

RESOURCES

**FORM
LB-20**

GENERAL

HARBOR SANITARY DISTRICT

Fund

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2021-2022			
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 18-19	First Preceding Year 19-20	This Year 20-21					
				Beginning Fund Balance:				
1				1. Available cash on hand* (cash basis),or				1
2	913,402	1,095,304	1,050,000	2. Net working capital* (accrual basis)	1,025,000	1,025,000	1,025,000	2
3				3. Previously levied taxes estimated to be received				3
4	26,464	25,893	15,000	4. Interest	9,000	9,000	9,000	4
5				5. OTHER RESOURCES				5
6	1,540,870	1,503,727	1,400,000	6. Sewer Service Charges	1,450,000	1,450,000	1,450,000	6
7				7. Building Rent				7
8	7,203	5,589	7,000	8. Miscellaneous	6,500	6,500	6,500	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	2,487,939	2,630,513	2,472,000	29. Total resources, except taxes to be levied	2,490,500	2,490,500	2,490,500	29
30			0	30. Taxes necessary to balance				30
31	0	0		31. Taxes collected in year levied				31
32	2,487,939	2,630,513	2,472,000	32. TOTAL RESOURCES	2,490,500	2,490,500	2,490,500	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>2021-2022</u>			
	Actual		Adopted Budget This Year <u>20-21</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>18-19</u>	First Preceding Year <u>19-20</u>						
PERSONNEL SERVICES								
1	95,645	99,087	124,917	1. Administration	115,500	115,500	115,500	1
2	74,736	83,717	110,083	2. Maintenance Dept	85,500	85,500	85,500	2
3	16,710	18,668	25,000	3. Payroll Expense/Workers Comp	22,000	22,000	22,000	3
4	53,777	67,943	125,500	4. Employee Benefits, Health Insurance/Retirement	116,000	116,000	116,000	4
5	0	7	5,000	5. Board Compensation	5,000	5,000	5,000	5
6	390	355	1,200	6. Vaccinations	1,000	1,000	1,000	6
7	241,258	269,777	391,700	7. TOTAL PERSONNEL SERVICES	345,000	345,000	345,000	7
	3,600	4,750	4,000	Total Full-Time Equivalent (FTE)	3.500	3.500	3.500	
MATERIALS AND SERVICES								
8	586,377	599,497	1,283,520	8. See Attached LB-31	1,409,250	1,409,250	1,409,250	8
9				9.				9
10				10.				10
11				11.				11
12				12.				12
13				13.				13
14	586,377	599,497	1,283,520	14 TOTAL MATERIALS AND SERVICES	1,409,250	1,409,250	1,409,250	14
CAPITAL OUTLAY								
15	0	2,306	25,000	15. Office Equipment	15,000	15,000	15,000	15
16	0	8	4,000	16. Vehicle/Equipment	55,000	55,000	55,000	16
17				17.				17
18				18.				18
19				19.				19
20				20.				20
21	0	2,314	29,000	21 TOTAL CAPITAL OUTLAY	70,000	70,000	70,000	21
TRANSFERRED TO OTHER FUNDS								
22	325,000	280,000	680,000	22. Construction	350,000	350,000	350,000	22
23	240,000	350,000		23. Capital Projects	250,000	250,000	250,000	23
24				24				24
25	565,000	630,000	680,000	25. TOTAL TRANSFERS	600,000	600,000	600,000	25
			72,000	26. OPERATING CONTINGENCY	51,000	51,000	51,000	
26	1,095,304	1,128,925		27. Ending balance (prior years)				26
27			15,780	80	15,250	15,250	15,250	27
28	2,487,939	2,630,513	2,472,000	29. TOTAL REQUIREMENTS	2,490,500	2,490,500	2,490,500	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 <u>2021-2022</u>			
	Actual		Adopted Budget This Year 20-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>18-19</u>	First Preceding Year <u>19-20</u>						
1				1. MATERIALS & SERVICES				1
2	11,246	1,911	225,000	2. Building Maintenance	275,000	275,000	275,000	2
3	4,178	2,564	5,500	3. Vehicle Maintenance & Operations	4,230	4,230	4,230	3
4	31,599	35,119	50,000	4. Contract Services	45,000	45,000	45,000	4
5	8,050	8,250	9,500	5. Audit	9,500	9,500	9,500	5
6	8,551	18,008	23,000	6. Insurance	26,000	26,000	26,000	6
7	4	3	20	7. Investment Fees	20	20	20	7
8	2,315	1,679	8,000	8. Training	7,500	7,500	7,500	8
9	30,725	33,528	37,000	9. Utilities	43,500	43,500	43,500	9
10	474,110	485,900	900,000	10. Brookings Treatment/ Treatment Plant Expense	976,000	976,000	976,000	10
11	4,216	338	4,500	11. Sewer Charge Refunds	3,000	3,000	3,000	11
12	9,178	9,969	15,000	12. Office Expense	14,000	14,000	14,000	12
13	1,878	1,509	3,000	13. Board Expense	2,500	2,500	2,500	13
14	327	719	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	586,377	599,497	1,283,520	33. TOTAL REQUIREMENTS	1,409,250	1,409,250	1,409,250	33

*Include Schedule of pay ranges

RESOURCES

**FORM
LB-20**

CAPITAL PROJECTS

HARBOR SANITARY DISTRICT

Fund

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2021-2022			
	Actual		Adopted Budget This Year 20-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 18-19	First Preceding 19-20						
				Beginning Fund Balance:				
1				1. Available cash on hand* (cash basis), or				1
2	3,748,052	3,603,055	3,900,000	2. Net working capital* (accrual basis)	3,800,000	3,800,000	3,800,000	2
3				3. Previously levied taxes estimated to be received				3
4	92,754	80,605	45,000	4. Interest	25,000	25,000	25,000	4
5				5. OTHER RESOURCES				5
6				6.				6
7	2,801	62		7. Miscellaneous				7
8				8.				8
9	240,000	350,000		9. Transferred from General Fund	250,000	250,000	250,000	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	4,083,607	4,033,722	3,945,000	29. Total resources, except taxes to be levied	4,075,000	4,075,000	4,075,000	29
30			0	30. Taxes necessary to balance	0	0	0	30
31	0	0		31. Taxes collected in year levied				31
32	4,083,607	4,033,722	3,945,000	32. TOTAL RESOURCES	4,075,000	4,075,000	4,075,000	32

*Includes Unappropriated Balance budgeted last year.

**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>2021-2022</u>			
	Actual		Adopted Budget This Year <u>20-21</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>18-19</u>	First Preceding <u>19-20</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	2	1	10	8. Investment Fees	20	20	20	8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14	2	1	10	14 TOTAL MATERIALS AND SERVICES	20	20	20	14
				CAPITAL OUTLAY				
15	45,845	96,371	160,000	15. Engineering	155,000	155,000	155,000	15
16	0	0	7,500	16. Contractual	7,500	7,500	7,500	16
17	369,802	0	3,690,000	17. Infrastructure	3,800,000	3,800,000	3,800,000	17
18	64,565	0		18. Land Acquisition				18
19	0	0	12,000	19. Misc/Permits	15,000	15,000	15,000	19
20	338	0	3,000	20. Administration	2,700	2,700	2,700	20
21	480,550	96,371	3,872,500	21 TOTAL CAPITAL OUTLAY	3,980,200	3,980,200	3,980,200	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
			55,000	26. OPERATING CONTINGENCY	70,000	70,000	70,000	
26	3,603,055	3,937,350		27. Ending balance (prior years)				26
27			17,490	28. UNAPPROPRIATED ENDING FUND BALANCE	24,780	24,780	24,780	27
28	4,083,607	4,033,722	3,945,000	29. TOTAL REQUIREMENTS	4,075,000	4,075,000	4,075,000	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 2021-2022		
Actual		Adopted Budget This Year 20-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 18-19	First Preceding Year 19-20					
			RESOURCES			
			Beginning Fund Balance:			
1			1. Cash on hand* (cash basis),or			1
2	1,262,737	1,387,574	2. Working capital* (accrual basis)	1,475,000	1,475,000	1,475,000
3			3. Previously levied taxes estimated to be received			3
4	33,289	30,642	4. Earning from temporary investments	11,000	11,000	11,000
5	325,000	280,000	5. Transferred from other funds General	350,000	350,000	350,000
6	2,905	3,558	6. Sewer Connections	3,000	3,000	3,000
7			7. Miscellaneous			7
8			8. FEMA Disaster Recovery			8
9	1,623,931	1,701,774	9. Total resources, except taxes to be levied	1,839,000	1,839,000	1,839,000
10			10. Taxes necessary to balance			10
11			11. Taxes collected in year levied			11
12	1,623,931	1,701,774	12. TOTAL RESOURCES	1,839,000	1,839,000	1,839,000
			REQUIREMENTS			
1	99,573	433,221	1. Sewer Line Construction / Maintenance	1,260,000	1,260,000	1,260,000
2	36,377	65,404	2. Pumps	95,000	95,000	95,000
3	3,280	5,579	3. Generator	15,000	15,000	15,000
4	78,634	20	4. I & I	168,000	168,000	168,000
5	7,239	98,264	5. Engineering/Mapping	115,000	115,000	115,000
6	3,985	1,931	6. Safety Equipment	8,500	8,500	8,500
7	3,248	1,277	7. Tools	12,000	12,000	12,000
8	4,019	1,200	8. Building Maintenance/Fencing	5,000	5,000	5,000
9	2	1	9. Investment Fees	10	10	10
10	0	0	10. Admin/Permits	2,000	2,000	2,000
11	0	290	11. Connections Charge Refunds	580	580	580
12			12. Capital Outlay			12
13	0	0	13. Generator Replacement/Portable Generator	75,000	75,000	75,000
14	0	0	14. Contingency	45,000	45,000	45,000
15	236,357	607,187	15.	1,801,090	1,801,090	1,801,090
16	1,387,574	1,094,587	16. UNAPPROPRIATED ENDING FUND BALANCE	37,910	37,910	37,910
17	1,623,931	1,701,774	17. TOTAL REQUIREMENTS	1,839,000	1,839,000	1,839,000

*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 2021-2022			
	Actual		Adopted Budget This Year 20-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 18-19	First Preceding Year 19-20						
				RESOURCES				
				Beginning Fund Balance:				
1				1. Cash on hand* (cash basis), or				1
2	357,187	384,650	425,000	2. Working capital* (accrual basis)	445,000	445,000	445,000	2
3				3. Previously levied taxes estimated to be received				3
4	9,492	8,829	7,000	4. Earning from temporary investments	3,000	3,000	3,000	4
5				5. Transferred from other funds				5
6	17,971	32,829	15,000	6. Systems Development Charges	24,450	24,450	24,450	6
7				7.				7
8				8.				8
9	384,650	426,308	447,000	9. Total resources, except taxes to be levied	472,450	472,450	472,450	9
10				10. Taxes necessary to balance				10
11				11. Taxes collected in year levied				11
12	384,650	426,308	447,000	12. TOTAL RESOURCES	472,450	472,450	472,450	12
				REQUIREMENTS				
1	0	0	410,000	1. Added Capacity, HSD System	430,000	430,000	430,000	1
2	0	1	30	2. Investment Fees	25	25	25	2
3	0	0	25,000	3. Master Planning/Engineering	30,000	30,000	30,000	3
4	0	0	4,500	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	384,650	426,307	7,470	16. RESERVED FOR FUTURE EXPENDITURE	7,525	7,525	7,525	16
17	384,650	426,308	447,000	17. TOTAL REQUIREMENTS	472,450	472,450	472,450	17

*Includes Unappropriated Balance budgeted last year.