

**Josephine County 4-H/Extension Service District
Budget Committee Meeting**

May 18, 2016, 3:00 p.m.

**Josephine County Courthouse
Board Conference Room
500 NW 6th St., Grants Pass, Oregon**

Agenda

- Convene as Budget Committee for Josephine County 4-H/Extension Service District
- Overview of budget process (District Budget Officer)
- Elect Chair of District Budget Committee
- Receive budget message
- Discuss proposed budget
- Receive public comment on the proposed budget
- By motion approve budget as proposed or with revisions, and approve property tax rate
- Adjourn

Josephine County 4-H/Extension Service District
Budget Message
2016-17 Fiscal Year
May 18, 2016

The proposed budget for the Josephine County 4-H Extension Service District has been prepared according to Oregon Local Budget Law and is presented for your review and comment. It was developed following consultation with local citizen advisors, faculty and staff, and a careful review of the current and previous years' expenses and income. It includes a General Fund beginning balance of \$123,147, income of \$323,662, expenses of \$326,314, capital outlay of \$40,000, a \$20,000 transfer to the building fund, and \$32,631 in contingency - for an ending balance of \$27,863. The Building Fund is expected to have a beginning balance of \$282,940, interest income of \$800, and the \$20,000 transfer, for an ending balance of \$303,740.

General Fund income and other resources are detailed on Form LB-20, and General Fund expenses and other requirements are detailed on Form LB-30. Details for the Building Fund are provided on Form LB-11.

Within these forms, the proposed budget is listed in the columns labeled "Proposed by Budget Officer." The budget currently in affect is listed in the columns labeled "Adopted Budget This Year." Historical data (actual amounts) is provided for the two prior fiscal years.

The Josephine County 4-H Extension Service District accrues and expends funds through a county-level account in the District's name. That account accepts tax revenues and related funds and pays audit and other administrative expenses directly. All other extension services are purchased by the District through an intergovernmental agreement with Oregon State University (OSU) Extension Service. OSU tracks expenses billable to the District through a separate account along with any credits to that account, and submits detailed invoices for reimbursement twice annually. In addition, Extension separately tracks income and expenses not attributable to the District, but important to the operation of the local Extension office.

More detail about the proposed budget for the Josephine County OSU Extension Office, along with prior years' actual data and my estimate of where we'll end the current year, can be found in Appendix A. The spreadsheet shows three columns of data for each year:

- ***District General Fund (County)***: includes District activity within the account maintained by the county Finance Department (the actual District budget/activity)
- ***OSU (District Related)***: includes expenses incurred by OSU Extension Service that are reimbursed by the District per its intergovernmental agreement, and any reimbursements that would offset those expenses
- ***OSU (Non-district)***: includes self-funded activity of the Extension Office, including a variety of generated revenues and the expenses associated with those activities.

Extension's budget request from the District includes \$219,704 for personnel expenses and \$108,300 for supplies and services, offset by an estimated \$6,000 in reimbursements from other entities. Personnel costs include salary and other payroll expenses for two full-time secretarial

positions, a 0.75 FTE 4-H program assistant, and a 0.75 FTE Master Gardener Coordinator position. Note that in recent years the District has funded a portion of our 4-H program coordinator, but OSU has committed full funding for that position effective July 1, 2016. The funds freed up in our local budget have been reallocated to the 4-H EPA position.

In FY2015-16 we budgeted \$50,000 in capital outlay to cover costs associated with installation of a mobile office unit. With the announcement that the Rogue Valley Council of Governments Food & Friends Program would be moving to a new location, plans regarding the mobile unit were put on hold. I anticipate Food & Friends will make its move prior to the end of the 2016-17 fiscal year, freeing up sufficient space within the existing facilities to accommodate Extension's needs. Some remodeling will be necessary, and I have budgeted for that possibility under capital outlay (for major items to that will be contracted directly by the District), and under misc. fees & services for minor items that will be paid by Extension and later reimbursed through the District.

A major repair project is anticipated to be conducted in July or August, 2017. The District's agreement with the County holds it responsible for 18% of the cost of parking lot repairs. Funds for the project are included in capital outlay.

A total of \$40,000 is budgeted in capital outlay for the combined costs of parking lot and building repairs/remodeling.

Last year we chose to forego making a transfer from the District's General Fund to its Building Fund. We normally transfer at least \$10,000 annually. I believe our position is strong enough to accommodate making a \$20,000 transfer in the 2016-17 fiscal year. The resolution establishing the Building Fund expires this year. I will provide an updated resolution for the Governing Body's Consideration at the June budget hearing meeting.

I recommend certification of taxes at the District's permanent rate limit of \$0.0459 per \$1000 of assessed value on taxable property in the county, and estimate that this will result in \$306,662 in current year taxes in FY2016-17. Prior year taxes are estimated to be \$14,000, and I estimate the District will receive another \$3,000 in interest and other income.

My budget proposal includes an unappropriated ending balance of \$27,863 in the District's general fund, which when coupled with balances held at OSU will be sufficient to meet cash flow requirements between the start of the budget year (July 1) and when tax revenues become available (typically the latter part of November).

Respectfully submitted,

John Punches
District Budget Officer

**FORM
LB-30**

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
 General Fund
 Josephine County 4H\Extension Service District

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-17			
	Actual		Adopted Budget This Year 2015-16		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-14	First Preceding Year 2014-15						
				PERSONNEL SERVICES				
1				1				1
2				2				2
3				3				3
4				4				4
5				5				5
6				6				6
7	0	0	0	7 TOTAL PERSONNEL SERVICES	0	0	0	7
				Total Full-Time Equivalent (FTE)				
				MATERIALS AND SERVICES				
8	310	3,310	4,310	8 Administrative	4,310			8
9	224,087	264,038	316,354	9 Contracted Services (OSU Extension Service)	322,004			9
10				10				10
11				11				11
12				12				12
13				13				13
14	224,397	267,348	320,664	14 TOTAL MATERIALS AND SERVICES	326,314	0	0	14
				CAPITAL OUTLAY				
15	0	0	50,000	15 Capital Outlay	40,000			15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21	0	0	50,000	21 TOTAL CAPITAL OUTLAY	40,000	0	0	21
				TRANSFERRED TO OTHER FUNDS				
22	40,000	30,000	0	22 Transfer to Building Fund	20,000			22
23				23				23
24				24				24
25	40,000	30,000	0	25 TOTAL TRANSFERS	20,000	0	0	25
			32,066	26 OPERATING CONTINGENCY	32,631			
26	90,630	93,670		27 Ending balance (prior years)				26
27			25,005	28 UNAPPROPRIATED ENDING FUND BALANCE	27,863			27
28	355,027	391,018	427,736	29 TOTAL REQUIREMENTS	446,809	0	0	28

**FORM
LB-20**

**RESOURCES
General Fund
(Fund)**

**Josephine County 4H\Extension Service District
(Name of Municipal Corporation)**

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2016-17			
	Actual		Adopted Budget This Year 2015-16		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-14	First Preceding Year 2014-15						
1	66,874	90,630	113,933	1. Available cash on hand* (cash basis) or	123,147			1
2	0	0	0	2. Net working capital (accrual basis)				2
3	10,721	10,580	13,000	3. Previously levied taxes estimated to be received	14,000			3
4	3,494	1,323	3,000	4. Interest	3,000			4
5				5. Transferred IN, from other funds				5
6	0	0	0	6. OTHER RESOURCES	0			6
7				7				7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				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				27				27
28				28				28
29	81,089	102,533	129,933	29. Total resources, except taxes to be levied	140,147	0	0	29
30			297,803	30. Taxes estimated to be received	306,662			30
31	273,938	288,485		31. Taxes collected in year levied				31
32	355,027	391,018	427,736	32. TOTAL RESOURCES	446,809	0	0	32

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

**FORM
LB-11**

This fund is authorized and established by resolution #2006-51 on 06-28-2006 for the following specific purpose: to accumulate funds to purchase the Josephine Co. Extension office and auditorium building.

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2016

Building
(Fund)

Josephine County 4-H/Extension Service District
(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2016-17			
	Actual		Adopted Budget This Year 2015-16		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-14	First Preceding Year 2014-15						
				RESOURCES				
1	210,563	251,267	281,947	1. Cash on hand* (cash basis) or	282,940			1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	704	873	800	4. Interest	800			4
5	40,000	30,000	0	5. Transferred IN, from other funds	20,000			5
6				6				6
7				7				7
8				8				8
9	251,267	282,140	282,747	9. Total Resources, except taxes to be levied	303,740	0	0	9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
12	251,267	282,140	282,747	12. TOTAL RESOURCES	303,740	0	0	12
				REQUIREMENTS				
1				1				1
2				2				2
3				3				3
4				4				4
5				5				5
6				6				6
7				7				7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15 Ending balance (prior years)				15
16	251,267	282,140	282,747	16. RESERVED FOR FUTURE EXPENDITURE	303,740	303,740	303,740	16
17	251,267	282,140	282,747	17. TOTAL REQUIREMENTS	303,740	303,740	303,740	17

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