

Budget Modification ID:

## EXPENDITURES &amp; REVENUES

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

| Line No. | Fund Center | Fund Code | Program # | Func. Area | Accounting Unit |             |             | Cost Element | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal |
|----------|-------------|-----------|-----------|------------|-----------------|-------------|-------------|--------------|----------------|----------------|-----------------------------|----------|
|          |             |           |           |            | Internal Order  | Cost Center | WBS Element |              |                |                |                             |          |
| 1        |             |           |           |            |                 |             |             |              |                | 0              |                             |          |
| 2        |             |           |           |            |                 |             |             |              |                | 0              |                             |          |
| 3        |             |           |           |            |                 |             |             |              |                | 0              |                             |          |
| 4        |             |           |           |            |                 |             |             |              |                | 0              |                             |          |
| 5        |             |           |           |            |                 |             |             |              |                | 0              |                             |          |
| 6        |             |           |           |            |                 |             |             |              |                | 0              |                             |          |
| 7        |             |           |           |            |                 |             |             |              |                | 0              |                             |          |
| 8        |             |           |           |            |                 |             |             |              |                | 0              |                             |          |
| 9        |             |           |           |            |                 |             |             |              |                | 0              |                             |          |
| 10       |             |           |           |            |                 |             |             |              |                | 0              |                             |          |
| 11       |             |           |           |            |                 |             |             |              |                | 0              |                             |          |
| 12       |             |           |           |            |                 |             |             |              |                | 0              |                             |          |
| 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        |
|          |             |           |           |            |                 |             |             |              |                |                | 0                           | 0        |

DCA-02

**Budget/Fiscal Year: 2012**

| Description    |
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| Total - Page 1 |
| 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/IO | Position Title            | Position Number | FTE    | BASE PAY   | FRINGE   | INSUR    | TOTAL    |
| 3503 | 9748  | 65951  | 709100    | Human Resource Analyst Sr | 700500          | (1.00) | (61,495)   | (18,879) | (18,308) | (98,682) |
| 3503 | 9670  | 65951  | 709100    | Human Resource Analyst 2  | 700500          | 1.00   | 61,495     | 18,879   | 18,308   | 98,682   |
|      |       |        |           |                           |                 |        |            |          |          | 0        |
|      |       |        |           |                           |                 |        |            |          |          | 0        |
|      |       |        |           |                           |                 |        |            |          |          | 0        |
|      |       |        |           |                           |                 |        |            |          |          | 0        |
|      |       |        |           |                           |                 |        |            |          |          | 0        |
|      |       |        |           |                           |                 |        |            |          |          | 0        |
|      |       |        |           |                           |                 |        |            |          |          | 0        |
|      |       |        |           |                           |                 |        |            |          |          | 0        |
|      |       |        |           |                           |                 |        |            |          |          | 0        |
|      |       |        |           |                           |                 |        |            |          |          | 0        |
|      |       |        |           |                           |                 |        |            |          |          | 0        |
|      |       |        |           |                           |                 |        |            |          |          | 0        |
|      |       |        |           |                           |                 |        |            |          |          | 0        |
|      |       |        |           |                           |                 |        |            |          |          | 0        |
|      |       |        |           |                           |                 |        |            |          |          | 0        |
|      |       |        |           | TOTAL ANNUALIZED CHANGES  |                 | 0.00   | 0          | 0        | 0        | 0        |

**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/IO | Position Title           | Position Number | FTE  | BASE PAY     | FRINGE | INSUR | TOTAL |
|      |       |        |           |                          |                 |      |              |        |       | 0     |
|      |       |        |           |                          |                 |      |              |        |       | 0     |
|      |       |        |           |                          |                 |      |              |        |       | 0     |
|      |       |        |           |                          |                 |      |              |        |       | 0     |
|      |       |        |           |                          |                 |      |              |        |       | 0     |
|      |       |        |           |                          |                 |      |              |        |       | 0     |
|      |       |        |           |                          |                 |      |              |        |       | 0     |
|      |       |        |           |                          |                 |      |              |        |       | 0     |
|      |       |        |           |                          |                 |      |              |        |       | 0     |
|      |       |        |           |                          |                 |      |              |        |       | 0     |
|      |       |        |           |                          |                 |      |              |        |       | 0     |
|      |       |        |           |                          |                 |      |              |        |       | 0     |
|      |       |        |           |                          |                 |      |              |        |       | 0     |
|      |       |        |           |                          |                 |      |              |        |       | 0     |
|      |       |        |           |                          |                 |      |              |        |       | 0     |
|      |       |        |           |                          |                 |      |              |        |       | 0     |
|      |       |        |           | TOTAL CURRENT FY CHANGES |                 | 0.00 | 0            | 0      | 0     | 0     |

| FM Side   |                    |                    | PS/CO Side        |             |                | Cost Element/<br>Commitment<br>Item | Notes  |
|---|--------------------|--------------------|-------------------|-------------|----------------|-------------------------------------|--|
| FM<br>Fund<br>Center  | FM<br>Fund<br>Code | Functional<br>Area | Internal<br>Order | Cost Center | WBS<br>Element |                                     |  |
| <b>General Fund Contingency</b>   |                    |                    |                   | 9500001000  |                | 60470                               | Reduce available General Fund Contingency  |
| 19  | 1000               | 0020               |                   | xxx         | xxx            | xxxxx                               | Increase Expenditure   |
| xx-xx   | xxxxx              | 0020               |                   |             |                |                                     |  |
| <b>Indirect</b>   |                    |                    |                   |             |                |                                     |  |
| <b>Central</b>  |                    |                    |                   |             |                |                                     |  |
| xx-xx   | xxxxx              |                    |                   |             | xxx            | 60350                               | Indirect Expenditure   |
| 19  | 1000               | 0020               |                   | 9500001000  |                | 50310                               | Indirect reimbursement revenue in General Fund   |
| 19  | 1000               | 0020               |                   | 9500001000  |                | 60470                               | CGF Contingency expenditure  |
| <b>Departmental</b>   |                    |                    |                   |             |                |                                     |  |
| xxx   | xxxxx              |                    |                   | xxx         | xxx            | 60355                               | Indirect Department Expenditure  |
| xx-xx   | 1000               |                    |                   | xxx         | xxx            | 50370                               | Indirect Dept reimbursement revenue in General Fund  |
| xx-xx   | 1000               |                    |                   | xxx         | xxx            | xxx                                 | Off setting Dept expenditure in General Fund   |
| <b>Telecommunications</b>   |                    |                    |                   |             |                |                                     |  |
| xx-xx   | xxxxx              |                    |                   |             | xxx            | 60370                               | Departmental telecommunication expenditure   |
| 78-70   | 3503               | 0020               |                   | 709525      |                | 50310                               | Budgets receipt of reimbursement   |
| 78-70   | 3503               | 0020               |                   | 709525      |                | 60200                               | Budgets offsetting expenditure in telecommunications fund  |
| <b>Data Processing</b>  |                    |                    |                   |             |                |                                     |  |
| xx-xx   | xxxxx              |                    |                   |             | xxx            | 60380                               | Departmental data processing expenditures  |
| 78-70   | 3503               | 0020               |                   | 709000      |                | 50310                               | Budgets receipt of Data Processing reimbursement   |
| 78-70   | 3503               | 0020               |                   | 709000      |                | 60240                               | Budgets offsetting expenditures  |
| <b>PC Flat Fee</b> <i>(Flat Fee is no longer in effect for most Departments beginning in FY 2007)</i> |                    |                    |                   |             |                |                                     |  |
| xx-xx   | xxxxx              |                    |                   |             | xxx            | 60390                               | Departmental PC Flat Fee expenditure   |
| 78-70   | 3503               | 0020               |                   | 709617      |                | 50310                               | Budgets receipt of PC Flat Fee   |
| 78-70   | 3503               | 0020               |                   | 709617      |                | 60240                               | Budgets offsetting expenditure   |
| <b>Electronic Service Reimbursement</b>   |                    |                    |                   |             |                |                                     |  |
| xx-xx   | xxxxx              |                    |                   |             |                | 60420                               | Departmental Electronics expenditure   |
| 78-60   | 3501               | 0020               |                   | 904200      |                | 50310                               | Receipt of Electronics service reimbursement   |
| 78-60   | 3501               | 0020               |                   | 904200      |                | 60240                               | Budgets offsetting expenditure   |
| <b>Motor Pool:</b> <i>Use this cost center if you are adding funds for motor pool use.</i>            |                    |                    |                   |             |                |                                     |  |
| xx-xx   | xxxxx              |                    |                   |             | xxx            | 60410                               | Departmental Motor Pool expenditure  |
| 78-30   | 3501               | 0020               |                   | 904150      |                | 50310                               | Budgets receipt of Motor Pool service reimbursement  |
| 78-30   | 3501               | 0020               |                   | 904150      |                | 60240                               | Budgets offsetting expenditure   |
| <b>Fleet:</b> <i>Use this cost center if you are adding funds for dedicated program cars.</i>         |                    |                    |                   |             |                |                                     |  |
| xx-xx   | xxxxx              |                    |                   |             | xxx            | 60410                               | Departmental Fleet expenditure   |
| 78-60   | 3501               | 0020               |                   | 904100      |                | 50310                               | Budgets receipt of Fleet service reimbursement   |
| 78-60   | 3501               | 0020               |                   | 904100      |                | 60240                               | Budgets offsetting expenditure   |
| <b>Building Management</b>  |                    |                    |                   |             |                |                                     |  |
| xx-xx   | xxxxx              |                    |                   |             | xxx            | 60430                               | Departmental Building Management expenditure   |
| 78-50   | 3505               | 0020               |                   | 902575      |                | 50310                               | Budgets receipt of Building Management service reimbursement                                       |
| 78-50   | 3505               | 0020               |                   | 902575      |                | 60170                               | Budgets offsetting expenditure   |
| <b>Insurance Service Reimbursement</b>  |                    |                    |                   |             |                |                                     |  |
| xx-xx   | xxxxx              |                    |                   |             |                | 60140 or 60145                      | Departmental Insurance expenditure   |
| 72-10   | 3500               | 0020               |                   | 705210      |                | 50316                               | Insurance Revenue  |
| 72-10   | 3500               | 0020               |                   | 705210      |                | 60330                               | Offsetting expenditure   |
| <b>Lease Payments to Capital Lease Retirement Fund</b>  |                    |                    |                   |             |                |                                     |  |
| xx-xx   | xxxxx              |                    |                   |             |                | 60450                               | Departmental Capital Lease Retirement expenditure<br>Contact your Budget Analyst to complete this. |
| <b>Mail &amp; Distribution</b>  |                    |                    |                   |             |                |                                     |  |
| xx-xx   | xxxxx              |                    |                   |             | xxx            | 60460                               | Mail & Distribution expenditure  |
| 78-20   | 3504               | 0020               |                   | 904400      |                | 50310                               | Budgets receipt of service reimbursement   |
| 78-20   | 3504               | 0020               |                   | 904400      |                | 60230                               | Budgets offsetting expenditure   |
| <b>Records</b>  |                    |                    |                   |             |                |                                     |  |
| xx-xx   | xxxxx              |                    |                   |             | xxx            | 60460                               | Records expenditure  |
| 78-20   | 3504               | 0020               |                   | 904500      |                | 50310                               | Budgets receipt of service reimbursement   |
| 78-20   | 3504               | 0020               |                   | 904500      |                | 60240                               | Budgets offsetting expenditure   |
| <b>Stores</b>   |                    |                    |                   |             |                |                                     |  |
| xx-xx   | xxxxx              |                    |                   |             | xxx            | 60460                               | Stores expenditure   |
| 78-20   | 3504               | 0020               |                   | 904600      |                | 50310                               | Budgets receipt of service reimbursement   |
| 78-20   | 3504               | 0020               |                   | 904600      |                | 60240                               | Budgets offsetting expenditure   |

**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      |                                      |      |
|--|--------------------------------------|------|
| 1501 – Road Fund                                 | Roads and 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 |
| 1509 – Willamette River Bridges Fund             | Roads and Bridges                    | 0080 |
| 1510 – Library Fund                              | Library                              | 0070 |
| 1512 – Land Corner Preservation Fund             | Roads and Bridges                    | 0080 |
| 2504 – Building Project Fund                     | Community Services                   | 0060 |
| 2507 – Capital Improvement Fund                  | Community Services                   | 0060 |
| 2509 – Asset Preservation Fund                   | Community Services                   | 0060 |
| 2511 – Sellwood Bridge Fund                      | Roads and Bridges                    | 0080 |
| 3000 – Dunthorpe-Riverdale Service Dist #14 Fund | Dunthorpe-Riverdale Service Dist #14 | 0500 |
| 3001 – Mid County Service District #1 Fund       | Mid County Service District #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-Departmental (10, except 10-50)                             | General Government        | 0020 |
| Non-Departmental – CCFC (10-50)                                 | Social Services           | 0040 |
| District Attorney (15)  | Public Safety and Justice | 0050 |
| Countywide (18 & 19)  | General Government        | 0020 |
| Human Services (20, 21, 22, 25, 26, 30 & 31)                    | Social Services           | 0040 |
| Health (40)   | Health Services           | 0030 |
| Community Justice (50)  | Public Safety and Justice | 0050 |
| Sheriff's Office (60)   | Public Safety and 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.*