

RESOURCES

**FORM
LB-20**

GENERAL

HARBOR SANITARY DISTRICT

Fund

(Name of Municipal Corporation)

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2020-2021			
Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 17-18	First Preceding Year 18-19	This Year 19-20					
			Beginning Fund Balance:				
			1. Available cash on hand* (cash basis),or				1
529,625	913,402	965,000	2. Net working capital* (accrual basis)	1,050,000	1,050,000	1,050,000	2
			3. Previously levied taxes estimated to be received				3
13,946	26,464	15,000	4. Interest	15,000	15,000	15,000	4
			5. OTHER RESOURCES				5
1,477,167	1,540,870	1,400,000	6. Sewer Service Charges	1,400,000	1,400,000	1,400,000	6
			7. Building Rent				7
7,668	7,203	6,200	8. Miscellaneous	7,000	7,000	7,000	8
			9. Residual Equity				9
			10. Transferred from other funds				10
			11.				11
			12.				12
			13.				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.				27
			28.				28
2,028,406	2,487,939	2,386,200	29. Total resources, except taxes to be levied	2,472,000	2,472,000	2,472,000	29
		0	30. Taxes necessary to balance				30
0	0		31. Taxes collected in year levied				31
2,028,406	2,487,939	2,386,200	32. TOTAL RESOURCES	2,472,000	2,472,000	2,472,000	32

*includes Unappropriated Balance budgeted last year.

**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>2020-2021</u>			
	Actual		Adopted Budget This Year <u>19-20</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>17-18</u>	First Preceding Year <u>18-19</u>						
PERSONNEL SERVICES								
1	83,606	95,645	138,908	1. Administration	124,917	124,917	124,917	1
2	73,767	74,736	149,192	2. Maintenance Dept	110,083	110,083	110,083	2
3	18,159	22,181	31,000	3. Payroll Expense/Workers Comp	25,000	25,000	25,000	3
4	54,352	57,662	102,225	4. Employee Benefits, Health Insurance/Retirement	125,500	125,500	125,500	4
5	0	0	5,000	5. Board Compensation	5,000	5,000	5,000	5
6	60	390	1,000	6. Vaccinations	1,200	1,200	1,200	6
7	229,944	250,614	427,325	7. TOTAL PERSONNEL SERVICES	391,700	391,700	391,700	7
	3,575	3,600	4,750	Total Full-Time Equivalent (FTE)	4,000	4,000	4,000	
MATERIALS AND SERVICES								
8	575,060	595,161	1,222,550	8. See Attached LB-31	1,283,520	1,283,520	1,283,520	8
9				9.				9
10				10.				10
11				11.				11
12				12.				12
13				13.				13
14	575,060	595,161	1,222,550	14 TOTAL MATERIALS AND SERVICES	1,283,520	1,283,520	1,283,520	14
CAPITAL OUTLAY								
15	0	0	18,000	15. Office Equipment	25,000	25,000	25,000	15
16	0	0	5,000	16. Vehicle/Equipment	4,000	4,000	4,000	16
17				17.				17
18				18.				18
19				19.				19
20				20.				20
21	0	0	23,000	21 TOTAL CAPITAL OUTLAY	29,000	29,000	29,000	21
TRANSFERRED TO OTHER FUNDS								
22	250,000	325,000	280,000	22. Construction	680,000	680,000	680,000	22
23	60,000	240,000	350,000	23				23
24				24				24
25	310,000	565,000	630,000	25. TOTAL TRANSFERS	680,000	680,000	680,000	25
			70,000	26. OPERATING CONTINGENCY	72,000	72,000	72,000	
26	913,402	1,077,164		27. Ending balance (prior years)				26
27			13,325	80	15,780	15,780	15,780	27
28	2,028,406	2,487,939	2,386,200	29. TOTAL REQUIREMENTS	2,472,000	2,472,000	2,472,000	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 2020-2021			
	Actual		Adopted Budget This Year 19-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 17-18	First Preceding Year 18-19						
1				1. MATERIALS & SERVICES				1
2	4,055	11,246	175,000	2. Building Maintenance	225,000	225,000	225,000	2
3	2,611	4,178	5,000	3. Vehicle Maintenance & Operations	5,500	5,500	5,500	3
4	39,303	31,599	65,000	4. Contract Services	50,000	50,000	50,000	4
5	8,050	8,050	9,500	5. Audit	9,500	9,500	9,500	5
6	16,204	17,049	19,000	6. Insurance	23,000	23,000	23,000	6
7	5	4	50	7. Investment Fees	20	20	20	7
8	1,121	2,315	12,000	8. Training	8,000	8,000	8,000	8
9	28,552	30,725	34,000	9. Utilities	37,000	37,000	37,000	9
10	462,195	474,110	875,000	10. Brookings Treatment/ Treatment Plant Expense	900,000	900,000	900,000	10
11	1,302	4,216	6,500	11. Sewer Charge Refunds	4,500	4,500	4,500	11
12	10,116	9,464	16,000	12. Office Expense	15,000	15,000	15,000	12
13	1,334	1,878	2,500	13. Board Expense	3,000	3,000	3,000	13
14	212	327	3,000	14. Mileage	3,000	3,000	3,000	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	575,060	595,161	1,222,550	33. TOTAL REQUIREMENTS	1,283,520	1,283,520	1,283,520	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 <u>2020-2021</u>			
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 17-18	First Preceding 18-19	This Year 19-20					
				Beginning Fund Balance:				
1				1. Available cash on hand* (cash basis), or				1
2	3,676,078	3,748,052	3,600,000	2. Net working capital* (accrual basis)	3,900,000	3,900,000	3,900,000	2
3				3. Previously levied taxes estimated to be received				3
4	64,260	92,754	52,000	4. Interest	45,000	45,000	45,000	4
5				5. OTHER RESOURCES				5
6								6
7		2,801		7. Miscellaneous				7
8				8.				8
9	60,000	240,000	350,000	9. Transferred from General Fund				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	3,800,338	4,083,607	4,002,000	29. Total resources, except taxes to be levied	3,945,000	3,945,000	3,945,000	29
30			0	30. Taxes necessary to balance	0	0	0	30
31	0	0		31. Taxes collected in year levied				31
32	3,800,338	4,083,607	4,002,000	32. TOTAL RESOURCES	3,945,000	3,945,000	3,945,000	32

*Includes Unappropriated Balance budgeted last year.

**FORM
LB-30**

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

CAPITAL PROJECTS FUND
(name of organizational unit - fund)

HARBOR SANITARY DISTRICT

Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year <u>2020-2021</u>			
Actual		Adopted Budget This Year <u>19-20</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year <u>17-18</u>	First Preceding <u>18-19</u>						
			PERSONNEL SERVICES				
1			1				1
2			2				2
3			3				3
4			4				4
5			5				5
6			6				6
7	0	0	7. TOTAL PERSONNEL SERVICES	0	0	0	7
			Total Full-Time Equivalent (FTE)				
			MATERIALS AND SERVICES				
8	1	2	8. Investment Fees	10	10	10	8
9			9				9
10			10				10
11			11				11
12			12				12
13			13				13
14	1	2	14 TOTAL MATERIALS AND SERVICES	10	10	10	14
			CAPITAL OUTLAY				
15	48,744	45,845	15. Engineering	160,000	160,000	160,000	15
16	0	0	16. Contractual	7,500	7,500	7,500	16
17	0	369,802	17. Infrastructure	3,690,000	3,690,000	3,690,000	17
18	1,843	64,565	18. Land Acquisition				18
19	0	0	19. Misc/Permits	12,000	12,000	12,000	19
20	1,698	338	20. Administration	3,000	3,000	3,000	20
21	52,285	480,550	21 TOTAL CAPITAL OUTLAY	3,872,500	3,872,500	3,872,500	21
			TRANSFERRED TO OTHER FUNDS				
22			22				22
23			23				23
24			24				24
25	0	0	25. TOTAL TRANSFERS	0	0	0	25
			50,000	55,000	55,000	55,000	
26	3,748,052	3,603,055	27. Ending balance (prior years)				26
27		14,490	28. UNAPPROPRIATED ENDING FUND BALANCE	17,490	17,490	17,490	27
28	3,800,338	4,083,607	29. TOTAL REQUIREMENTS	3,945,000	3,945,000	3,945,000	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 2020-2021			
Actual		Adopted Budget This Year 19-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 17-18	First Preceding Year 18-19						
			RESOURCES				
			Beginning Fund Balance:				
1			1. Cash on hand* (cash basis),or				1
2	1,065,690	1,262,737	2. Working capital* (accrual basis)	1,075,000	1,075,000	1,075,000	2
3			3. Previously levied taxes estimated to be received				3
4	19,352	33,289	4. Earning from temporary investments	20,000	20,000	20,000	4
5	250,000	325,000	5. Transferred from other funds General	680,000	680,000	680,000	5
6	2,709	2,905	6. Sewer Connections	2,500	2,500	2,500	6
7			7. Miscellaneous				7
8			8. FEMA Disaster Recovery				8
9	1,337,751	1,623,931	9. Total resources, except taxes to be levied	1,777,500	1,777,500	1,777,500	9
10			10. Taxes necessary to balance				10
11			11. Taxes collected in year levied				11
12	1,337,751	1,623,931	12. TOTAL RESOURCES	1,777,500	1,777,500	1,777,500	12
			REQUIREMENTS				
1	4,726	99,573	1. Sewer Line Construction / Maintenance	1,240,000	1,240,000	1,240,000	1
2	16,324	36,377	2. Pumps	80,000	80,000	80,000	2
3	12,706	3,280	3. Generator	12,000	12,000	12,000	3
4	210	78,634	4. I & I	215,000	215,000	215,000	4
5	36,989	7,239	5. Engineering/Mapping	75,000	75,000	75,000	5
6	2,192	3,985	6. Safety Equipment	7,500	7,500	7,500	6
7	1,002	3,248	7. Tools	15,000	15,000	15,000	7
8	267	4,019	8. Building Maintenance/Fencing	4,000	4,000	4,000	8
9	1	2	9. Investment Fees	10	10	10	9
10	597	0	10. Admin/Permits	1,500	1,500	1,500	10
11	0	0	11. Connections Charge Refunds	580	580	580	11
12			12. Capital Outlay				12
13	0	0	13. Generator Replacement/Portable Generator	65,000	65,000	65,000	13
14	0	0	14. Contingency	50,000	50,000	50,000	14
15	75,014	236,357	15.	1,765,590	1,765,590	1,765,590	15
16	1,262,737	1,387,574	16. UNAPPROPRIATED ENDING FUND BALANCE	11,910	11,910	11,910	16
17	1,337,751	1,623,931	17. TOTAL REQUIREMENTS	1,777,500	1,777,500	1,777,500	17

*includes Unappropriated Balance budgeted last year.

**FORM
LB-11**

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

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

Fund

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2020-2021			
	Actual		Adopted Budget This Year 19-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 17-18	First Preceding Year 18-19						
				RESOURCES				
				Beginning Fund Balance:				
1				1. Cash on hand* (cash basis), or				1
2	336,702	357,187	380,000	2. Working capital* (accrual basis)	425,000	425,000	425,000	2
3				3. Previously levied taxes estimated to be received				3
4	5,984	9,492	6,000	4. Earning from temporary investments	7,000	7,000	7,000	4
5				5. Transferred from other funds				5
6	14,501	17,971	13,475	6. Systems Development Charges	15,000	15,000	15,000	6
7				7.				7
8				8.				8
9	357,187	384,650	399,475	9. Total resources, except taxes to be levied	447,000	447,000	447,000	9
10				10. Taxes necessary to balance				10
11				11. Taxes collected in year levied				11
12	357,187	384,650	399,475	12. TOTAL RESOURCES	447,000	447,000	447,000	12
				REQUIREMENTS				
1	0	0	325,000	1. Added Capacity, HSD System	410,000	410,000	410,000	1
2	0	0	25	2. Investment Fees	30	30	30	2
3	0	0	65,000	3. Master Planning/Engineering	25,000	25,000	25,000	3
4	0	0	4,500	4. SDC Refunds	4,500	4,500	4,500	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				15.				15
16	357,187	384,650	4,950	16. RESERVED FOR FUTURE EXPENDITURE	7,470	7,470	7,470	16
17	357,187	384,650	399,475	17. TOTAL REQUIREMENTS	447,000	447,000	447,000	17

*Includes Unappropriated Balance budgeted last year.