Generator				13
14	0	0	45,000	14. Contingency	60,000	60,000	60,000	14
15	607,187	215,991	1,801,090	15.	2,497,595	2,497,595	2,497,595	15
16	1,094,587	1,571,363	37,910	16. UNAPPROPRIATED ENDING FUND BALANCE	11,405	11,405	11,405	16
17	1,701,774	1,787,354	1,839,000	17. TOTAL REQUIREMENTS	2,509,000	2,509,000	2,509,000	17

*includes Unappropriated Balance budgeted last year

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

**FORM
LB-11**

This fund is authorized and established by ordinance number ORS 280.100 and established by resolution 03-12-02 for the following specified purpose: Expansion of Harbor Sanitary District System

Year this fund will be reviewed to be continued or abolished. Date can not be more than 10 years after established. Review Year 2021

Systems Development Fund

HARBOR SANITARY DISTRICT

(Name of Municipal Corporation)

Fund

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023			
	Actual		Adopted Budget This Year 21-22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 19-20	First Preceding Year 20-21						
				RESOURCES				
				Beginning Fund Balance:				
1				1. Cash on hand* (cash basis), or				1
2	384,650	426,307	445,000	2. Working capital* (accrual basis)	490,000	490,000	490,000	2
3				3. Previously levied taxes estimated to be received				3
4	8,829	3,489	3,000	4. Earning from temporary investments	2,000	2,000	2,000	4
5				5. Transferred from other funds				5
6	32,829	32,601	24,450	6. Systems Development Charges	26,900	26,900	26,900	6
7				7.				7
8				8.				8
9	426,308	462,397	472,450	9. Total resources, except taxes to be levied	518,900	518,900	518,900	9
10				10. Taxes necessary to balance				10
11				11. Taxes collected in year levied				11
12	426,308	462,397	472,450	12. TOTAL RESOURCES	518,900	518,900	518,900	12
				REQUIREMENTS				
1	0	0	430,000	1. Added Capacity, HSD System	470,000	470,000	470,000	1
2	1	1	25	2. Investment Fees	30	30	30	2
3	0	2,260	30,000	3. Master Planning/Engineering	35,000	35,000	35,000	3
4	0	0	4,900	4. SDC Refunds	4,900	4,900	4,900	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				15.				15
16	426,307	460,136	7,525	16. RESERVED FOR FUTURE EXPENDITURE	8,970	8,970	8,970	16
17	426,308	462,397	472,450	17. TOTAL REQUIREMENTS	518,900	518,900	518,900	17

*Includes Unappropriated Balance budgeted last year