

Budget Modification ID: **LIB-01**

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2013

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	80-00	1510	80011	70		803710		60000	625,544	616,001	9,543		Permanent
2	80-00	1510	80011	70		803710		60130	215,794	211,639	(4,155)		Salary Related Expenses
3	80-00	1510	80011	70		803710		60140	179,229	180,899	1,670		Insurance Benefits
4	80-00	1510	80011	70		803710		60100	11,000	23,028	12,028		Temporary
5										0			
6	80-00	1510	80011	70		803910		60000	408,425	411,307	2,882		Permanent
7	80-00	1510	80011	70		803910		60130	139,783	141,120	1,337		Salary Related Expenses
8	80-00	1510	80011	70		803910		60140	184,165	179,277	(4,888)		Insurance Benefits
9	80-00	1510	80011	70		803910		60100	25,000	25,669	669		Temporary
10										0			
11	72-80			20		705210		50316		3,218	3,218		Insurance Revenue
12	72-80			20		705210		60330		(3,218)	(3,218)		Offsetting Expenditure
13										0			
14										0			
15										0			
16										0			
17										0			
18										0			
19										0			
20										0			
21										0			
22										0			
23										0			
24										0			
25										0			
26										0			
27										0			
28										0			
29										0			
											0	0	Total - Page 1
											0	0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/O	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1510	6022	64206	803710	Program Coordinator	705321	(1.00)	(62,765)	(21,886)	(18,546)	(103,197)
1510	9061	64206	803710	HR Technician	705321	1.00	42,626	14,131	17,136	73,893
1510	6002	64206	803710	Office Assistant Sr.	713712	(0.50)	(19,533)	(6,475)	(9,440)	(35,448)
1510	6002	64206	803710	Office Assistant Sr.	713712	0.75	29,299	9,713	12,665	51,677
1510	7203	61738	803910	Library Page	709809	(0.75)	(20,911)	(6,932)	(12,078)	(39,921)
1510	7211	61738	803910	Library Assistant	715561	(0.50)	(24,044)	(8,384)	(9,756)	(42,184)
1510	7211	61738	803910	Library Assistant	715561	0.75	36,065	12,576	13,139	61,780
1510	7211	61738	803910	Library Assistant	712024	(0.50)	(24,044)	(8,384)	(9,756)	(42,184)
1510	7211	61738	803910	Library Assistant	712024	0.75	36,065	12,576	13,139	61,780
										0
										0
										0
										0
										0
										0
				TOTAL ANNUALIZED CHANGES		0.00	(7,242)	(3,065)	(3,497)	(13,804)

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

						CURRENT YEAR				
Fund	Job #	HR Org	CC/WBS/O	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1510	6022	64206	803710	Program Coordinator	705321	(0.92)	(57,744)	(20,135)	(17,062)	(94,941)
1510	6022	9061	803710	HR Technician	705321	0.92	39,216	13,001	15,765	67,982
1510	6002	64206	803710	Office Assistant Sr.	713712	(0.46)	(17,970)	(5,957)	(8,685)	(32,612)
1510	6002	64206	803710	Office Assistant Sr.	713712	0.69	26,955	8,936	11,652	47,543
1510	7203	61738	803910	Library Page	709809	(0.69)	(19,238)	(6,377)	(11,112)	(36,727)
1510	7211	61738	803910	Library Assistant	715561	(0.46)	(22,120)	(7,713)	(8,976)	(38,809)
1510	7211	61738	803910	Library Assistant	715561	0.69	33,180	11,570	12,088	56,838
1510	7211	61738	803910	Library Assistant	712024	(0.46)	(22,120)	(7,713)	(8,976)	(38,809)
1510	7211	61738	803910	Library Assistant	712024	0.69	33,180	11,570	12,088	56,838
										0
										0
										0
										0
										0
										0
				TOTAL CURRENT FY CHANGES		0.00	(6,661)	(2,818)	(3,218)	(12,697)

FM Side			PS/CO Side			Cost Element/Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
General Fund Contingency				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
Indirect Central					xxx	60350	Indirect Expenditure
xx-xx	xxxxx					50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
19	1000	0020		9500001000			
Departmental					xxx	60355	Indirect Department Expenditure
xxx	xxxxx			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
xx-xx	1000						
Telecommunications					xxx	60370	Departmental telecommunication expenditure
xx-xx	xxxxx					50310	Budgets receipt of reimbursement
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
78-70	3503	0020		709525			
Data Processing					xxx	60380	Departmental data processing expenditures
xx-xx	xxxxx					50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709599		60240	Budgets offsetting expenditures
78-70	3503	0020		709599			
Electronic Service Reimbursement						60420	Departmental Electronics expenditure
xx-xx	xxxxx					50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200		60240	Budgets offsetting expenditure
78-60	3501	0020		904200			
Motor Pool: Use this cost center if you are adding funds for motor pool use.					xxx	60410	Departmental Motor Pool expenditure
xx-xx	xxxxx					50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150		60240	Budgets offsetting expenditure
78-30	3501	0020		904150			
Fleet: Use this cost center if you are adding funds for dedicated program cars.					xxx	60410	Departmental Fleet expenditure
xx-xx	xxxxx					50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100		60240	Budgets offsetting expenditure
78-60	3501	0020		904100			
Building Management					xxx	60430	Departmental Building Management expenditure
xx-xx	xxxxx					50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170	Budgets offsetting expenditure
78-50	3505	0020		902575			
Insurance Service Reimbursement						60140 or 60145	Departmental Insurance expenditure
xx-xx	xxxxx					50316	Insurance Revenue
72-80	3500	0020		705210		60330	Offsetting expenditure
72-80	3500	0020		705210			
Lease Payments to Capital Lease Retirement Fund						60450	Departmental Capital Lease Retirement expenditure
xx-xx	xxxxx						Contact your Budget Analyst to complete this.
Mail & Distribution					xxx	60460	Mail & Distribution expenditure
xx-xx	xxxxx					50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
78-20	3504	0020		904400			
Records					xxx	60460	Records expenditure
xx-xx	xxxxx					50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500		60240	Budgets offsetting expenditure
78-20	3504	0020		904500			

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
<u>Special Revenue Funds</u>		
1501 - Road Fund	Road & Bridges	0080
1502 - Emergency Communications Fund	Community Services	0060
1503 - Bike Path Fund	Community Services	0060
1504 - Recreation Fund	Community Services	0060
1506 - County School Fund	Community Services	0060
1508 - Animal Control Fund	Community Services	0060
1509 - Willamette River Bridges Fund	Roads & Bridges	0080
1510 - Library Fund	Library	0070
1512 - Land Corner Preservation Fund	Roads & Bridges	0080
1518 - Oregon Historical Society Special Levy	Community Services	0060
1519 - Video Lottery	Community Services	0060
<u>Capital Project Funds</u>		
2504 - Building Project Fund	Community Services	0060
2507 - Capital Improvement Fund	Community Services	0060
2508 - Asset Acquisition Fund	Community Services	0060
2509 - Asset Preservation Fund	Community Services	0060
2511 - Sellwood Bridge Replacement	Roads & Bridges	0080
<u>Enterprise Funds</u>		
3000 - Dunthorpe-Riverdale Svc Dist #14 Fund	Dunthorpe-Riverdale Svc Dist #14	0500
3001 - Mid County Svc Dist #1 Fund	Mid County Svc Dist #1	0510
3002 - Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Dept (10, except 10-50)	General Government	0020
Non-Dept CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety & Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety & Justice	0050
Sheriff's Office (60)	Public Safety & Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.