

Budget Modification ID: **BM-LIB-03****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	Internal Order	Accounting Unit Cost Center	WBS Element	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
1	80-80	1510	80019	70		803810		60000	593,089	594,351	1,262		Permanent
2	80-80	1510	80019	70		803810		60130	179,808	180,176	368		Salary Related Expenses
3	80-80	1510	80019	70		803810		60140	171,850	171,945	95		Insurance Benefits
4	80-80	1510	80019	70		803810		60230	90,480	88,755	(1,725)	0	Postage
5										0			
6	80-30	1510	80013	70		803110		60000	810,482	812,875	2,393		Permanent
7	80-30	1510	80013	70		803110		60130	245,700	246,182	482		Salary Related Expenses
8	80-30	1510	80013	70		803110		60140	270,525	270,705	180		Insurance Benefits
9	80-30	1510	80013	70		803110		60170	101,000	97,945	(3,055)	0	Professional Svc
10										0			
11	72-10	3500		20		705210		50316		(275)	(275)		Insurance Revenue
12	72-10	3500		20		705210		60330		275	275		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 CHANGEChange 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
1510	7222	64208	803810	Librarian	710177	(1.00)	(62,920)	(19,316)	(18,871)	(101,107)
1510	6088	64208	803810	Program Coordinator, Sr.	710177	1.00	62,920	19,316	18,871	101,107
1510	7222	64208	803810	Librarian	701174	(1.00)	(62,122)	(18,078)	(18,811)	(99,011)
1510	6501	64208	803810	Business Process Consultant	701174	1.00	63,636	18,518	18,925	101,079
1510	6022	65230	803110	Program Coordinator	702594	(1.00)	(53,348)	(16,378)	(18,153)	(87,879)
1510	7222	65230	803110	Librarian	702594	1.00	62,920	18,310	18,871	100,101
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	11,086	2,372	832	14,290

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate 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
1510	7222	64208	803810	Librarian	710177	(1.00)	(62,920)	(19,316)	(18,871)	(101,107)
1510	6088	64208	803810	Program Coordinator, Sr.	710177	1.00	62,920	19,316	18,871	101,107
1510	7222	64208	803810	Librarian	701174	(0.83)	(51,772)	(15,066)	(15,677)	(82,516)
1510	6501	64208	803810	Business Process Consultant	701174	0.83	53,034	15,434	15,772	84,240
1510	6022	65230	803110	Program Coordinator	702594	(0.25)	(13,337)	(4,095)	(4,538)	(21,970)
1510	7222	65230	803110	Librarian	702594	0.25	15,730	4,577	4,718	25,025
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	3,655	850	275	4,780

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				xxxxx	Increase Expenditure
xx-xx	xxxxx	0020		xxx	xxx		
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			xxx	xxx		
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		709000		60240	Budgets offsetting expenditures
78-70	3503	0020		709000			
PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)					xxx	60390	Departmental PC Flat Fee expenditure
xx-xx	xxxxx					50310	Budgets receipt of PC Flat Fee
78-70	3503	0020		709617		60240	Budgets offsetting expenditure
78-70	3503	0020		709617			
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			
Stores					xxx	60460	Stores expenditure
xx-xx	xxxxx					50310	Budgets receipt of service reimbursement
78-20	3504	0020		904600		60240	Budgets offsetting expenditure
78-20	3504	0020		904600			

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.