



MOLALLA AQUATIC CENTER



Proposed Budget

Fiscal Year 2023-24

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Budget Committee

Citizen Appointments

Sue Gee
Pamela Lucht
Stacy Oglivie
Nancy Kylo
Angie Hill

Board of Directors

Rick Gano, President
Paula Beck
Claire Ferlan
Neal Lucht
Hendy Appleton

Aquatic Center Staff

Melissa Georgesen, Executive Director
Jayme Logan, Recording Secretary

The Molalla Aquatic District

Who We Are

MAD Mission

To operate the Molalla Aquatic Center, at the highest level of excellence, with a commitment to provide affordable and accessible recreational, fitness, competition, and educational services for people of all ages, abilities, and cultures.

MAD Vision Statement

To have a strong community through recreation, safety, and pride.

Established

2017

Budget Message

To: Budget Committee
From: Melissa Georgesen, Executive Director & Budget Officer
Date: May 23, 2023
Re: 2023-24 Budget Message

Honorable Budget Committee Members,

It is my pleasure to bring this budget to you for your consideration. This budget was prepared thoughtfully and conservatively for the next fiscal year. Notable changes include the addition of a full time staff member; and decreased budget due to last year's project of replacing the pool HVAC.

Overall, the Aquatic District is positioned quite nicely going forward. Last year we saw a large increase in both program participation and revenue. This was our most successful year to date. I anticipate this next fiscal year to see another increase in all of our programs and inevitably in our revenue.

Once again, Clackamas County has assessed taxes at a higher rate, which is wonderful news for our taxes to be collected. Our swimming lessons and before and after school club are seeing the highest numbers of revenue, which reflect the need in our community for offerings centered around children.

Thank you for the opportunity to serve as your Executive Director and Budget Officer!

Respectfully,



Melissa Georgesen

Budget Schedule

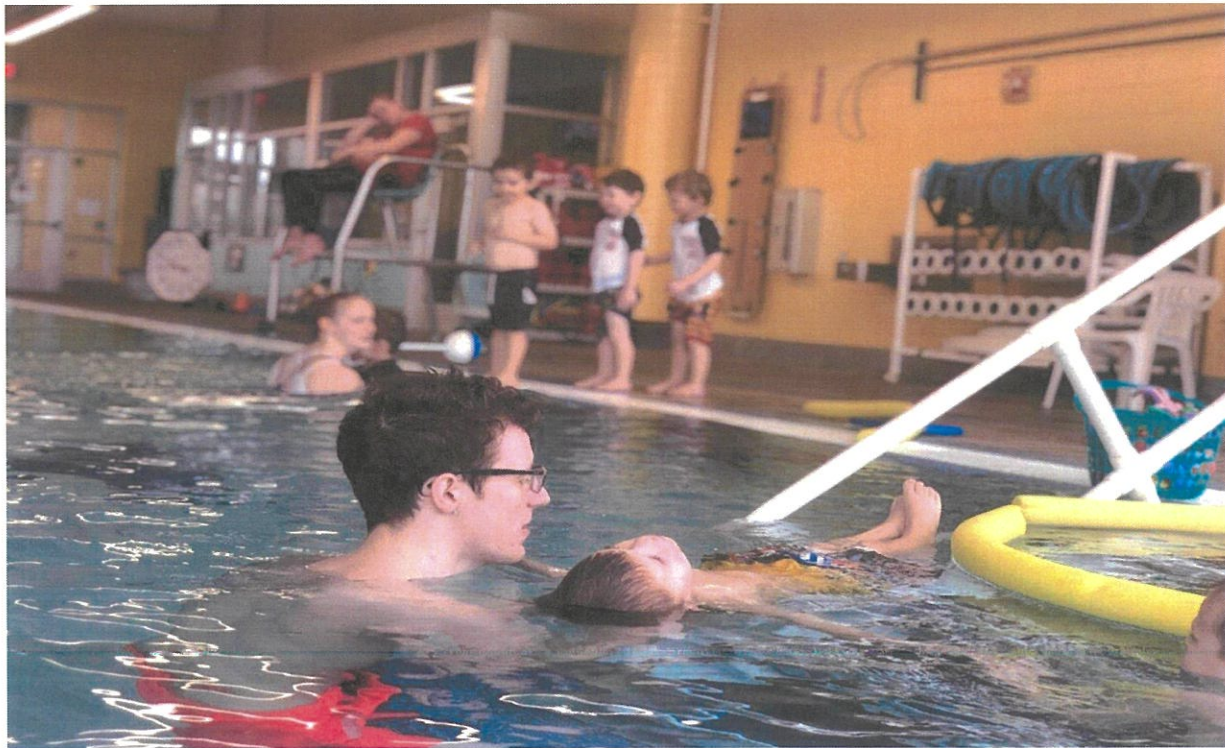
Appoint Budget Officer	<u>January 24, 2023</u>
Appoint Budget Committee	<u>February 28, 2023</u>
Prepare Proposed Budget	<u>May 18, 2023</u>
Publish 1 st & 2 nd Notice of BC Meeting	<u>April 25, 2023</u>
Budget Committee Meeting	<u>May 23, 2023</u>
& Subsequent Mtgs if Needed	<u>June 13, 2023</u>
Publish Notice of Budget Hearing	<u>May 24, 2023</u>
Enact Resolutions to Adopt by	<u>June 27, 2023</u>
Submit Tax Certification Documents	<u>July 15, 2023</u>
Send copy of all budget documents to County Clerk	<u>September 30, 2023</u>

Year in Review

Learn to Swim Program

We have had a successful year for swimming lessons. We have been able to offer group lessons, private lessons and small group lessons. Over Spring Break we hosted a week of Free Swimming Lessons for grades Kindergarten through fifth grade. We served 185 kids that week, a new record.

Our group lessons have been extremely popular, and our classes are at their maximum numbers with waitlists. We increased class sizes and offerings to accommodate the community demand. Our total number of swimming lesson participants was over 1,300 kids last year.



Private Lessons continue to have wait lists as we lack the pool space and instructor availability to fulfill these requests. We are scheduling them as we can and have served over 50 swimmers in a private setting.

Rentals & Parties

We continue to see a demand for our classroom space on the weekends, the primary request is to host a birthday party. Throughout the year we have been booked each weekend for parties, rentals and meetings.

The option to rent the entire facility on Sundays has been increasingly popular, and there have only been a handful of weekends that have stayed open this year. Of those rentals, about half of them pay additional to have the Inflatables.

We have booked several school groups as well, for end of school year parties. We have attracted schools from outside of our District, so our outreach has been growing.

We re-installed our Special Olympics program with the help of one of our high school students. They are using the program as their senior project, and that will happen this coming fall. It has been exciting to see the hard work from our staff who care so much about our pool.

Inflatables

We purchased a few more pieces for our “in water playground”, and this has been met with success from the community. Inflatable revenue has matched that of Family Swim revenue, so the offerings will continue. We have options for Saturday evening or Sunday morning. Parents can add on a Birthday Party Package without paying the rental fee to use the Inflatables.



Pictured Above: Our popular "Mermaid" theme birthday party with cupcakes from Las Delicias Bakery.

Special Programs

We have a few staple events that we hold throughout the year. Each Spring we have the Easter Egg Swim. In the Fall we hold the Pumpkin Plop. We continue to host the Firecracker 5k in partnership with Molalla Chamber of Commerce and CrossFit Molalla.



Swim Teams

Competitive swimming continues to grow in our pool. We rent space to Legacy Aquatics for age group competitive swim team. Their program has seen growth over the last year. Many swimmers age up into High School programs and work at our facility.

Molalla High School once again was back with their high school swim team. We hosted five swim meets, including a large Invitational Swim Meet.



Wilsonville High School was able to rent our pool for an afternoon to host a meet. We foresee being able to rent out our space in the future for added revenue from other swim teams who lack a “home pool”.

Pictured above is our annual Indians Invitational Swim Meet. This year there were 17 teams competing!

Projects

This summer will we complete our largest capital improvement project to date, replacing our 20-year-old dehumidification system, the Dectron. Work is scheduled to be completed in Summer 2023.

In the Fall, we completed another project. We replaced our main drains valves, which had been frozen shut. The pool was not able to drain properly, and the project had to be done when the water table was low. We had a routine closure and accomplished this work with little delay.



Before & After School Program

This program continues to be a success for our Aquatic District, serving over 20 students each year. We call it the MAC Kids Club and we have students in grades Kindergarten through Fifth grade participate in it.

We are continuing the Club over the summer months, as well as activities. We are again running Day Camps for our Kids Club members as well as students who did not attend our program. They will be programs open to the public, and we hope to see even more kids attend, as we are including plenty of swimming throughout.



**FORM
LB-20**

**RESOURCES
General Fund**

(name of fund)

MOLALLA AQUATIC DISTRICT
(Name of Municipal Corporation)

	Historical Data			Adopted Budget This Year 2022-23	RESOURCE DESCRIPTION	Budget For Next Year 2023-24		
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-21	First Preceding Year 2021-22						
1	500,000	550,000	800,000	1	Available Cash on Hand* (Cash Basis) or	\$ 700,000		1
2	10,000	10,000	10,000	2	Previously Levied Taxes Estimated To Be Received	\$ 10,000		2
3	533,883	562,845	591,808	3	Taxes Estimated To Be Received	\$ 618,187		3
4	37,800	40,000	50,000	4	Admission Fees	\$ 50,000		4
5	5,000	2,500	2,500	5	Party Room Rental	\$ 10,000		5
6	10,000	5,000	5,000	6	Private Facility Rental	\$ 10,000		6
7	500	1,000	500	7	Red Cross Training Courses	\$ 500		7
8	25,000	12,000	12,000	8	Learn to Swim Program	\$ 70,000		8
9	6,000	6,000	7,000	9	Private Lesson Program	\$ 7,000		9
10	4,000	2,000	2,000	10	Concessions	\$ 5,000		10
11	5,000	5,000	5,000	11	Donations / Grants / Awards	\$ 5,000		11
12	12,000	5,000	5,000	12	Local Government Investment Pool Dividend	\$ 5,000		12
13	-	-	70,000	13	Before & After School Program	\$ 80,000		13
14	-	-	50,000	14	Camps & Clinics	\$ 5,000		14
15	-	-	10,000	15	Special Events	\$ 10,000		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	1,149,183	1,201,345	1,620,808	27	TOTAL RESOURCES	1,585,687	-	-

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

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM
LB-30**

General Fund

(name of fund)

MOLALLA AQUATIC DISTRICT

(Name of Municipal Corporation)

Line Item	Historical Data			REQUIREMENTS FOR ADMINISTRATION	Budget For Next Year 2023-24		
	Actual	Adopted Budget	Adopted By		Proposed By	Approved By	Adopted By
	Second Preceding Year 2020-21	First Preceding Year 2021-22					
1				PERSONNEL SERVICES			1
2	69,000	74,625	76,865	Executive Director Salary	79,170		2
3	4,800	2,239	2,306	Retirement - MAD Contribution	2,375		3
4	5,520	7,200	8,000	Health Insurance	8,000		4
5		-		Administrative Coordinator Salary	45,000		5
6				Retirement - MAD Contribution	1,350		6
7				Health Insurance	8,000		7
8	59,445	70,146	74,147	8 PT Receptionists / Admins	84,695		8
9	55,805	60,003	59,390	4 PT Shift Supervisors	58,117		9
10	55,410	48,011	48,011	8 PT Water Safety Instructors	48,011		10
11	94,074	87,355	87,355	10 PT Lifeguards	87,355		11
12	-	-	35,073	15 PT Kids Club	46,265		12
13	16,887	14,190	25,494	Water Fitness Instructors	22,478		13
14	61,800	36,024	41,400	Payroll Taxes (FICA, etc)	41,400		14
15	-	8,500	10,000	Workman's Comp Insurance	10,000		12
16					-		16
17	422,741	408,293	468,041	TOTAL PERSONNEL SERVICES	542,216	-	17
18	12.31	10.74	11.04	Total Full Time Equivalent (FTE)	12.00		18
19				MATERIALS AND SERVICES			19
20	10,000	2,000	2,500	Professional Services / IT	2,500		20
21	1,500	10,000	12,000	Accounting & Legal	12,000		21
22	20,000	27,000	30,000	Bookkeeping / Payroll Services	30,000		22
23	32,304	25,000	25,000	Pool Equip Repair / Maintenance	30,000		23
24	10,000	10,000	12,000	Grounds / Landscaping	12,000		24
25	900	3,600	3,600	Security System	3,600		25
26	2,700	2,700	3,000	Phone / Internet	3,000		26
27	32,400	32,000	32,000	Natural Gas Fees	32,000		27
28	38,000	38,000	45,000	Electricity	48,000		28

29	14,400	14,500	14,500	14,500	27	Water / Sewer	17,000		29
30	2,000	2,000	2,000	2,000	28	Garbage / Recycle	2,500		30
31	7,000	9,000	9,000	9,000	31	Pool Chemicals	10,000		31
32	500	500	750	750	32	Small Tools / Equipment	750		32
33	3,000	6,000	6,000	6,000	33	Office & Computer Supplies	9,000		33
34	2,000	2,000	2,000	2,000	34	Office Equipment Lease - Copier	2,000		34
35	10,000	10,000	8,000	8,000	35	Janitorial & Safety Supplies	8,000		35
36	1,000	1,000	1,000	1,000	36	Meals & Events	1,000		36
37	5,000	5,000	8,000	8,000	37	Travel / Training	6,000		37
38	1,200	1,500	4,000	4,000	38	Advertising / Marketing	2,000		38
39	2,000	2,000	2,000	2,000	39	Special Events	5,000		39
40	500	500	2,000	2,000	40	Uniforms	2,000		40
41	12,000	11,000	13,000	13,000	41	Liability Insurance (Auto, Fire, etc)	13,000		41
42	1,000	1,000	1,000	1,000	42	Licenses, Titles, Registrations	1,000		42
43	6,000	10,000	12,000	12,000	43	Software Licenses & Support	11,000		43
44	3,000	1,000	1,000	1,000	44	Dues, Fees, Registrations	1,000		44
45	96	100	100	100	45	Bank Charges	100		45
46	2,000	2,000	3,000	3,000	46	Credit Card Usage Fees	6,000		46
47	-	25,000	30,000	30,000	47	Building Repair & Maintenance	30,000		47
48			5,000	8,000	48	Program Supplies (Kids Club, Concessions, Etc)	8,000		48
49					49				49
50	220,500	254,400	289,450	289,450	50	TOTAL MATERIALS AND SERVICES	308,450	-	50
51					51	CAPITAL OUTLAY			51
52	70,000	56,000	-	-	52	UV Upgrades + Pool Blankets	-	-	52
53	-	50,000	50,000	60,000	53	Water Heater Upgrade	60,000		53
54	-	25,000	25,000	-	54	Main Drain Valve Repair	-		54
55			-	150,000	55	Plaster Pool	150,000	-	55
56					56		-	-	56
57	70,000	131,000	75,000	75,000	57	TOTAL CAPITAL OUTLAY	210,000	-	57
58					58	CONTINGENCY			58
59	125,000	164,000	150,000	150,000	59	Contingency	200,000		59
60			-	-	60		-	-	60
61			-	-	61		-	-	61
62	125,000	164,000	150,000	150,000	62	TOTAL CONTINGENCY	200,000	-	62
63					63	UNAPPROPRIATED ENDING FUND BALANCE			63
64	110,942	43,652	38,316	38,316	64	Unappropriated Ending Fund Balance	75,021	-	64
65			-	-	65		-	-	65
66			-	-	66		-	-	66

67	110,942	43,652	38,316	67	TOTAL UNAPPROPRIATED ENDING FUND BALANCE	75,021	-	-	67
68				68	RESERVE FOR FUTURE EXPENDITURE				68
69	200,000	200,000	100,000	69	Reserve for Future Expenditure	150,000			69
70			500,000	70	Dectron Replacement	100,000			70
71			-	71		-			71
72	200,000	200,000	600,000	72	TOTAL FOR FUTURE EXPENDITURE	250,000			72
73				73					73
74	1,149,195	1,201,356	1,620,807	74	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,585,687	-	-	74

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 is the basis for appropriations. Adopted by the governing body [ORS 294.456].

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 294.428].

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. The growth is limited to 3% unless an exception applies (e.g., new or enlarged structure).

Assessment date. The date on which the real market value of property is set—January 1.

Audit. The annual review and appraisal of a municipal corporation’s accounts and fiscal affairs conducted by an accountant under contract or the Secretary of State [ORS 297.425].

Audit report. A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government's financial statements, and compliance with requirements, orders and regulations.

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

Biennial budget. A budget for a 24-month period.

Billing rate. A district's tax rate used to compute ad valorem taxes for each property. The billing rate is expressed in dollars per \$1,000 of assessed property value.

Budget. Written document showing the local government's comprehensive financial plan for one fiscal year or biennium. 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(5)].

Budget committee. Fiscal planning board of a local government, consisting of the governing body plus an equal number of registered voters appointed from the district [ORS 294.414].

Budget message. Written explanation of a local government's budget and financial policies, including any changes from the prior fiscal year. It is prepared and presented under the direction of the executive officer or chairperson of the governing body [ORS 294.403].

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 period. For local governments on a biennial budget, the 24-month period beginning July 1 and ending June 30 of the second following calendar year. See also "Fiscal year."

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 outlay. Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings.

Capital projects fund. A fund used to account for resources, such as bond sale proceeds, and expenditures to be used for major capital item purchase or construction [OAR 150294.352(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(9)].

Category of limitation. The three categories of taxes on property for the purpose of the constitutional limits - education, general government, excluded from limitation [ORS 310.150].

Compression. A reduction in taxes required by Measure 5 (1990) property tax limits. Compression is computed on a property-by-property basis, and is first applied towards local option tax levies, then permanent rate levies.

Consolidated billing tax rate. The consolidated billing tax rate is the combined total of the billing rates for all taxing districts in a limitation category 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 for education and for other government activities (Art. XI, sect. 11b, Or Const.).

Contingency. An amount appropriated in anticipation that some operating expenditures will become necessary which cannot be foreseen and planned in the budget. A general operating fund may contain one line for operating contingency [ORS 294.388].

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.

District. See “Local government.” A local government entity that imposes property taxes (e.g. county, city, K-12 school district).

Division of tax. Division of tax refers to the process of, and revenue from, apportioning tax to urban renewal agencies based on the relationship of the excess to frozen value, a.k.a. tax increment revenue.

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. (Any March or September Election)

Education category. The limitation category for taxes that will be used to support the public school system and that are not used to pay exempt bonded indebtedness [ORS 310.150(1)(b)].

Encumbrance. An obligation chargeable to an appropriation and for which part of the appropriation is reserved [ORS 294.311(13)].

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 of enterprise funds are those for water, gas, and electric utilities, swimming pools, airports, parking garages, transit systems, and ports [OAR 150294.352(1)].

Excluded from limitation category. The category for taxes used to pay principal and interest on exempt bonded indebtedness [ORS 310.150(1)(a)].

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(7)(b)].

Existing plan. An existing urban renewal plan is defined as a plan that existed in December 1996, and, 1) chose an option and, 2) established a maximum amount of indebtedness by July 1998 and has not been amended to increase the land area or maximum indebtedness [ORS 457.435(4)(a)].

Expenditures. Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis. Does not include amounts budgeted for interfund transfers, contingency, reserved for future expenditure or unappropriated ending fund balance. [ORS 294.311(16)].

Fiscal year. A 12-month period to which the annual operating budget applies. The fiscal year is July 1 through June 30 for local governments [ORS 294.311(17)].

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 excess of the assets of a fund over its liabilities and reserves. [ORS 294.311(18)].

Fund type. One of nine fund types: General, special revenue, debt service, capital projects, special assessment, enterprise, internal service, trust and agency, and reserve [OAR 150294.352(1)].

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

General government category. The limitation category for taxes used to support general government operations that are not for the purposes of paying exempt bonded indebtedness [ORS 310.150(1)(c)].

Governing body. County court or board of commissioners, city council, school board, board of trustees, board of directors, or other managing board of a local government unit [ORS 294.311(20)].

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 [ORS 294.311(21)]. **Interfund loan.** Loan made from one fund to another and authorized by resolution or ordinance [ORS 294.468]. **Interfund Transfer.** Transfer from an existing appropriation category in one fund to another existing appropriation category in another fund. [ORS 294.463].

Intrafund Transfer. Transfer from one existing appropriation category to another within the same fund. [ORS 294.463].

Internal service fund. A fund used to account for fiscal activities when goods or services are provided by one organizational unit to another on a cost-reimbursement basis [ORS 294.311(23) and 294.343].

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

Liability. 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 [ORS 294.311(24)].

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(26)].

Local option tax. Taxing authority approved by voters 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.

Materials and Services. Expenses for operating costs and supplies and contracted services, such as utilities, rent, liability insurance, repair parts, fuel, accountant's fees, etc.

Maximum assessed value (MAV). The maximum taxable value limitation placed on real or personal property by the Article XI, section 11 of 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.

Maximum authority. The limitation on the amount of revenue that can be raised each year for an existing urban renewal plan area [ORS 457.435(3)(a)]. Plans that are not existing plans do not have a maximum authority amount. This amount is adjusted each year based on the growth of excess value in the plan area.

Maximum indebtedness. The amount of the principal of the indebtedness necessary to complete an urban renewal plan. This does not include indebtedness incurred to refund or refinance existing indebtedness [ORS 457.190(3)(a)]. It is specified in dollars and cents and based on good faith estimates of the scope and costs of the anticipated project or projects. All existing plans are required to have an ordinance which establishes a maximum indebtedness.

Measure 5. A constitutional tax rate limitation (Article XI, Section 11b) passed by the voters in 1990 which restricts the amount an individual property can be taxed. Measure 5 limits school taxes to \$5 per \$1,000 of 'real market value'. All other general government taxes are limited to \$10 per \$1,000 of 'real market value'.

Measure 50. Initially this measure was passed as Measure 47 in 1996 and was found to be unworkable, so was rewritten and submitted to the voters as Measure 50 in 1997 and passed. M50 reduced every property's 1995-96 assessed value by 10%, and also limited the amount of annual growth of the assessed value to 3 %. M50 also established permanent rate limitations for each

taxing district in the state based on the current year tax in 1997, and then reduced 13% for most districts. If a district did not have a tax levy in 1997 and had never levied a tax, they could later request a permanent rate limit by going to the voters through a ballot measure.

Municipal corporation. See “Local government.”

Municipality. See “Local government.”

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(27)].

Object classification. A grouping of expenditures, such as personnel services, materials and services, capital outlay, debt services, and other types of requirements [ORS 294.311(29)].

Operating rate. The rate determined by dividing the local government’s tax amount by the estimated assessed value in district. This rate is calculated by the assessor when a local government imposes its operating tax as an amount, rather than a tax rate.

Ordinance. A formal 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(31)].

Personnel Services. Expenses related to the compensation of salaried employees, such as health and accident insurance premiums, Social Security and retirement contributions, civil service assessments.

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 or its voters can

increase or decrease a permanent rate limit. A district can levy any rate or amount up to their permanent rate authority each year.

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(33)].

Property taxes. An ad valorem tax, another other "tax on property", or fees, charges and assessments that are specifically authorized by statute to be 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 U.S. Postal Service by first class mail to each street address, PO Box and Rural Route within the boundaries of the local government; or hand delivery to each street address, PO Box and Rural Route 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 (Jan 1). [ORS 308.205].

Reserve for Future Expenditure. An amount budgeted, but not appropriated, that is not anticipated to be spent in the fiscal year, but rather carried forward into future fiscal years. The correct way to "save" money under Local Budget Law.

Reserve fund. Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment [ORS 294.346; 280.050].

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 existing urban renewal plan. It is not a result of a division of tax but rather imposed directly for the plan.

Special revenue fund. A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes [OAR 150-294.352(1)].

Special payment. A budget expenditure category for distributions, pass-through payments, grants made to other organizations and other one-time or unusual expenditures where goods or services are not received in return, and that do not fall into the other categories of personal services, materials and services, capital outlay, etc.

Supplemental budget. A revised 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 additional taxes. [ORS 294.471].

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. AKA urban renewal division of tax.

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(18)].

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

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

Tax year. The fiscal year from July 1 through June 30.

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 operating 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 294.398].