

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

In the Matter of Adopting     )  
and defining the various       )  
County Funds                   )

RESOLUTION NO. 91-124

WHEREAS, the Board of County Commissioners and/or the Executive Officer of the County has the responsibility to ensure that the County's financial records are maintained, and

WHEREAS, the Board and/or Executive Officer is required to monitor the Funds imposed by State statutes; and

WHEREAS, the Board has established various funds in the County's budget.

THEREFORE, BE IT RESOLVED that the Multnomah County Board of Commissioners adopts and defines the following policies and fund structure as the guidelines for accounting for County resources and expenditures.

**GOVERNMENTAL FUNDS**

**Basis of Accounting**

The County maintains all Governmental Fund Types including: the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded in the accounting period in which they become measurable and available and expenditures are recorded at the time liabilities are incurred.

**GENERAL FUND**

**General Fund** - Accounts for the financial operations of the County which are not accounted for in any other fund. The principal sources of revenue are property taxes, business income taxes, motor vehicle rental taxes and interest income. Primary expenditures in the General Fund are made for general government, public safety and human services.

The General fund also accounts for the repayment of short-term debt interest expenses incurred through the sale of tax anticipation notes pursuant to ORS 287.435 and interest expenditures incurred from reverse repurchase agreement transactions.

## SPECIAL REVENUE FUNDS

Special Revenue Funds are authorized for a specific purpose and generally operate on a year to year basis until the Fund is discontinued or revised by proper legislative authority. In the event the Fund is discontinued, any excess funds would be returned to the originating jurisdiction or the County General Fund.

**Road Fund** - In accordance with ORS 366.524 - 366.542 and ORS 368.705, accounts for revenues primarily received from the State of Oregon motor vehicle fee apportionments, County gasoline taxes, federal reserve yield and interest income. Expenditures are restricted by Article IX, Section 3A of the Constitution of the State of Oregon and consist of construction, repair, maintenance and operations of public highways and roads.

**Emergency Communications Fund** - Accounts for revenues received from a State telephone excise tax. Expenditures are restricted for the Emergency Communication Network in conjunction with the City of Portland, pursuant to Multnomah County Code 5.90.060.

**Recreation Facilities Fund** - In prior years accounted for revenues from the lease/management agreement with Glisan Street Recreation, Inc.

**Bicycle Path Construction Fund** - Accounts for one percent of State of Oregon Motor Vehicle fees collected pursuant to ORS 366.514. Expenditures are restricted by ORS for bicycle path construction and maintenance.

**Federal/State Program Fund** - Accounts for the majority of dedicated revenues and expenditures related to federal and state financial assistance programs (grants). Also accounts for General Fund contributions (match) and operational revenues.

**County School Fund** - Accounts for funds transferred from General Fund and Forest Reserve Yield revenues received from the State pursuant to ORS 328.005-328.035. Funds are distributed to the County School districts.

**Tax Title Land Sales Fund** - Accounts for the receipt and sale of foreclosed properties. Under the provision of ORS 275.275 these revenues are distributed to the taxing districts in Multnomah County.

**Animal Control Fund** - Accounts for revenues from dog and cat licenses, control fees. Cash transfers are made to the General Fund for animal control activities.

**Serial Levy Fund** - Accounts for the collections of property taxes from a three year special serial levy, fiscal year 1987-88, 1988-89, and 1989-90, for operating the Inverness Jail facility. Funds are transferred to the General Fund for jail operations and to the Capital Lease Retirement Fund for the annual certificate of participation debt payment.

**Willamette River Bridge Fund** - Accounts for State of Oregon Motor Vehicle fees and County gasoline taxes which are transferred from the Road Fund. Expenditures are made for inspections and maintenance of the Hawthorne, Morrison, Burnside, Sellwood and Broadway bridges.

**Library Fund** - Accounts for the Multnomah County Public Library operations. Property taxes from a three year special serial levy and transfers from the General Fund are the principal sources of revenue. The Multnomah County Public Library was established by Ordinance 649 pursuant to ORS 357.400 - 357.610.

**Cable Television Fund** - Accounts for the collection of franchise fees on behalf of the East County Cable Franchise consortium. Funds are disbursed to all the consortium jurisdictions and for cable regulation expenditures pursuant to Multnomah County Code 6.70.

**County Fair Fund** - In accordance with ORS 565.210 - 565.450, accounts for the revenues and expenditures of the annual County fair.

**Convention Center Fund** - Accounts for a portion of the County's transient lodging taxes collected from all hotels and motels in the County. Expenditures are to be used for Convention Center purposes pursuant to Multnomah County Code 5.50.

**Corner Preservation Fund** - Accounts for the collection of recording fees on real property transactions and surveying activities. Expenditures are made for the establishment, re-establishment, and maintenance of public corners of government surveys pursuant to ORS 203.148 and Multnomah County Code 5.10.270.

**Inmate Welfare Fund** - Accounts for the proceeds from the sale of commissary items. Purchases are made for supplies for inmates in County jails. Excess funds are used on inmate amenities such as recreation equipment for the institutions.

**Natural Areas Acquisition and Protection Fund** - Accounts for the acquisition, protection and management of natural areas. Revenues are derived from the sale of property and interest income. Authorized by Resolution 90-57.

**Jail Levy Fund** - Accounts for the three year Inverness Jail levy approved by the voters in November 1989. Property taxes are the principal source of revenue. The Inverness Jail Operating expenditures are also recorded in this Fund.

**Assessment District Operating Fund** - In accordance with ORS 223.285, accounts for revenues from special assessments levied to finance the construction of public improvements or services deemed to benefit the property owners against which the assessments are levied.

#### **DEBT SERVICE FUNDS**

Debt Service Funds exist until all long-term debt is repaid. Once the debt is repaid, any monies remaining in the fund are returned to the originating jurisdiction or County fund.

**Capital Lease Retirement Fund** - Accounts for lease-purchase principal and interest payments for buildings and major pieces of equipment acquired by the issuance of Certificates of Participation or other lease purchase arrangements. Revenues consist of service reimbursements and cash transfers from other County funds.

**Assessment District Bond Sinking Fund** - In accordance with ORS 223.285, accounts for the payment of principal and interest on special assessment improvement bonds. Revenues are received from the collection of Bancroft Assessment liens.

### **CAPITAL PROJECTS FUNDS**

Capital Projects Funds operate until the capital project is completed. Upon completion, any remaining cash is transferred to the Debt Service Fund to retire debt associated with the construction or acquisition of designated fixed assets or to the originating source of the funds.

**Lease/Purchase Project Fund** - Accounts for expenditures for long term lease/purchases of equipment, property acquisitions, remodeling and construction of County facilities. Resources are derived from certificates of participation proceeds and other lease/purchase agreements and General Fund service reimbursements.

**Capital Improvement Fund** - Accounts for the proceeds derived from the sale of unrestricted property, interest income and any service reimbursement or operating revenue from leased facilities. Expenditures are made for capital acquisitions or for the retirement of Lease/purchases. Authorized by Resolution 90.57.

**Inverness Jail Construction Fund** - Accounts for the construction of the first phase of the Inverness Jail Project.

### **Basis of Accounting**

The County maintains all Proprietary Fund Types including: Enterprise Funds and Internal Service Funds; using the full accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded at the time they are earned and expenses are recorded at the time liabilities are incurred.

Internal Service Funds are entirely or predominantly self-supporting by user charges, operating earnings or transfers from other funds. These Funds authorized under ORS 294.470, are considered to have indefinite life. In the event the fund is discontinued, any excess funds would be returned to the originating jurisdictions or County Fund.

### **INTERNAL SERVICE FUNDS**

**Insurance Fund** - Accounts for all internal service reimbursements, revenues, and expenses associated with the County's insurance requirements and administration of workers' compensation, general liability, tort, auto, property, employee medical, dental, vision, life and long-term disability claims and insurance, employee benefits, health promotion, post retirement benefits, and unemployment insured and self-insured programs pursuant to Multnomah County Code 2.60.115 to 2.60.150.

**Fleet Management Fund** - Accounts for internal service reimbursements from County organizational units using County vehicles to provide for the administration of all aspects of the County's motor vehicle fleet.

**Telephone Fund** - Accounts for dedicated charges and operational costs of the County telephone system. Revenues are derived from internal service reimbursements and other non-County organizations.

**Data Processing Fund** - Accounts for revenues received from internal service and other governmental organization reimbursements for data processing services and operations.

**Mail Distribution Fund** - Accounts for internal service reimbursements from County organizational units for U.S. mail and internal distribution and delivery expenses.

#### **ENTERPRISE FUNDS**

**Recreation Fund** - Accounts for revenues and expenses associated with the parks program and Exposition Center operations. Prior to Fiscal Year 1991-92, parks revenue, including revenues from the Glendover Golf Course, were accounted for in the Recreational Facilities Fund and the Exposition operations was accounted for in the General Fund.

#### **FIDUCIARY (AGENCY) FUNDS**

These agency funds account for resources received and held by the County in a fiduciary capacity. Disbursements are made in accordance with the agreement or applicable legislative enactment for each particular fund. The agency funds are as follows:

**Sundry Taxing Bodies Fund** - Accounts for the collection of property taxes for all governmental entities located in Multnomah County and the disbursement of the collections to such entities.

**Clearing Fund** - Accounts for Multnomah County checks outstanding, accrued payroll and payroll deductions payable.

**Sewer System Development Fund** - Accounts for the repayment of a surcharge on building activities collected for the East County cities. These surcharges are to be refunded to property owners.

**Deferred Compensation Fund** - Accounts for voluntary withholdings from employee's wages on which income taxes are deferred until the time of withdrawal.

**Public Guardian Fund** - Accounts for receipts and disbursements for individuals who are not capable of handling their own financial affairs.

**Library Retirement Fund** - Accounts for the receipt and disbursement of funds for the Library Retirement Plan. Fund was established in Fiscal Year 1990-91 as a result of the Library merging with the County.

**Department and Offices Agency Fund** - Accounts for the collection and disbursement of various monies held. Multnomah County maintains several sub-funds which are used to account for the receipt of resources held by the county in a fiduciary capacity. Disbursements are made in accordance with the agreement or applicable legislative enactment for each particular fund.

- **Medical Examiner** - Accounts for funds belonging to deceased persons. The County holds these funds until they are claimed by the deceased's heirs or, after five years, are transferred to the State Land Board.
- **Sheriff's Revolving** - Accounts for the costs of extraditing prisoners which are prepaid by the county. Reimbursement is received from the State of Oregon as specified in ORS 206.315.
- **Fair Apportionment** - Accounts for payments made to specified exhibitors at the Multnomah County Fair. Payments are made from the County's apportionment of State racing revenue as specified in ORS 565.280 and 565.290.
- **Tibbetts Flower** - Accounts for the donations received for the purchase of flowers to be placed on graves at County cemeteries on Memorial Day.
- **Oxbow Nature Center** - Accounts for donations, held in trust by Multnomah County, for construction of a nature center at Oxbow Park.
- **Blue Lake Concert Stage** - Accounts for donations, held in trust by Multnomah County, for construction of a concert stage at Blue Lake Park.
- **Gresham Branch Library** - Accounts for donations, held in trust by Multnomah County, for stained glass windows.
- **Drugs Forfeitures** - Accounts for transactions of certain property subject to forfeiture under 1989 Oregon Law, Chapter 791.

This resolution replaces Resolution No. 90-209.

22nd day of August, 1991.

By Gladys McCoy  
Gladys McCoy, Chair  
MULTNOMAH COUNTY, OREGON

Laurence Kressel  
Laurence Kressel, County Counsel  
of Multnomah County, Oregon

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