



# AGENDA

## FINANCE | AUDIT COMMITTEE

91136 N Willamette Street

541-682-7852 | [coburgoregon.org](http://coburgoregon.org)

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Tuesday, April 23, 2024 at 5:30 PM

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### CALL TO ORDER

### ROLL CALL

### AGENDA REVIEW

### MINUTES APPROVAL

- [1.](#) March 26, 2024 Finance | Audit Committee Minutes

### COMMITTEE BUSINESS

- [2.](#) Financial Report for March 2024
- [3.](#) Debt Service Overview
- [4.](#) Quarterly Financial Reports Template
- [5.](#) Financial Policies and Procedures

### CITY UPDATES

6. Committee Report to Council on May 14, 2024

### FUTURE MEETINGS

May 7	6:00 pm	Budget Committee
May 14	6:00 pm	City Council
May 28	6:00 pm	Budget Committee
June 11	6:00 pm	City Council
July 9	6:00 pm	City Council
July 23	5:30 pm	Finance   Audit Committee
October 22	5:30 pm	Finance   Audit Committee

### ADJOURNMENT

*The City of Coburg will make reasonable accommodations for people with disabilities. Please notify City Recorder 72 hours in advance at 541-682-7852 or [sammy.egbert@ci.coburg.or.us](mailto:sammy.egbert@ci.coburg.or.us)*

*All Council meetings are recorded and retained as required by ORS 166-200-0235.*



**MINUTES**

**Coburg Finance/Audit Committee Meeting**

March 26, 2024 at 5:30 P.M.  
Coburg City Hall  
91136 N Willamette Street

**MEMBERS PRESENT:** Elise Landry; Chair, Terry Dawson; Vice Chair, Colleen Marshall, Jeff Milam

**MEMBERS ABSENT:** None

**GUESTS/STAFF PRESENT:** Gregory Peck; Finance Director, Adam Hanks; City Administrator, Nancy Bell; Mayor of Coburg, Claire Smith; City Councilor, Savannah Halter & Ashraf Lakhani; Umpqua Valley Financial Auditors

**RECORDED BY:** Madison Balcom, Administrative Assistant

**CALL TO ORDER**

Chair, Elise Landry called the meeting of the Coburg Finance Audit Committee to order at 5:32 pm.

**ROLL CALL**

Ms. Landry called roll. A quorum was present.

**AGENDA REVIEW**

They switched the Finance Department Updates to happen after the Audit Presentations.

**APPROVAL OF MINUTES FROM NOVEMBER 1, 2023**

**MOTION**

Mr. Dawson moved, seconded by Ms. Marshall to approve the November 1, 2023 Coburg Finance/Audit minutes as presented.

*Motion passed as 3:0.*

**COMMITTEE BUSINESS**

**a. Audit Presentation for the City of Coburg & URA through June 30, 2023**

Ms. Lakhani explained some of the auditing process and what the auditors do for the city. Lakhani also said that there were no concerning findings in the audit this year.

Ms. Landry requested a summary of the audit from the auditors, including any highlights, issues, and the reason for the delay.

Ms. Halter explained that auditors had many different GASBY requirements this year, which delayed processes for firms, cities, and schools all across the country.

Mr. Hanks said that the City likely has a single audit of its own to do, along with trying to figure out if they hit the threshold in the fiscal year for certain proceeds and funds.

Ms. Halter said the NDNA is on page 2 of the audit reports, which give a summary of the audits.

Mr. Hanks talked about how there really isn't a great top 5 of the audit, but they are increasing a little in most financial categories. Hanks explains that he didn't have a big part in this audit process because he came on at the city mid process, but is much more familiar with it now. He talked about some of the incremental items they looked at and altered some.

Ms. Bell asked for some clarification on the first Financial Highlights bullet point, about capital assets. Mr. Hanks explained that capital assets is what they have, which is different from capital infrastructure spending. As they implement and add more, the assets category will increase. Most of the growth in capital assets is from projects within the water fund.

Ms. Lakhani said that she sees the assets being about \$217,000. If it is currently in construction, they'll note it as so and they will not get depreciated. Once completed, they will put it under either building or infrastructure. They currently have infrastructure at about \$3.3 million. She asked if these projects are currently in the construction phase. Mr. Hanks said yes, some are.

Ms. Lakhani directed everyone to pages 37 and 38 of the audit report, where she pointed out and explained some of the totals.

Ms. Landry asked if there were any notes or changes about the audit process itself. Ms. Lakhani said they have a set process that they follow every year, so the only difference was the change in requirements.

#### **b. Finance Department Updates**

Mr. Peck said they've spent lots of time going through financial processes. He noted that a major thing they've been doing is working with a financial consultant, Cindy Hanks. It has given them a total assessment of where they stand with finances. Council has approved to continue working with the financial consultant for another year, but it will not be an ongoing, consistent consultant contract at the time. A large item they are working on is converting payroll systems into Springbrook and utilizing more of what they offer.

Mr. Hanks provided more detail on the changes in payroll services and the process. Implementing the new payroll system will be a long process, but will greatly benefit all in the end. They are looking at an estimated timeline of full implementation around August 2024.

Committee members and staff discussed their past and current experiences with Springbrook. Mr. Peck and Mr. Hanks explained how helpful this added software component is for the city, regarding time and processes.

### c. Financial Report

Mr. Hanks said that they've produced them retroactively for the entire fiscal year, but started presenting them to council in January. Hanks explained the format and flow of the report. They are trying to keep this matching the budget resolution to the appropriation level they're held to for budgetary compliance.

Ms. Landry asked about the actual to budget sections with large discrepancies. Mr. Hanks said that they are going to propose to the Budget Committee to change the appropriation level. The Administration Department category includes both the materials & services and capital, and they would like to split that up to show them separately and more clearly.

Mr. Hanks added that they're planning to provide the monthly reports to council every month but not have too much discussion on them, rather providing more extensive quarterly reports.

Ms. Marshall pointed out an error on page 126 under % of A to B in **Franchise Fees**, which should be about 50% not 13%. Mr. Hanks and Mr. Peck said they will look at that and fix it.

They discussed more about the financial consultant and what their goals are with that.

## CITY UPDATES

### a. Council Framework and Objectives

Mr. Hanks explained that this document lays out the basis of the city's major workloads. Committee members were directed to page 144, which is the final set of four objectives in the Financial Resources framework. Mr. Hanks provided more detail on those four objectives.

Ms. Landry asked if they are still planning to split the Financial Policies & Procedures document (objective #3) up. Mr. Hanks said yes, they are planning to separate the accounting procedures and financial policies into separate documents.

### b. Capital Improvements Plan

Mr. Hanks said there was a Council work session for this document and it is on the April 9<sup>th</sup> City Council agenda to be approved by resolution. The prior CIP was approved in 2022. Hanks broke down the different categories and pieces of this document and provided more detail on certain project costs and estimates. They moved the plan from a 5-year plan to a 6-year plan, which brings up the idea and possibility of bi-annual budgeting rather than annual budgeting.

### c. March City Administration Monthly Report

- The City Administrator Report covers precise event details and data on department statistics for the Police, Municipal, Planning and Public Works.
- Updates have been provided on City Projects, Grants, Programs, Franchise Agreements and the League of Oregon Cities (LOC).
- Includes upcoming events
- Lists Priority Projects and Tasks

**NEXT MEETING**

The next meeting is scheduled for April 23, 2024.

They decided on having an audit recap, quarterly's, updated calendar schedule, and to continue working on the policies and procedures document on the next meeting's agenda.

**ADJOURNMENT**

Ms. Landry adjourned the meeting at 7:05 pm.

**APPROVED** by the Finance Audit Committee of the City of Coburg on this \_\_\_\_ day of \_\_\_\_\_, 2024.

**DRAFT**

\_\_\_\_\_  
Elise Landry, Finance Audit Chair

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder

**City of Coburg  
Balances  
FY 2024  
As of 3/31/2024**

**Cash Balances**

	<b>FY 2024 <u>Actual</u></b>	<b>FY 2024 <u>Budget</u></b>	<b>FY 2023 <u>Actual</u></b>	<b>EOY <u>FY 2023</u></b>
General Fund	640,321	N/A	818,194	638,087
Street Fund	1,521,401	N/A	963,665	950,820
Water Fund	1,708,021	N/A	1,769,455	1,271,001
Sewer Fund	1,475,268	N/A	1,573,361	2,068,764
<b>Total Cash</b>	<b>5,345,011</b>	<b>N/A</b>	<b>5,124,674</b>	<b>4,928,671</b>

**Fund Balances**

	<b>FY 2024 <u>Actual</u></b>	<b>FY 2024 <u>Budget</u></b>	<b>FY 2023 <u>Actual</u></b>	<b>EOY <u>FY 2023</u></b>
General Fund	622,092	624,148	723,621	451,683
Street Fund	1,540,620	411,078	976,428	912,135
Water Fund	1,861,377	170,502	1,907,924	1,153,403
Sewer Fund	1,590,427	1,622,749	1,788,366	2,153,077
<b>Total Fund Balance</b>	<b>5,614,516</b>	<b>2,828,477</b>	<b>5,396,340</b>	<b>4,670,298</b>

Interest Earnings Summary

Balance in Banks:	Cash	Percent in account	Interest Rate
Local Government Investment Pool	4,797,783	90%	5.20%
Key Bank	547,228	10%	0.00%
<b>Total Cash</b>	<b>5,345,011</b>	<b>100%</b>	

**City of Coburg  
Fund Statements  
General Fund  
FY 2024  
As of 3/31/2024**

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
<b>Revenues:</b>					
Taxes and Assessments	942,614	989,000	95%	892,094	905,168
Intergovernmental	38,326	59,125	65%	29,957	74,980
Franchise Fees	190,169	279,400	68%	169,107	223,908
Licenses, Permits & Fees	93,301	283,950	33%	97,868	170,558
Fines and Forfeitures	63,381	85,000	75%	88,643	104,895
Investment Revenue	12,366	2,500	495%	6,564	11,865
Grants and Donations	6,505	372,000	2%	129,937	130,687
Charges for Services	93,201	55,780	167%	93,130	55,691
Charges for Services -SDC	72,965	235,325	31%	66,124	145,076
Other Revenue	7,781	8,500	92%	9,244	54,331
Transfer In - Admin Fee	779,888	1,039,852	75%	659,103	878,804
<b>Total Revenue</b>	<b>2,300,496</b>	<b>3,410,432</b>	<b>67%</b>	<b>2,241,771</b>	<b>2,755,963</b>
<b>Expenditures</b>					
Administration Department	635,945	833,240	76%	562,501	753,659
Facility Management Department	67,220	118,850	57%	66,133	81,932
Planning Department	126,246	192,590	66%	124,703	189,028
Police Department	577,373	891,131	65%	592,676	828,728
Municipal Court	98,532	166,972	59%	104,947	154,220
Economic Development	47,986	58,700	82%	65,208	91,416
Park	133,182	381,416	35%	28,000	50,599
Public Works Administration	435,470	613,685	71%	405,304	563,245
Debt Service:					
Principal	-	15,000	0%	-	15,000
Interest	8,132	14,700	55%	7,574	15,149
Contingency		150,000			
<b>Total Expenditures</b>	<b>2,130,087</b>	<b>3,436,284</b>	<b>62%</b>	<b>1,957,046</b>	<b>2,742,976</b>
Net Change	170,409	(25,852)	-659%	284,725	12,987
Fund Balance - June 30,	451,683	650,000	69%	438,896	438,696
Fund Balance	622,092	624,148	100%	723,621	451,683
Fund Balance:					
Restricted for Park SDC		281,854			
Unappropriated Ending Fund Balance		342,294			
Fund Balance		624,148			

**City of Coburg  
Fund Statements  
Street Fund  
FY 2024  
As of 3/31/2024**

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
<b>Revenues:</b>					
Taxes and Assessments	116,528	170,000	69%	116,982	155,171
Intergovernmental	81,249	105,000	77%	54,075	80,038
Investment Revenue	7,113	7,900	90%	2,475	3,520
Grants and Donations	748,348	748,348	100%	40,000	140,000
Charges for Services	121,979	165,000	74%	121,051	161,577
Charges for Services -SDC	105,034	278,592	38%	123,531	216,409
Other Revenue	257	500	51%	2,336	2,336
Bond Proceeds	-	500,000	0%	999,500	999,500
Transfer In -	-	-	N/A	-	-
<b>Total Revenue</b>	<b>1,180,509</b>	<b>1,975,340</b>	<b>0%</b>	<b>1,459,950</b>	<b>1,758,551</b>
<b>Expenditures</b>					
Administration Department	322,524	2,135,245	15%	1,274,264	1,581,549
Transfer Out -	115,100	153,467	75%	166,827	222,436
Debt Service:					
Principal	92,060	114,400	80%	-	-
Interest	22,340	21,350	105%	-	-
Contingency		100,000			
<b>Total Expenditures</b>	<b>552,024</b>	<b>2,524,462</b>	<b>22%</b>	<b>1,441,091</b>	<b>1,803,985</b>
Net Change	628,485	(549,122)	-114%	18,859	(45,434)
Fund Balance - June 30,	912,135	960,200	95%	957,569	957,569
Fund Balance	1,540,620	411,078	375%	976,428	912,135
Fund Balance:					
Restricted for Street SDC		-			
Reserve for Tree Maintenance		12,000			
Unappropriated Ending Fund Balance		399,078			
Fund Balance		411,078			



**City of Coburg  
Fund Statements  
Water Fund  
FY 2024  
As of 3/31/2024**

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
<b>Revenues:</b>					
Investment Revenue	58,470	1,500	3898%	23,454	38,294
Grants and Donations	-	-	N/A	-	-
Charges for Services	705,322	975,000	72%	658,910	936,830
Charges for Services -SDC	71,172	222,262	32%	72,688	154,799
Other Revenue	648	-	N/A	-	3,650
Bond Proceeds	1,219,340	4,496,795	27%	810,234	810,234
Transfer In -	-	-	N/A	-	-
<b>Total Revenue</b>	<b>2,054,952</b>	<b>5,695,557</b>	<b>36%</b>	<b>1,565,285</b>	<b>1,943,807</b>
<b>Expenditures</b>					
Administration Department	999,332	6,163,172	16%	1,131,143	2,010,563
Transfer Out -	341,125	454,833	75%	232,645	310,194
Debt Service:					
Principal	-	82,050	0%	5,000	170,000
Interest	6,522	-	N/A	6,075	17,150
Contingency		200,000			
<b>Total Expenditures</b>	<b>1,346,978</b>	<b>6,900,055</b>	<b>20%</b>	<b>1,374,863</b>	<b>2,507,907</b>
Net Change	707,973	(1,204,498)	-59%	190,421	(564,100)
Fund Balance - June 30,	1,153,403	1,375,000	84%	1,717,503	1,717,503
Fund Balance	1,861,377	170,502	1092%	1,907,924	1,153,403
Fund Balance:					
Restricted for Water SDC		-			
Unappropriated Ending Fund Balance		170,502			
Fund Balance		170,502			

**City of Coburg  
Fund Statements  
Sewer Fund  
FY 2024  
As of 3/31/2024**

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
<b>Revenues:</b>					
Taxes and Assessments	-	-	N/A	-	-
Intergovernmental	-	375,000	0%	-	375,000
Investment Revenue	1,043	12,500	8%	560	36,146
Grants and Donations	-	-	N/A	-	-
Charges for Services	692,891	903,488	77%	633,693	847,931
Charges for Services -SDC	101,588	265,696	38%	107,918	187,296
Other Revenue	257	2,500	10%	46,523	62,398
Bond Proceeds	-	-	N/A	-	-
Transfer In -	-	-	N/A	-	-
<b>Total Revenue</b>	<b>795,780</b>	<b>1,559,184</b>	<b>51%</b>	<b>788,693</b>	<b>1,508,770</b>
<b>Expenditures</b>					
Administration Department	308,263	738,677	42%	182,089	274,462
Transfer Out -	323,663	431,551	75%	259,631	346,175
Debt Service:					
Principal	626,522	640,201	98%	626,992	630,542
Interest	99,981	270,181	37%	107,342	280,242
Contingency		200,000			
<b>Total Expenditures</b>	<b>1,358,429</b>	<b>2,280,610</b>	<b>60%</b>	<b>1,176,054</b>	<b>1,531,421</b>
Net Change	(562,650)	(721,426)	78%	(387,361)	(22,650)
Fund Balance - June 30,	2,153,077	2,344,175	92%	2,175,727	2,175,727
Fund Balance	1,590,427	1,622,749	98%	1,788,366	2,153,077
Fund Balance:					
Restricted for Wastewater SDC		577,122			
Unappropriated Ending Fund Balance		1,045,627			
Fund Balance		1,622,749			

**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**FY 2024**  
**As of 3/31/2024**  
**Target 75%**

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
<b>General Fund</b>					
Administration Department					
Personnel Services	427,830	595,975	71.79%	372,396	508,075
Material and Services	208,114	237,265	87.71%	190,105	245,584
Total Administration Department	635,945	833,240	76.32%	562,501	753,659
Facility Management Department					
Material and Services	67,220	92,100	72.99%	66,133	81,932
Capital	-	26,750	0.00%	-	-
Total Facility	67,220	118,850	56.56%	66,133	81,932
Planning Department					
Personnel Services	53,638	76,476	70.14%	45,603	62,566
Material and Services	72,608	116,114	62.53%	79,100	126,462
Total Planning Department	126,246	192,590	65.55%	124,703	189,028
Police Department					
Personnel Services	451,666	689,702	65.49%	475,136	630,476
Material and Services	109,580	189,429	57.85%	117,539	144,169
Capital Outlay	16,128	12,000	134.40%	-	54,083
Total Police Department	577,373	891,131	64.79%	592,676	828,728
Municipal Court					
Personnel Services	82,302	127,532	64.53%	88,576	119,593
Material and Services	16,230	39,440	41.15%	16,371	34,627
Total Municipal Court	98,532	166,972	59.01%	104,947	154,220
Economic Development					
Personnel Services	-	-	N/A	-	32,385
Material and Services	47,986	58,700	81.75%	65,208	59,031
Total Economic Department	47,986	58,700	81.75%	65,208	91,416

**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**FY 2024**  
**As of 3/31/2024**  
**Target 75%**

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
Park					
Material and Services	10,360	48,916	21.18%	14,210	24,825
Capital	122,822	332,500	36.94%	13,790	25,774
Total Park	133,182	381,416	34.92%	28,000	50,599
Public Works Administration					
Personnel Services	435,470	613,685	70.96%	405,304	563,245
Material and Services	-	-	N/A	-	-
Total Public Works	435,470	613,685	70.96%	405,304	563,245
Debt Service:					
Principal	-	15,000	0.00%	-	15,000
Interest	8,132	14,700	55.32%	7,574	15,149
Total Debt	8,132	29,700	27.38%	7,574	30,149
<b>Total General Fund Expenditures</b>	<b>2,130,087</b>	<b>3,286,284</b>	<b>64.82%</b>	<b>1,957,046</b>	<b>2,742,976</b>

**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**FY 2024**  
**As of 3/31/2024**  
**Target 75%**

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
<b><u>Street Fund</u></b>					
Administration Department					
Material and Services	148,405	123,175	120.48%	79,150	121,273
Capital	45,021	40,000	112.55%	-	-
Transfer Out	115,100	153,467	75.00%	166,827	222,436
Total Administration Department	308,527	316,642	97.44%	245,977	343,709
Public Works Administration					
Material and Services	12,568	76,430	16.44%	18,360	1,460,276
Capital	116,529	1,923,500	6.06%	1,176,753	-
Total Public Works	129,097	1,999,930	6.46%	1,195,113	1,460,276
Debt Service:					
Principal	92,060	114,400	80.47%	-	-
Interest	22,340	21,350	104.64%	-	-
Total Debt	114,400	135,750	84.27%	-	-
<b>Total Street Fund Expenditures</b>	<b>552,024</b>	<b>2,452,322</b>	<b>22.51%</b>	<b>1,441,091</b>	<b>1,803,985</b>

**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**FY 2024**  
**As of 3/31/2024**  
**Target 75%**

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
<b><u>Water Fund</u></b>					
Administration Department					
Material and Services	132,416	106,265	124.61%	68,939	102,549
Transfer Out	341,125	454,833	75.00%	232,645	310,194
Total Administration Department	473,541	561,098	84.40%	301,584	412,743
Public Works Administration					
Material and Services	36,213	38,613	93.78%	6,819	11,200
Capital	830,703	6,018,294	13.80%	1,055,385	1,896,814
Total Public Works	866,916	6,056,907	14.31%	1,062,204	1,908,014
Debt Service:					
Principal	-	82,050	0.00%	5,000	170,000
Interest	6,522	-	N/A	6,075	17,150
Total Debt	6,522	82,050	7.95%	11,075	187,150
<b>Total Water Fund Expenditures</b>	<b>1,346,978</b>	<b>6,700,055</b>	<b>20.10%</b>	<b>1,374,863</b>	<b>2,507,907</b>

**City of Coburg**  
**Department Summary of Expenditures by Fund**  
**FY 2024**  
**As of 3/31/2024**  
**Target 75%**

	FY 2024			FY 2023	
	Actual	Budget	% of B to A	Actual	EOY
<b><u>Sewer Fund</u></b>					
Administration Department					
Material and Services	209,819	257,892	81.36%	153,698	229,136
Capital	-	-	N/A	-	1,800
Transfer Out	323,663	431,551	75.00%	259,631	346,175
Total Administration Department	533,483	689,443	77.38%	413,329	577,111
Public Works Administration					
Material and Services	-	80,785	0.00%	-	43,525
Capital	98,444	400,000	24.61%	28,391	-
Total Public Works	98,444	480,785	20.48%	28,391	43,525
Debt Service:					
Principal	626,522	640,201	97.86%	626,992	630,542
Interest	99,981	270,181	37.01%	107,342	280,242
Total Debt	726,503	910,382	79.80%	734,334	910,784
<b>Total Sewer Fund Expenditures</b>	<b>1,358,429</b>	<b>2,080,610</b>	<b>65.29%</b>	<b>1,176,054</b>	<b>1,531,421</b>
<b>Total City Expenditure</b>	<b>5,387,519</b>	<b>14,519,271</b>	<b>37.11%</b>	<b>5,949,054</b>	<b>8,586,288</b>

**City of Coburg**  
**Budgetary Compliance**  
**FY 2024**  
**Resolution 2023-11**  
**As of 3/31/2024**  
**Target 75%**

	<u>Actual</u>	<u>Budget</u>	<u>% of B to A</u>	<u>Balance</u>
<b>General Fund</b>				
Administration Department	635,945	833,240	76%	197,295
Facility Management Department	67,220	118,850	57%	51,630
Planning Department	126,246	192,590	66%	66,344
Police Department	577,373	891,131	65%	313,758
Municipal Court	98,532	166,972	59%	68,440
Economic Development	47,986	58,700	82%	10,714
Park	133,182	381,416	35%	248,234
Public Works Administration	435,470	613,685	71%	178,215
Debt Service	8,132	29,700	27%	21,568
Contingency	-	150,000		150,000
<b>Total General Fund</b>	<u>2,130,087</u>	<u>3,436,284</u>		<u>1,306,197</u>
<b>Street Fund</b>				
Administration Department	437,624	2,288,712	19%	1,851,088
Debt Service	114,400	135,750	84%	21,350
Contingency	-	100,000		100,000
<b>Total Street Fund</b>	<u>552,024</u>	<u>2,524,462</u>		<u>1,972,438</u>
<b>Water Fund</b>				
Administration Department	1,340,457	6,618,005	20%	5,277,548
Debt Service:	6,522	82,050	8%	75,528
Contingency	-	200,000		200,000
<b>Total Water Fund</b>	<u>1,346,978</u>	<u>6,900,055</u>		<u>5,553,077</u>



**City of Coburg  
Budgetary Compliance  
FY 2024  
Resolution 2023-11  
As of 3/31/2024  
Target 75%**

	<u>Actual</u>	<u>Budget</u>	<u>% of B to A</u>	<u>Balance</u>
<b>Wastewater Fund</b>				
Administration Department	631,926	1,170,228	54%	538,302
Debt Service	726,503	910,382	80%	183,879
Contingency	-	200,000		200,000
<b>Total Wastewater Fund</b>	<u>1,358,429</u>	<u>2,280,610</u>		<u>922,181</u>
Total Appropriations	<u>5,387,519</u>	<u>15,141,411</u>	36%	<u>9,753,892</u>

## City of Coburg Debt Summary Fiscal Year 2024

	Fund	Outstanding Balance 6/30/2023	New Issues	Principal Paid	Interest Paid	Outstanding Balance 6/30/2024
<b>Governmental</b>						
Bonds Payable:						
	2020 Series- US Bank Global Trust	General	481,698.83	15,675	16,264.22	466,023.49
Revenue:						
	2022 - State of Oregon, ODOT OTIF -0072	Street	999,500.00	92,060	22,340	907,440
<b>Total Governmental Long-Term Debt</b>			<b>1,481,198.83</b>	<b>-</b>	<b>107,735.00</b>	<b>1,373,463.83</b>
<b>Business-Type</b>						
Bonds Payable:						
	2020 Series- US Bank Global Trust	Water	386,312.92	12,571	13,043.58	373,741.61
	2020 Series- US Bank Global Trust	Sewer	4,816,988.26	156,753	162,642.20	4,660,234.90
Revenue:						
	IFA Business Oregon #S19007 - Drawdown	Water	2,104,262.00	1,219,340		3,323,602
	2020 DEQ #R23045 Refinance Note	Sewer	7,437,523.00	545,201	-	6,892,322
<b>Total Business Type Long-Term Debt</b>			<b>14,745,086.17</b>	<b>-</b>	<b>714,525.66</b>	<b>15,249,900.51</b>
<b>Total Debt</b>			<b>16,226,285.00</b>	<b>-</b>	<b>822,260.66</b>	<b>16,623,364.34</b>
<b>*General Obligation</b>			5,685,000.00	-	185,000.00	5,500,000.00
<b>Revenue</b>			10,541,285.00	1,219,340.00	637,260.66	11,123,364.34
<b>Notes and Contracts</b>			16,226,285.00	1,219,340.00	822,260.66	16,623,364.34

Audit Report - Pg 40	16,869,481.00
- Less Bond Premium	(2,971.00)
- Less Bond Premium	(640,225.00)
Balance	16,226,285.00

# City of Coburg Debt Summary Budget

Fund	Debt Name	Payment	Account Number	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Fiscal Year 2030	Fiscal Year 2031	Fiscal Year 2032	Fiscal Year 2033	Fiscal Year 2034	
General	2020 Series- US Bank Global Trust													
		Principal		001-001-510103	16,099.99	9,744.13	10,591.44	11,015.10	11,015.10	11,015.10	108,981.05	108,056.53	-	
		Interest		001-001-510102	15,793.96	14,815.31	14,522.99	14,205.24	13,874.79	13,544.34	13,544.34	10,882.29	13,544.34	
		<b>Total General Fund Debt</b>			31,893.95	24,559.44	25,114.43	25,220.34	24,889.89	13,544.34	13,544.34	108,729.15	108,729.15	13,544.34
Street	2022 - State of Oregon, ODOT OTIF -0072													
		Principal		003-600-510000	92,522.76	96,229.45	98,854.43	101,140.53	103,689.27	106,302.24	108,981.05	108,056.53	-	
		Interest		003-600-510500	21,877.24	18,170.55	15,745.57	13,289.47	10,710.73	8,097.78	5,418.95	2,672.62	-	
		<b>Total Street Fund Debt</b>			114,400.00	114,400.00	114,400.00	114,400.00	114,400.00	114,400.00	114,400.00	114,400.00	108,729.15	-
Water	2020 Series- US Bank Global Trust													
		Principal		004-600-510410	12,911.07	7,814.60	8,494.13	8,833.88	8,833.88	8,833.88	-	-	-	
		Interest		004-600-510500	12,666.44	11,881.59	11,647.15	11,382.52	11,127.31	10,862.29	10,862.29	10,862.29	10,862.29	
		<b>Total Water Fund Debt</b>			25,577.52	19,696.18	20,141.28	20,226.22	19,981.20	10,862.29	10,862.29	10,862.29	10,862.29	
Sewer	IFA Business Oregon #519007 - Drawdown													
		Principal		Not assigned Yet										
		Interest		Not assigned Yet										
		Fees		Not assigned Yet										
Sewer	2020 DEQ #R23045 Refinance Note													
		Principal		005-028-530446	548,900.00	559,420.00	569,241.00	569,103.00	574,008.00	578,956.00	583,945.00	588,978.00	599,174.00	
		Interest		005-028-530445	58,094.00	46,574.00	43,753.00	38,891.00	33,986.00	29,038.00	24,049.00	19,018.00	13,940.00	
		Fees		005-028-530447	34,462.00	31,712.00	28,939.00	26,142.00	23,321.00	20,475.00	17,605.00	14,710.00	11,791.00	
Sewer	2020 Series- US Bank Global Trust													
		Principal		005-028-530601	165,228.51	97,441.28	105,914.43	110,151.01	110,151.01	110,151.01	135,443.37	135,443.37	135,443.37	
		Interest		005-028-530600	157,939.60	148,153.10	145,229.87	142,052.43	138,747.90	135,443.37	135,443.37	135,443.37	135,443.37	
		<b>Total Sewer Fund Debt</b>			961,395.53	882,527.38	885,290.30	883,518.44	877,367.91	761,042.37	756,147.37	755,228.37	757,403.37	
<b>Total Debt</b>					1,133,256.00	1,041,183.00	1,044,936.00	1,043,365.00	1,036,619.00	899,849.00	896,954.00	885,882.10	781,810.00	



## COBURG CITY COUNCIL ACTION/ISSUE ITEM

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### TOPIC: Finance Quarterly Update

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Meeting Date: August 8, 2023

Staff Contact: Greg Peck

Contact: 541-682-7870, Gregory.peck@ci.coburg.or.us

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### REQUESTED COUNCIL ACTION

- Information only
- 

### POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

City Council Goals:

- Fiscal Stewardship
- 

### ANALYSIS

*Important notes regarding the quarter ended June 30, 2023*

- June is the 12th month of the fiscal year. If revenues and expenses were spread evenly throughout the year, the City should be at 100% of budget with each.
- **Council should be aware the transactions for the fiscal year end continue to be processed through August 31. While the majority of all transactions have been processed at this date, there are year-end required entries that will change the final numbers. Therefore, this report should be considered a preliminary reporting of the year-end. The final numbers will be reflected in the financial statement prepared by the auditors.**
  - **Whole City Revenue** received \$7,964,427 to date, which equals 47% of budget, compared to \$5,496,052 in June, 2022 which was 64% of budgeted. The following are important points to consider regarding revenues:
    - Property tax receipts received by the end of June 30, 2023 were \$908,686 which is 98% of budget. Last year at June 30, 2022, the City had collected \$870,066 which was 97% of budget.
    - Reimbursement requests for the budgeted Water Master Project is in process.

- All submitted reimbursements have been received.
- Fuel Taxes received are \$234,209.14 which is 82% of budget
- Transportation Utility Fees collected to date are \$148,406.72 which is 97% of budget
- Utility fees collected are water \$837,130.12 at 93%, and sewer \$846,431.13 at 99%

- **Whole City Expenses** are \$5,949,054, which is 40% of budget. Compared to \$5,607,246 last year at month end, which is 63% of budget.
  - Capital projects of the City are in process but do not always fall in the months expected.
  - All city debt payments were made before the end of the fiscal year.
  - All Funds, General, Streets, Water, Sewer are operating within their budgets.
  - There is an 3% difference between Revenues received and Expenditures.

**Revenues and Expenses are reported on graph sheets net of beginning fund balance and ending fund balance. This allows a comparison of budget line items with the actual received and expended.**

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#### **BUDGET**

The Budget has been implemented into the software and we have begun a new fiscal year at the city.

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#### **PUBLIC INVOLVEMENT**

N/A

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#### **NEXT STEPS**

- Audit in process

**ATTACHMENTS**

- A. Budget Performance Analysis – To be distributed at meeting**
  - B. Full City Revenue and Expense Charts**
  - C. Fund Total sheets – From Springbrook**
  - D. Cash on Hand Spreadsheet**
  - E. Checks written list for April 1, 2023 – June 30, 2023**
  - F. Bank Statements – June 30, 2023**
  - G. LGIP Statements – June 30, 2023**
-

**ATTACHMENTS**

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-



CITY OF COBURG  
GENERAL FUND BUDGET PERFORMANCE ANALYSIS  
June 30, 2023

Account #	Account Name	HISTORICAL ACTUALS												YTD	YTD	Variance	YTD			
		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Actual	Actual	Actual	Actual	Actual	Actual					Actual	Actual	Actual
TOTAL GENERAL FUND REVENUE		1,920,492	2,332,272	2,768,816	2,079,738	2,299,185	2,565,197	1,120,000	274,882	131,873	744,892	491,562	341,735	131,485	288,032	288,000	390,000	3,224,899	288,434.28	97%
PERSONAL SERVICES		805,091	339,233	412,997	448,344	450,154	554,534	46,977	59,487	58,493	34,947	32,277	30,380	37,666	33,560	58,962	46,072	315,810	124,889	81%
ADMINISTRATION		47,664	60,154	87,192	79,098	39,402	56,893	4,356	6,704	4,694	4,694	5,794	4,545	4,740	6,630	4,431	4,936	41,797	2,972	59%
POLICE		784,948	354,383	390,197	401,572	469,242	568,886	50,538	68,677	48,591	51,590	53,544	52,773	49,300	48,199	66,744	42,228	624,671	72,832	90%
COURT		86,201	95,180	97,451	104,572	105,729	118,876	9,580	13,780	9,394	9,137	9,162	9,162	9,169	9,151	12,869	9,296	119,292	6,939	97%
ECONOMIC DEVELOPMENT		49,664	60,154	87,192	79,098	39,402	56,893	3,134	5,064	3,295	3,070	3,386	3,566	3,085	2,845	0	2,905	29,552	4,389	98%
PUBLIC WORKS		729,654	273,993	330,677	397,303	404,159	503,536	43,295	97,719	47,864	47,771	42,003	42,965	43,899	42,770	62,718	44,359	559,154	99,774	96%
TOTAL PERSONAL SERVICES		1,024,768	1,183,897	1,406,056	1,387,767	1,506,666	1,800,081	160,081	210,490	167,339	144,860	145,660	143,169	142,695	141,266	207,922	140,386	1,403,596	264,706	88%
MATERIALS AND SERVICES		226,043	248,187	270,817	279,341	276,560	246,560	83,402	8,301	16,974	8,757	32,061	8,345	20,099	6,758	9,084	1,393	262,812	8,468	97%
ADMINISTRATION		97,833	170,524	82,624	153,795	99,485	127,901	18,322	7,730	26,348	4,544	9,941	-2,157	4,736	4,202	7,085	7,971	84,482	8,468	93%
POLICE		151,662	235,060	238,088	101,478	199,930	271,218	1,791	1,791	3,882	1,702	24,949	1,382	22,640	1,571	3,367	20,082	117,195	126,115	93%
COURT		115,200	117,669	118,734	142,855	160,800	127,168	7,380	1,972	20,072	5,495	6,654	27,355	38,394	5,459	4,888	8,610	171,963	232,688	74%
ECONOMIC DEVELOPMENT		50,451	28,606	27,731	38,908	42,050	75,171	2,095	892	1,838	1,888	1,524	2,057	1,263	1,991	0	2,288	29,186	43,240	68%
PARK & RECREATION		67,307	90,399	49,023	80,991	21,600	54,856	12,698	0	2,115	747	2,399	2,67	1,369	0	5,180	1,248	50,012	172,880	29%
TOTAL MATERIALS AND SERVICES		728,292	914,081	889,761	1,387,481	834,442	990,726	128,977	25,448	79,444	29,720	79,087	39,786	49,235	19,746	33,398	44,823	743,986	138,687	20%
NET REVENUE		1,822,484	2,097,729	2,295,419	2,249,246	2,491,570	2,792,589	289,204	234,291	246,781	173,580	226,232	193,954	226,290	181,511	321,321	185,212	2,881,082	249,747	87%
TOTAL REVENUE/(EXPENSE)		97,831	225,094	499,297	586,291	812,492	286,088	18,642	234,291	246,781	173,580	226,232	193,954	226,290	181,511	321,321	185,212	2,881,082	249,747	87%
CASH IN BANK BEGINNING																				
Revenue/(Loss)		563,413	322,555	396,897	218,558	185,139	716,898	-166,042	39,662	-129,908	-67,661	570,146	248,937	-65,265	-28,529	804,156	801,406	782,381	78,859	554,008
Balance Sheet Adjustments		-75,510	-4,211	-8,520	3,233	11,558	-275,917	822,555	396,987	218,558	185,139	716,898	689,516	804,156	801,406	782,381	788,899	798,696	640,133	554,008
CASH IN BANK ENDING																				
Projected Ending Cash																				

**APPROPRIATION**  
This worksheet has been created for reporting purposes only. It is intended to be used as a performance measure. It is intended for the purpose of projecting cash on hand at the end of the fiscal year.

237607  
23990110  
616.81

54,862.30  
4,978.00  
539.84

YTD ACT/PROU  
1,309,234

YTD BUDGET  
1,309,234

Variance  
288,434.28

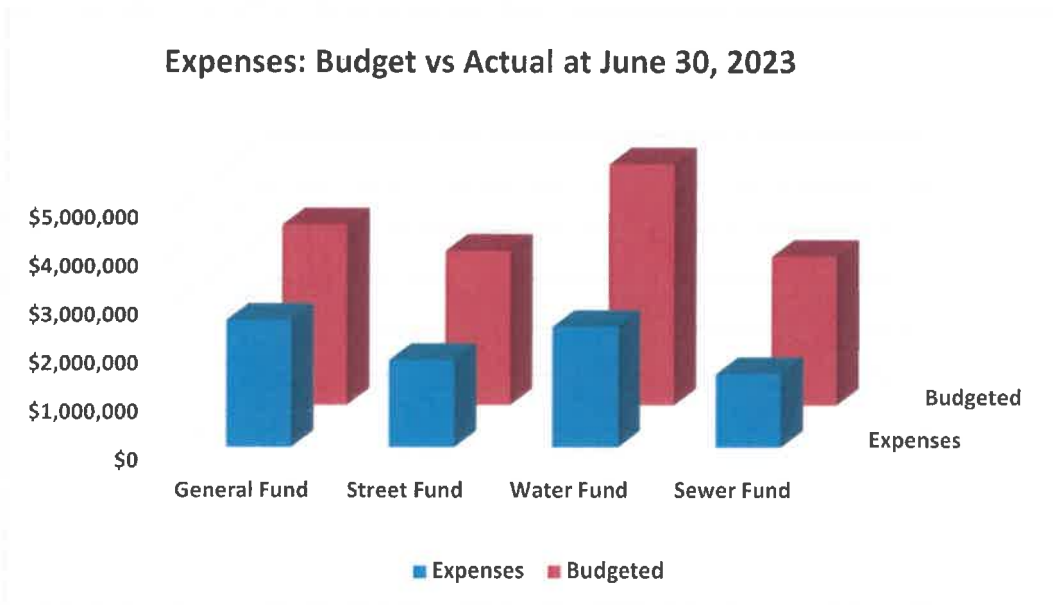
YTD %  
97%

Projected Ending Cash  
554,008

Budgeted FY end balance

**CITY OF COBURG  
EXPENSES INCURRED COMPARED TO BUDGET  
Fiscal Year To Date As of June 30, 2023**

Fund	Expenses	Budgeted	Difference	Percentage
General Fund	\$2,630,524	\$3,730,687	\$1,100,163	71%
Street Fund	\$1,802,391	\$3,188,521	\$1,386,130	57%
Water Fund	\$2,493,017	\$4,982,559	\$2,489,542	50%
Sewer Fund	\$1,521,055	\$3,076,219	\$1,555,164	49%
<b>TOTAL ALL FUNDS</b>	<b>\$8,446,988</b>	<b>\$14,977,986</b>	<b>\$6,530,998</b>	<b>56%</b>



**Important Notes**

**Budgeted expenses are net of Beginning Fund balance**

Overall expenses should be 100% if spread evenly throughout the year.

Capital Projects are in process and do not spread out evenly over the year.

Although, we budget amounts for capital projects, completion in any one fiscal year depends on available contractors, materials, supplies etc. Therefore project costs may be pushed to the new fiscal year

All debt payments were made before the end of the fiscal year.

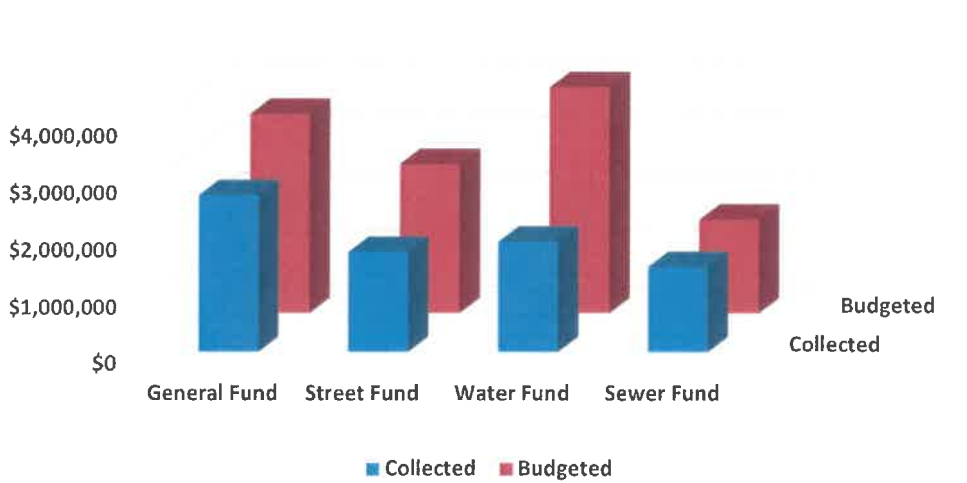
Overall City expenses equal \$8,446,988 which is 49% of budget.

All funds are operating within budget at this time.

**CITY OF COBURG**  
**REVENUES COLLECTED COMPARED TO BUDGET**  
**Fiscal Year To Date As of June 30, 2023**

Fund	Collected	Budgeted	Difference	Percentage
General Fund	\$2,759,623	\$3,509,933	\$750,310	79%
Street Fund	\$1,758,551	\$2,627,752	\$869,201	67%
Water Fund	\$1,943,807	\$3,982,226	\$2,038,419	49%
Sewer Fund	\$1,502,446	\$1,651,926	\$149,480	91%
<b>TOTAL ALL FUNDS</b>	<b>\$7,964,427</b>	<b>\$11,771,837</b>	<b>\$3,807,410</b>	<b>68%</b>

Revenues: Budget vs Actual at June 30, 2023



**Important Notes:**

**Budgeted revenues are net of Beginning Fund balance,**

Overall revenues should be 100% if spread evenly throughout the year.

Property Tax Receipts received through 6/30/2023 were \$908,686 which is 98% of budget

Franchise Fees received through 6/30/2023 equaled \$223,908.23 which is 80% of budget.

Reimbursement requests for Water is in process.

Fuel Taxes received as of 06/30/2023 are \$235,209.14 which is 82% of budget.

Transportation Utility Fee (TUF) has collected \$148,406.72 which is 97% of budget

Water fees collected through 6/30/2023 are \$837,130.12 which is 93% of budget

Sewer Fees collected through 6/30/2023 are \$846,431.13 which are 99% of budget

There is a 3% difference between revenues received and expenses.

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	4,214,933.11	151,941.24	2,759,622.98	1,455,310.13	0.00	1,455,310.13	34.53
	Fund Expense Sub Totals:	4,214,933.53	278,090.89	2,630,523.76	1,584,409.77	0.00	1,584,409.77	37.59
	Fund 001 Sub Totals:	0.42	126,149.65	-129,099.22	129,099.64	0.00		

General Fund

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,523,752.00	150,814.91	1,758,551.11	1,765,200.89	0.00	1,765,200.89	50.09
	Fund Expense Sub Totals:	3,523,752.38	89,497.25	1,802,391.40	1,721,360.98	0.00	1,721,360.98	48.85
	Fund 003 Sub Totals:	0.38	-61,317.66	43,840.29	-43,839.91	0.00		

Street Fund

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	5,549,226.10	-175,396.59	1,943,806.82	3,605,419.28	0.00	3,605,419.28	64.97
	Fund Expense Sub Totals:	5,549,226.14	377,891.91	2,493,017.31	3,056,208.83	0.00	3,056,208.83	55.07
	Fund 004 Sub Totals:	0.04	553,288.50	549,210.49	-549,210.45	0.00		

Water Fund

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	3,815,925.56	94,421.66	1,502,470.96	2,313,454.60	0.00	2,313,454.60	60.63
	Fund Expense Sub Totals:	3,815,926.02	57,591.66	1,521,055.31	2,294,870.71	0.00	2,294,870.71	60.14
	Fund 005 Sub Totals:	0.46	-36,830.00	18,584.35	-18,583.89	0.00		

Sewer Fund

**CITY OF COBURG**

**June 30, 2023**

**Fiscal Year 2023**

**CASH ON HAND PER FUND (Preliminary Reporting)**

**Bank Accounts**

Funds	KEY BANK - GEN	SP GEN.	SP SDC	For	SP SAVINGS	For	POLICE EVID.	TOTAL
GEN 001	78,728	278,236			23,313			380,277
PD Drug Educ.								
Park Cap	203,028		57,079	Park SDC				260,106
STREET 003	530,831	131,576	259,008	Street SDC				921,414
WATER 004	299,653	946,083	27,225	Water SDC				1,272,962
SEWER 005	804,724		962,067	Sewer SDC	28,250	Membrane Replace		1,795,042
SEWER DEBT	148,937				125,868	Sewer Debt Reserve	100	274,805
EVIDENCE		-					100	100
<b>TOTAL</b>	<b>2,065,901</b>	<b>1,355,895</b>	<b>1,305,379</b>		<b>177,432</b>		<b>100</b>	<b>4,904,707</b>

**CIP SDCs**

Cash Balance 6/30/2023	\$4,904,707
Cash Balance 6/30/2022	\$5,005,234
<i>Difference</i>	<i>(100,527)</i>

**REVENUE GENERATION BY FUND**

<b>GENERAL FUND</b>	Interest, taxes, State Shared Revenue, Cigarette Taxes, Liquor taxes, Land Use Fees, SDC Admin Fees, Franchise Fees Tourism, Fines & Bails, Planning, Park user fees Capital and SDC, Park Donations and Grants, Building Dev. Fees
<b>STREET FUND</b>	Street Taxes, User Fees, Grants, CIP Funds, SDC, Grants Loans
<b>WATER FUND</b>	User Fees, Grants, Capital Funds, SDC
<b>SEWER FUND</b>	User Fees, Grants, Capital Funds, SDC, Loans
<b>SEWER DEBT FUND</b>	LID, Loan Proceeds, URA Debt Service
<b>EVIDENCE</b>	Evidence Cash Seized



# Accounts Payable

## Checks by Date - Summary by Check Date

User: Gregory.Peck@ci.coburg.or.us  
 Printed: 7/31/2023 11:30 AM



Item 4.

Check No	Vendor No	Vendor Name	Check Date	Check Amount
88400	CenLin	CenturyLink	04/05/2023	55.31
88401	DCBS	DCBS Fiscal Services	04/05/2023	936.60
88402	HDEPOT	Home Depot Credit Services	04/05/2023	2,694.64
88403	Lanfin	Lanc County Finance Department	04/05/2023	374.27
88404	NOR146	NW Natural	04/05/2023	429.65
88405	OreRev	Oregon Dept. of Revenue	04/05/2023	1,501.33
88406	ARC242	SPOK, INC.	04/05/2023	113.79
88407	Verizon	Verizon Wireless	04/05/2023	999.11
88408	WFFL	Wells Fargo Financial Leasing, Inc.	04/05/2023	508.40
88409	PhWill	Phillip Williams	04/05/2023	675.00
88410	WITZIG	Wyatt WITZIG	04/05/2023	98.27
Total for 4/5/2023:				8,386.37
88411	Caldwell	Vanessa Caldwell	04/11/2023	36.28
Total for 4/11/2023:				36.28
88412	ANA165	Analytical Laboratory Group	04/12/2023	676.00
88413	BAT400	Batteries Plus	04/12/2023	90.56
88414	CasCol	Cascade Columbia Dist Co	04/12/2023	2,315.00
88415	CINTA	Cintas Corporation	04/12/2023	181.04
88416	CityCott	City of Cottage Grove	04/12/2023	17,648.00
88417	CitEug	City of Eugene	04/12/2023	2,360.43
88418	EDMS	EDMS	04/12/2023	1,165.09
88419	IAPR	International Association for Property and E	04/12/2023	65.00
88420	JCPS	Junction City Point S LLC	04/12/2023	1,470.30
88421	LGLG	Local Government Law Group P.C.	04/12/2023	1,617.00
88422	Marsh	Marshalls Heating Equipment & Sales	04/12/2023	1,268.50
88423	ORE123	OAWU - JS Memorial Scholarship Fund	04/12/2023	583.50
88424	OHACas	OHA CASHIER	04/12/2023	90.00
88425	ONE193	One Call Concepts, Inc.	04/12/2023	78.40
88426	PacExc	Pacific Excavation, Inc.	04/12/2023	348,881.32
88427	Rexius	Rexius	04/12/2023	243.60
88428	RoyFlu	Royal Flush Environmental	04/12/2023	16,834.00
88429	ULINE	Uline	04/12/2023	924.38
88430	USA426	USA Blue Book	04/12/2023	497.89
88431	VA	Valley Agromomics LLC	04/12/2023	196.20
88432	Valvln	Valvoline Instant Oil Change	04/12/2023	216.69
88433	WelWel	Welt & Welt, Inc	04/12/2023	1,192.43
Total for 4/12/2023:				398,595.33
88434	ATH	Sara Athey	04/20/2023	40.00
88435	CasCol	Cascade Columbia Dist Co	04/20/2023	1,076.64
88436	CenLin	CenturyLink	04/20/2023	185.90
88437	CINTA	Cintas Corporation	04/20/2023	63.40

Check No	Vendor No	Vendor Name	Check Date	Check Amount	Item 4.
88438	CON188	Consolidated Supply Co.	04/20/2023	1,398.44	
88439	EME131	Emerald People's Utility	04/20/2023	6,498.69	
88440	HDFow	HD Fowler Company	04/20/2023	255.86	
88441	HUNTER	Hunter Communications	04/20/2023	315.46	
88442	LAN129	Lane Council of Governments	04/20/2023	1,887.00	
88443	JLOND	London & Paris, LLP	04/20/2023	462.00	
88444	MidState	Mid-State Industrial Service inc	04/20/2023	540.80	
88445	One7	One.7, Inc	04/20/2023	18,980.00	
88446	PAC150	Pacific Power	04/20/2023	1,533.79	
88447	TP	Tracey Pugh	04/20/2023	216.53	
88448	SegLaw	Segarra Law, LLC	04/20/2023	217.00	
88449	Stap	Staples	04/20/2023	432.99	
88450	TYLE	Tyler Technologies	04/20/2023	445.50	
88451	USA426	USA Blue Book	04/20/2023	879.59	
88452	PCS	People for Coburg School	04/20/2023	600.00	
Total for 4/20/2023:				36,029.59	
88453	AFL250	AFLAC	04/27/2023	536.64	
88454	ANA165	Analytical Laboratory Group	04/27/2023	788.00	
88455	CAR476	Carquest Auto Parts	04/27/2023	70.05	
88456	CenLin	CenturyLink	04/27/2023	272.95	
88457	CINTA	Cintas Corporation	04/27/2023	117.64	
88458	CON188	Consolidated Supply Co.	04/27/2023	336.25	
88459	CROWN	Crown Products, LLC	04/27/2023	328.40	
88460	DJC	Daily Journal of Commerce	04/27/2023	341.22	
88461	DASPdc	Dept of Admin Services - Property	04/27/2023	9,829.00	
88462	DOCU	DocuTRAK Imaging, Inc.	04/27/2023	300.00	
88463	EME131	Emerald People's Utility	04/27/2023	85.92	
88464	HDFow	HD Fowler Company	04/27/2023	177.98	
88465	PTSINC	Pomp's Tire Service, INC.	04/27/2023	34.50	
88466	TP	Tracey Pugh	04/27/2023	227.51	
88467	RAD300	Radar Shop	04/27/2023	747.00	
88468	Rexius	Rexius	04/27/2023	128.00	
88469	ROGER	Rogers Machinery Company, Inc.	04/27/2023	738.36	
88470	MS	Michael Sherman	04/27/2023	1,043.00	
88471	TANG	Tangent	04/27/2023	561.80	
88472	TWOC	The Wash on Coburg	04/27/2023	30.00	
88473	ULINE	Uline	04/27/2023	335.39	
88474	Valvl	Valvoline Instant Oil Change	04/27/2023	114.72	
88475	OSGP	Voya-Oregon Savings Growth Plan	04/27/2023	200.00	
88476	WelWel	Welt & Welt, Inc	04/27/2023	1,170.27	
88477	Wirework	Wire Works, LLC	04/27/2023	3,256.44	
Total for 4/27/2023:				21,771.04	
88478	AERZEN	Aerzen USA Corporation	05/03/2023	849.73	
88479	ANA165	Analytical Laboratory Group	05/03/2023	338.00	
88480	BalMan	Mandy Balcom	05/03/2023	155.89	
88481	BRA344	Branch Engineering	05/03/2023	56,487.45	
88482	CHUCKJ	Chuck Jones	05/03/2023	4,999.99	
88483	CINTA	Cintas Corporation	05/03/2023	750.46	
88484	DOCU	DocuTRAK Imaging, Inc.	05/03/2023	64.00	
88485	EDMS	EDMS	05/03/2023	1,523.83	
88486	EME131	Emerald People's Utility	05/03/2023	24.18	
88487	FCSG	FCS Group	05/03/2023	2,680.00	
88488	HDEPOT	Home Depot Credit Services	05/03/2023	960.37	

Check No	Vendor No	Vendor Name	Check Date	Check A	Item 4.
88489	NOR146	NW Natural	05/03/2023		310.63
88490	PEST	Pest Management Services	05/03/2023		47.00
88491	Rexius	Rexius	05/03/2023		400.00
88492	SSW	Sierra Springs	05/03/2023		198.35
88493	ARC242	SPOK, INC.	05/03/2023		59.61
88494	TAG	The Automation Group, Inc.	05/03/2023		517.00
88495	USA426	USA Blue Book	05/03/2023		519.00
				Total for 5/3/2023:	70,885.49
88496	ANA165	Analytical Laboratory Group	05/10/2023		338.00
88497	BRA344	Branch Engineering	05/10/2023		2,094.45
88498	BOLI	Bureau of Labor & Industries	05/10/2023		397.69
88499	CWENTZ	Caitlin H. Wentz	05/10/2023		10.00
88500	CAR476	Carquest Auto Parts	05/10/2023		419.96
88501	CEther	Cassidy Etherton	05/10/2023		10.00
88502	CenLin	CenturyLink	05/10/2023		56.98
88503	CINTA	Cintas Corporation	05/10/2023		225.99
88504	DMVRS	DMV Record Services	05/10/2023		3.00
88505	EDMS	EDMS	05/10/2023		946.41
88506	ESALMOND	Elise M. Salmond	05/10/2023		10.00
88507	EME131	Emerald People's Utility	05/10/2023		6,255.35
88508	EROBIN	Emily A. Robinson	05/10/2023		10.00
88509	FARCHU	Floyd Archuleta	05/10/2023		10.00
88510	HERC	Herc Rentals Inc.	05/10/2023		188.66
88511	HUNTER	Hunter Communications	05/10/2023		315.46
88512	JGORD	James A. Gordon	05/10/2023		10.00
88513	KBART	Kirsten H. Bartlett	05/10/2023		10.00
88514	Lanfin	Lane County Finance Department	05/10/2023		303.35
88515	LESST	Les Schwab Tire	05/10/2023		1,661.83
88516	LGLG	Local Government Law Group P.C.	05/10/2023		2,180.50
88517	JLOND	London & Paris, LLP	05/10/2023		1,397.00
88518	LAGEORGE	Lori Ann George	05/10/2023		10.00
88519	STOM	Marilyn Stoneberg	05/10/2023		10.00
88520	MedTec	Med-Tech Resource LLC	05/10/2023		79.00
88521	MID-V	Mid-Valley Tractor Co.	05/10/2023		117.05
88522	ONE193	One Call Concepts, Inc.	05/10/2023		77.00
88523	OreRev	Oregon Dept. of Revenue	05/10/2023		1,133.78
88524	ODOTBANK	Oregon Transportation Infrastructure Bank	05/10/2023		9,995.00
88525	PacExc	Pacific Excavation, Inc.	05/10/2023		91,308.30
88526	PKELLY	Paul D. Kelly	05/10/2023		10.00
88527	PLAT	Platt	05/10/2023		3,646.84
88528	Rexius	Rexius	05/10/2023		63.00
88529	SSINGH	Shelby C. Singh	05/10/2023		10.00
88530	SHiggins	Spencer Higginson	05/10/2023		88.00
88531	SPD	SPRINGFIELD POLICE DEPARTMENT	05/10/2023		981.00
88532	Stap	Staples	05/10/2023		43.88
88533	TWOC	The Wash on Coburg	05/10/2023		22.50
88534	Verizon	Verizon Wireless	05/10/2023		906.81
88535	MWELS	Mary Wells	05/10/2023		60.00
88536	WEL250	Wells Fargo Bank	05/10/2023		508.40
88537	WelWel	Welt & Welt, Inc	05/10/2023		467.23
88538	WMCFADD	William G. McFadden	05/10/2023		10.00
88539	PhWill	Phillip Williams	05/10/2023		1,350.00
88540	WorkSite	WorkSite Solutions	05/10/2023		798.65
88541	RLEACH	Richard D. Leach	05/10/2023		10.00
88542	RHSMITH	Ronda K. Smith	05/10/2023		10.00

Total for 5/10/2023:	128,571.07
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88543	AllSea	All Seasons Equipment	05/17/2023	312.23
88544	ANA165	Analytical Laboratory Group	05/17/2023	338.00
88545	DJCorego	Bridge Tower OpCo, LLC	05/17/2023	333.96
88546	BOLI	Bureau of Labor & Industries	05/17/2023	432.70
88547	CenLin	CenturyLink	05/17/2023	116.00
88548	CIPLUS	CIVICPLUS	05/17/2023	3,800.00
88549	DEP167	Dept of Environment Quality	05/17/2023	3,190.00
88550	One7	One.7, Inc	05/17/2023	170,821.00
88551	PAC150	Pacific Power	05/17/2023	1,758.21
88552	TANG	Tangent	05/17/2023	561.80
88553	USbankSP	US Bank	05/17/2023	375,099.97

Total for 5/17/2023:	556,763.87
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88554	911Sup	911 Supply Inc	05/23/2023	100.57
88555	AFL250	AFLAC	05/23/2023	536.64
88556	AllCert	ALLCert, LLC	05/23/2023	325.00
88557	ANA165	Analytical Laboratory Group	05/23/2023	140.00
88559	CAR476	Carquest Auto Parts	05/23/2023	47.10
88560	CenLin	CenturyLink	05/23/2023	272.95
88561	CINTA	Cintas Corporation	05/23/2023	68.26
88562	DEP375	Dept Consumer & Business	05/23/2023	2,181.12
88563	EME131	Emerald People's Utility	05/23/2023	148.21
88564	IRO100	Iron Mountain	05/23/2023	1,009.30
88565	LanLin	Language Line Services	05/23/2023	19.50
88566	MCKINLEY	McKinley Printing Co.	05/23/2023	102.00
88567	MidState	Mid-State Industrial Service inc	05/23/2023	1,047.50
88568	NEL100	Nelson Tree Svcs Inc	05/23/2023	3,400.00
88569	OHACas	OHA CASHIER	05/23/2023	1,125.00
88570	ORE014	Orenco Systems, Inc.	05/23/2023	713.76
88571	Stap	Staples	05/23/2023	409.34
88572	USA426	USA Blue Book	05/23/2023	758.96
88573	VA	Valley Agromomics LLC	05/23/2023	861.93
88574	WaltNels	Walter E. Nelson Co.	05/23/2023	229.60
88575	WelWel	Welt & Welt, Inc	05/23/2023	2,701.21
88576	PhWill	Phillip Williams	05/23/2023	150.00

Total for 5/23/2023:	16,347.95
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88577	ANA165	Analytical Laboratory Group	05/31/2023	676.00
88579	CINTA	Cintas Corporation	05/31/2023	172.53
88580	EME131	Emerald People's Utility	05/31/2023	24.18
88581	FCSG	FCS Group	05/31/2023	440.00
88582	HDFow	HD Fowler Company	05/31/2023	486.28
88583	McCrom	McCrometer Inc	05/31/2023	4,363.32
88584	NOR146	NW Natural	05/31/2023	126.36
88585	PEST	Pest Management Services	05/31/2023	47.00
88586	SSW	Sierra Springs	05/31/2023	46.08
88587	TANG	Tangent	05/31/2023	561.80
88588	USA426	USA Blue Book	05/31/2023	161.15
88589	HDEPOT	Home Depot Credit Services	05/31/2023	1,370.09

Total for 5/31/2023:	8,474.79
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Check No	Vendor No	Vendor Name	Check Date	Check Amount	Item 4.
88590	ANA165	Analytical Laboratory Group	06/07/2023		338.00
88591	ATH	Sara Athey	06/07/2023		48.13
88592	BRA344	Branch Engineering	06/07/2023		44,336.68
88593	CenLin	CenturyLink	06/07/2023		56.98
88594	CON188	Consolidated Supply Co.	06/07/2023		714.93
88595	DEP375	Dept Consumer & Business	06/07/2023		1,393.92
88596	DOCU	DocuTRAK Imaging, Inc.	06/07/2023		32.00
88597	Dsteve	Dylan M Stevens	06/07/2023		33.00
88598	GATE	Gatehouse Media- Eugene Advertising	06/07/2023		128.78
88599	Grainger	Grainger	06/07/2023		219.70
88600	HJConst	H&J Construction, Inc.	06/07/2023		20,213.02
88601	HDFow	HD Fowler Company	06/07/2023		1,670.02
88602	HUNTER	Hunter Communications	06/07/2023		315.46
88603	KOJam	James Kolstoe	06/07/2023		203.50
88604	LAN129	Lane Council of Governments	06/07/2023		11,546.11
88605	Lanfin	Lane County Finance Department	06/07/2023		247.31
88606	LC SO	Lane County Sheriff's Office	06/07/2023		16,709.18
88607	JLOND	London & Paris, LLP	06/07/2023		2,013.00
88609	NOR146	NW Natural	06/07/2023		234.42
88610	ONE193	One Call Concepts, Inc.	06/07/2023		65.80
88611	OreRev	Oregon Dept. of Revenue	06/07/2023		1,039.56
88612	Stap	Staples	06/07/2023		63.83
88613	TYLE	Tyler Technologies	06/07/2023		2,781.27
88614	TYR392	Tyree Oil, Inc.	06/07/2023		1,698.79
88615	Valvln	Valvoline Instant Oil Change	06/07/2023		93.48
88616	Verizon	Verizon Wireless	06/07/2023		914.41
88617	WelWel	Welt & Welt, Inc	06/07/2023		857.88
88618	WITZIG	Wyatt WITZIG	06/07/2023		49.13
88619	WorkSite	WorkSite Solutions	06/07/2023		618.00
Total for 6/7/2023:					108,636.29
88620	911Sup	911 Supply Inc	06/14/2023		634.13
88621	ANA165	Analytical Laboratory Group	06/14/2023		338.00
88622	CasCol	Cascade Columbia Dist Co	06/14/2023		915.16
88623	CenLin	CenturyLink	06/14/2023		254.26
88624	Dooley	Dooley Enterprises	06/14/2023		968.52
88625	EDMS	EDMS	06/14/2023		754.62
88626	IRO100	Iron Mountain	06/14/2023		504.65
88627	LAN129	Lane Council of Governments	06/14/2023		4,380.39
88628	LANE	Lane County	06/14/2023		10,000.00
88629	LC SO	Lane County Sheriff's Office	06/14/2023		5,016.00
88630	LEXI	Lexipol, LLC	06/14/2023		849.75
88631	MidState	Mid-State Industrial Service inc	06/14/2023		2,831.92
88632	NBS	National Business Solutions	06/14/2023		1,757.24
88633	PTSINC	Pomp's Tire Service, INC.	06/14/2023		260.00
88634	RVBD	Riverbend Materials	06/14/2023		236.54
88635	RoyFlu	Royal Flush Environmental	06/14/2023		1,188.00
88636	SAIF	SAIF CORPORATION	06/14/2023		1,182.17
88637	SegLaw	Segarra Law, LLC	06/14/2023		437.50
88638	MS	Michael Sherman	06/14/2023		1,737.00
88639	Stap	Staples	06/14/2023		88.49
88640	RSshop	The Radar Shop Inc.	06/14/2023		747.00
88641	TWOC	The Wash on Coburg	06/14/2023		52.50
88642	TYLE	Tyler Technologies	06/14/2023		404.25
88643	WFFL	Wells Fargo Financial Leasing, Inc.	06/14/2023		508.40

Total for 6/14/2023:	36,046.49
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88644	AFL250	AFLAC	06/29/2023		536.64
88645	ANA165	Analytical Laboratory Group	06/29/2023		676.00
88646	BRA344	Branch Engineering	06/29/2023		72,647.16
88647	DJCorego	Bridge Tower OpCo, LLC	06/29/2023		331.54
88648	CAR476	Carquest Auto Parts	06/29/2023		302.32
88649	CasCol	Cascade Columbia Dist Co	06/29/2023		3,469.37
88650	Petty	Petty Cash Reimbursement Cash	06/29/2023		86.94
88651	CenLin	CenturyLink	06/29/2023		272.95
88652	CINTA	Cintas Corporation	06/29/2023		96.43
88653	MAIN ST	Coburg Main Street	06/29/2023		18,500.00
88654	DOCU	DocuTRAK Imaging, Inc.	06/29/2023		32.00
88655	EME131	Emerald People's Utility	06/29/2023		5,686.06
88656	GovEth	Government Ethics Commission	06/29/2023		43.91
88657	Grainger	Grainger	06/29/2023		21.49
88658	HARVEY&P	Harvey & Price	06/29/2023		923.00
88659	HDFow	HD Fowler Company	06/29/2023		31.23
88660	HERC	Herc Rentals Inc.	06/29/2023		2,063.54
88661	HoleIn1	Hole In One Locating	06/29/2023		200.00
88662	HDEPOT	Home Depot Credit Services	06/29/2023		1,984.11
88663	JohnCon	Johnson Controls	06/29/2023		566.57
88664	LAN129	Lane Council of Governments	06/29/2023		1,642.70
88665	MidState	Mid-State Industrial Service inc	06/29/2023		1,717.28
88666	NOR146	NW Natural	06/29/2023		48.89
88667	OLDc	Oldcastle Infrastructure	06/29/2023		3,789.00
88668	PAC150	Pacific Power	06/29/2023		1,811.98
88669	PEST	Pest Management Services	06/29/2023		47.00
88670	JudgePW	Phillip Williams	06/29/2023		600.00
88671	PriWar	Printwear of Oregon	06/29/2023		979.60
88672	Qcontrol	Quality Control Services, Inc.	06/29/2023		650.00
88673	RVBD	Riverbend Materials	06/29/2023		886.82
88674	SSW	Sierra Springs	06/29/2023		197.60
88675	SKIP	Skip Tracer & Lads	06/29/2023		4,830.00
88676	SOS	SOS Septic Pumping LLC	06/29/2023		2,160.00
88677	Stap	Staples	06/29/2023		178.01
88678	SG	Stone Goat LLC	06/29/2023		2,362.50
88679	TANG	Tangent	06/29/2023		561.80
88680	TAG	The Automation Group, Inc.	06/29/2023		1,013.00
88681	WelWel	Welt & Welt, Inc	06/29/2023		1,156.06
88682	WHA	WHA Insurance Agency	06/29/2023		8,539.77

Total for 6/29/2023:	141,643.27
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Report Total (280 checks):	1,532,187.83
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KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

**Public Sector Statement**  
**June 30, 2023**  
page 1 of 5

Item 4.

75 31 T 908 0000 R EM AO  
CITY OF COBURG  
GENERAL ACCOUNT  
PO BOX 8316  
COBURG OR 97408-1310

*Questions or comments?*  
Call our Key Business Resource Center  
1-888-KEY4BIZ (1-888-539-4249)

**Public Transaction**  
CITY OF COBURG  
GENERAL ACCOUNT

Beginning balance 5-31-23	\$1,907,495.98
71 Additions	+645,760.93
96 Subtractions	-313,165.17
Net fees and charges	-417.90
<b>Ending balance 6-30-23</b>	<b>\$2,239,673.84</b>

**Additions**

Deposits	Date	Serial #	Source	
	6-1		Merchant Svcs Merch Dep 8008238142	\$236.50
	6-2		Merchant Svcs Merch Dep 8008238126	3,275.44
	6-2		Direct Deposit, Merchant S 8030298668	402.50
	6-2		Merchant Svcs Merch Dep 8008238142	390.00
	6-5		Direct Deposit, City of Coburg Cons Coll	30,377.20
	6-5		Merchant Svcs Merch Dep 8008238126	2,378.03
	6-5		Merchant Svcs Merch Dep 8008238142	215.00
	6-6		Direct Deposit, City of Coburg Cons Coll	2,862.00
	6-6		Merchant Svcs Merch Dep 8008238126	2,319.34
	6-6		Merchant Svcs Merch Dep 8008238142	175.00
	6-7		Key Capture Deposit	7,737.17
	6-7		Merchant Svcs Merch Dep 8008238126	6,619.45
	6-7		Key Capture Deposit	4,505.41
	6-7		Key Capture Deposit	265.00
	6-8		Merchant Svcs Merch Dep 8008238126	401.49
	6-9		Merchant Svcs Merch Dep 8008238126	351.24
	6-9		Direct Deposit, Pcs OR Trust Pcs OR Tr	173.60
	6-12		Merchant Svcs Merch Dep 8008238126	611.10
	6-12		Direct Deposit, Merchant S 8030298668	243.80
	6-13		Key Capture Deposit	12,874.75
	6-13		Merchant Svcs Merch Dep 8008238126	606.04
	6-13		Key Capture Deposit	50.00
	6-14		Merchant Svcs Merch Dep 8008238126	1,597.58
	6-14		Merchant Svcs Merch Dep 8008238142	145.00

Public Sector Statement  
June 30, 2023  
page 2 of 5

**Additions**  
(con't)

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	6-15		Direct Deposit, Pcs OR Trust Pcs OR Tr	2,608.55
	6-15		Merchant Svcs Merch Dep 8008238126	1,177.46
	6-16		Merchant Svcs Merch Dep 8008238126	1,656.81
	6-20		Merchant Svcs Merch Dep 8008238126	1,223.40
	6-20		Merchant Svcs Merch Dep 8008238142	755.00
	6-20		Merchant Svcs Merch Dep 8008238126	498.31
	6-21		Key Capture Deposit	29,152.53
	6-21		Key Capture Deposit	8,859.76
	6-21		Key Capture Deposit	907.25
	6-21		Merchant Svcs Merch Dep 8008238142	882.00
	6-21		Direct Deposit, Pcs OR Trust Pcs OR Tr	657.25
	6-21		Merchant Svcs Merch Dep 8008238126	164.25
	6-21		Direct Deposit, Merchant S 8030298668	143.75
	6-22		Merchant Svcs Merch Dep 8008238126	1,875.13
	6-22		Direct Deposit, Merchant S 8030298668	184.00
	6-22		Merchant Svcs Merch Dep 8008238142	75.00
	6-23		Key Capture Deposit	10,652.33
	6-23		Key Capture Deposit	1,614.97
	6-23		Merchant Svcs Merch Dep 8008238126	829.80
	6-23		Key Capture Deposit	185.00
	6-26		Merchant Svcs Merch Dep 8008238126	837.99
	6-26		Merchant Svcs Merch Dep 8008238142	100.00
	6-27		Merchant Svcs Merch Dep 8008238126	1,250.00
	6-27		Merchant Svcs Merch Dep 8008238142	265.00
	6-28		Key Capture Deposit	26,316.10
	6-28		Key Capture Deposit	21,214.49
	6-28		Key Capture Deposit	8,471.36
	6-28		Key Capture Deposit	1,077.00
	6-28		Merchant Svcs Merch Dep 8008238126	916.67
	6-28		Merchant Svcs Merch Dep 8008238142	265.00
	6-28		Direct Deposit, Pcs OR Trust Pcs OR Tr	146.93
	6-28		Direct Deposit, Merchant S 8030298668	86.25
	6-28		Key Capture Deposit	50.00
	6-29		Key Capture Deposit	218,125.19
	6-29		Key Capture Deposit	18,023.47
	6-29		Key Capture Deposit	14,142.08
	6-29		Key Capture Deposit	2,253.89
	6-29		Deposit Branch 0067 Oregon	1,205.00
	6-29		Deposit Branch 0067 Oregon	315.00
	6-29		Deposit Branch 0067 Oregon	100.00
	6-29		Deposit Branch 0067 Oregon	100.00
	6-29		Merchant Svcs Merch Dep 8008238142	100.00
	6-29		Deposit Branch 0067 Oregon	50.00
	6-29		Deposit Branch 0067 Oregon	50.00
	6-30		Direct Deposit, Oregon St Treas Lgip ACH	150,000.00
	6-30		Direct Deposit, Merchant S 8030298668	36,209.72
	6-30		Merchant Svcs Merch Dep 8008238126	1,174.60
			<b>Total additions</b>	<b>\$645,760.93</b>





**Subtractions**

Paper Checks \* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
88508	6-5	\$10.00	88592	6-14	44,336.68	88620	6-21	634.13
*88513	6-21	10.00	88593	6-14	56.98	88621	6-20	338.00
*88554	6-2	100.57	88594	6-12	714.93	88622	6-20	915.16
88555	6-5	536.64	88595	6-13	1,393.92	88623	6-20	254.26
88556	6-2	325.00	88596	6-15	32.00	88624	6-22	968.52
*88559	6-1	47.10	*88599	6-13	219.70	88625	6-16	754.62
*88561	6-7	68.26	88600	6-16	20,213.02	88626	6-22	504.65
88562	6-2	2,181.12	88601	6-12	1,670.02	88627	6-20	4,380.39
*88568	6-2	3,400.00	88602	6-15	315.46	88628	6-27	10,000.00
*88572	6-12	758.96	88603	6-16	203.50	88629	6-22	5,016.00
*88576	6-1	150.00	88604	6-13	11,546.11	88630	6-21	849.75
88577	6-6	676.00	88605	6-16	247.31	88631	6-16	2,831.92
*88579	6-14	172.53	88606	6-13	16,709.18	88632	6-21	1,757.24
88580	6-8	24.18	88607	6-27	2,013.00	88633	6-26	260.00
88581	6-7	440.00	*88609	6-12	234.42	88634	6-21	236.54
88582	6-5	486.28	88610	6-14	65.80	88635	6-20	1,188.00
88583	6-7	4,363.32	88611	6-12	1,039.56	88636	6-20	1,182.17
88584	6-6	126.36	88612	6-14	63.83	88637	6-30	437.50
88585	6-7	47.00	88613	6-14	2,781.27	88638	6-15	1,737.00
88586	6-13	46.08	88614	6-20	1,698.79	88639	6-20	88.49
88587	6-13	561.80	88615	6-14	93.48	88640	6-20	747.00
88588	6-20	161.15	88616	6-21	914.41	88641	6-20	52.50
88589	6-9	1,370.09	88617	6-13	857.88	88642	6-20	404.25
88590	6-14	338.00	88618	6-14	49.13	88643	6-22	508.40
88591	6-14	48.13	88619	6-16	618.00	*88650	6-29	86.94

Paper Checks Paid **\$160,670.38**

Withdrawals	Date	Serial #	Location	
	6-1		Direct Withdrawal, OR Revenue Dept Taxpayment	\$2,941.52
	6-1		Merchant Svcs Merch Fee 8008238126	1,807.03
	6-1		Merchant Svcs Merch Fee 8008238142	128.13
	6-2		Direct Withdrawal, Merchant S 8030298668	2,084.67
	6-5		Direct Withdrawal, Invoice PA0008Mfbilling	134.50
	6-6		Direct Withdrawal, City of Coburg Dir Dep	34,023.87
	6-6		Direct Withdrawal, Cis Trust 5037633834	25,585.82
	6-12		Direct Withdrawal, Employer Contrb Pers Cntrb	15,597.27
	6-12		Direct Withdrawal, Employer Contrb Pers Cntrb	5,032.92
	6-12		Direct Withdrawal, KeyBank Auto Pymt	4,201.67
	6-12		Direct Withdrawal, Asi Asi Fees	22.50
	6-12		Direct Withdrawal, Employer Contrb Pers Cntrb	13.66
	6-14		Direct Withdrawal, Irs Usat taxpymt	11,034.18
	6-14		Direct Withdrawal, OR Revenue Dept Taxpayment	3,116.19
	6-15		Direct Withdrawal, Asi Hc230524	410.00
	6-15		Direct Withdrawal, Asi Dc230524	5.00
	6-20		Direct Withdrawal, City of Coburg Dir Dep	31,671.14
	6-20		Direct Withdrawal, Invoice PA0008Shbilling	109.50
	6-28		Direct Withdrawal, Irs Usat taxpymt	10,335.07
	6-28		Direct Withdrawal, OR Revenue Dept Taxpayment	2,940.15
	6-28		Direct Withdrawal, Hra Veba Withdrawal	1,300.00
<b>Total subtractions</b>				<b>\$313,165.17</b>

**Fees and charges**

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
6-8-23	May Analysis Service Chg	1	417.90	-\$417.90
<b>Fees and charges assessed this period</b>				<b>-\$417.90</b>

*See your Account Analysis statement for details.*



KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

**Public Sector Statement**  
**June 30, 2023**  
page 1 of 2

Item 4.

31 T 67 00000 R EM AO  
COBURG URBAN RENEWAL AGENCY  
PO BOX 8316  
COBURG OR 97408-1310

*Questions or comments?*  
Call our Key Business Resource Center  
1-888-KEY4BIZ (1-888-539-4249)

---

**Public Transaction NOW**  
COBURG URBAN RENEWAL AGENCY

Beginning balance 5-31-23	\$25,224.40
Interest paid	+8.30
<b>Ending balance 6-30-23</b>	<b>\$25,232.70</b>

**Interest earned**

Annual percentage yield (APY) earned	0.40%
Number of days this statement period	30
Interest paid 6-30-23	\$8.30
Interest earned this statement period	\$8.29
Interest paid year-to-date	\$25.95

**Fees and charges**

*See your Account Analysis statement for details.*



KeyBank  
 P.O. Box 93885  
 Cleveland, OH 44101-5885

**Public Sector Statement**  
**June 30, 2023**  
**page 1 of 2**

Item 4.

31 RTMLX T 908 00000 R EM AO  
 CITY OF COBURG  
 POLICE EVIDENCE TRUST  
 PO BOX 8316  
 COBURG OR 97408-1310

*Questions or comments?*  
 Call our Key Business Resource Center  
 1-888-KEY4BIZ (1-888-539-4249)

**Public Transaction**  
 CITY OF COBURG  
 POLICE EVIDENCE TRUST

Beginning balance 5-31-23	\$100.00
<b>Ending balance 6-30-23</b>	<b>\$100.00</b>

**Fees and charges**      *See your Account Analysis statement for details.*



### Account Statement - Transaction Summary

For the Month Ending June 30, 2023

#### COBURG CITY OF - COBURG CITY OF / URBAN RENEWAL DISTRICT - 5968

Asset Summary			
	June 30, 2023	May 31, 2023	
<b>Oregon LGIP</b>	76,349.14	67,120.81	
<b>Total</b>	<b>\$76,349.14</b>	<b>\$67,120.81</b>	

<b>Oregon LGIP</b>	
Opening Balance	67,120.81
Purchases	9,228.33
Redemptions	0.00

<b>Closing Balance</b>	<b>\$76,349.14</b>
Dividends	238.27



For the Month Ending June 30, 2023

**Account Statement**

**COBURG CITY OF - COBURG CITY OF / URBAN RENEWAL DISTRICT - 5968**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					<b>67,120.81</b>
06/14/23	06/14/23	Lane County - Tax Seg May 1-31, 2023	1.00	7,798.76	74,919.57
06/30/23	06/30/23	Lane County - Tax Seg June 1-15, 2023 & Interest Earnings	1.00	1,191.30	76,110.87
06/30/23	07/03/23	Accrual Income Div Reinvestment - Distributions	1.00	238.27	76,349.14
<b>Closing Balance</b>					<b>76,349.14</b>

	Month of June	Fiscal YTD July-June	Closing Balance
<b>Opening Balance</b>	67,120.81	406,028.57	76,349.14
<b>Purchases</b>	9,228.33	445,320.67	71,587.76
<b>Redemptions</b>	0.00	(775,000.10)	4.05%

<b>Closing Balance</b>	<b>76,349.14</b>	<b>76,349.14</b>
<b>Dividends</b>	238.27	7,123.89



# Account Statement - Transaction Summary

For the Month Ending June 30, 2023

COBURG CITY OF - COBURG CITY OF / SDC - 3711

## Oregon LGIP

Opening Balance	1,301,047.90
Purchases	4,330.89
Redemptions	0.00

<b>Closing Balance</b>	<b>\$1,305,378.79</b>
Dividends	4,330.89

## Asset Summary

	<b>June 30, 2023</b>	<b>May 31, 2023</b>
<b>Oregon LGIP</b>	1,305,378.79	1,301,047.90
<b>Total</b>	<b>\$1,305,378.79</b>	<b>\$1,301,047.90</b>



## Account Statement

For the Month Ending **June 30, 2023**

**COBURG CITY OF - COBURG CITY OF / SDC - 3711**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					<b>1,301,047.90</b>
06/30/23	07/03/23	Accrual Income Div Reinvestment - Distributions	1.00	4,330.89	1,305,378.79
<b>Closing Balance</b>					<b>1,305,378.79</b>

	Month of June	Fiscal YTD July-June	
<b>Opening Balance</b>	1,301,047.90	1,467,067.09	<b>Closing Balance</b>
<b>Purchases</b>	4,330.89	38,311.75	<b>Average Monthly Balance</b>
<b>Redemptions</b>	0.00	(200,000.05)	<b>Monthly Distribution Yield</b>
			4.05%

<b>Closing Balance</b>	<b>1,305,378.79</b>	<b>1,305,378.79</b>
<b>Dividends</b>	4,330.89	38,311.75





For the Month Ending June 30, 2023

### Account Statement - Transaction Summary

#### COBURG CITY OF - COBURG CITY OF / GENERAL FUND SAVINGS - 3784

Asset Summary		June 30, 2023	May 31, 2023
<b>Oregon LGIP</b>		177,431.63	176,842.96
<b>Total</b>		<b>\$177,431.63</b>	<b>\$176,842.96</b>

<b>Oregon LGIP</b>	
Opening Balance	176,842.96
Purchases	588.67
Redemptions	0.00
<b>Closing Balance</b>	<b>\$177,431.63</b>
Dividends	588.67



For the Month Ending **June 30, 2023**

**Account Statement**

**COBURG CITY OF - COBURG CITY OF / GENERAL FUND SAVINGS - 3784**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					<b>176,842.96</b>
06/30/23	07/03/23	Accrual Income Div Reinvestment - Distributions	1.00	588.67	177,431.63
<b>Closing Balance</b>					<b>177,431.63</b>

	Month of June	Fiscal YTD July-June	Closing Balance	Average Monthly Balance	Monthly Distribution Yield
<b>Opening Balance</b>	176,842.96	271,815.77	177,431.63	176,862.58	4.05%
<b>Purchases</b>	588.67	5,615.91			
<b>Redemptions</b>	0.00	(100,000.05)			
<b>Closing Balance</b>	<b>177,431.63</b>	<b>177,431.63</b>			

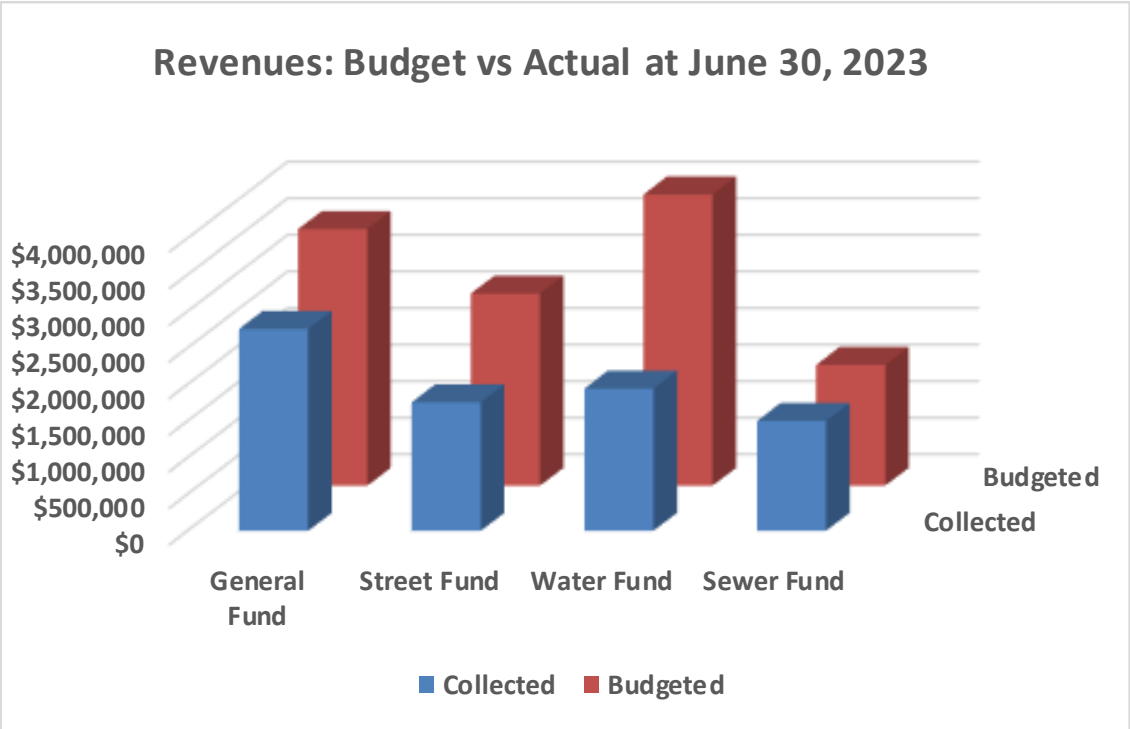
<b>Dividends</b>	588.67	5,615.91			
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# Quarterly Financial Report June 30th, 2023

**Coburg City Council**  
**Presented August 8th, 2023**

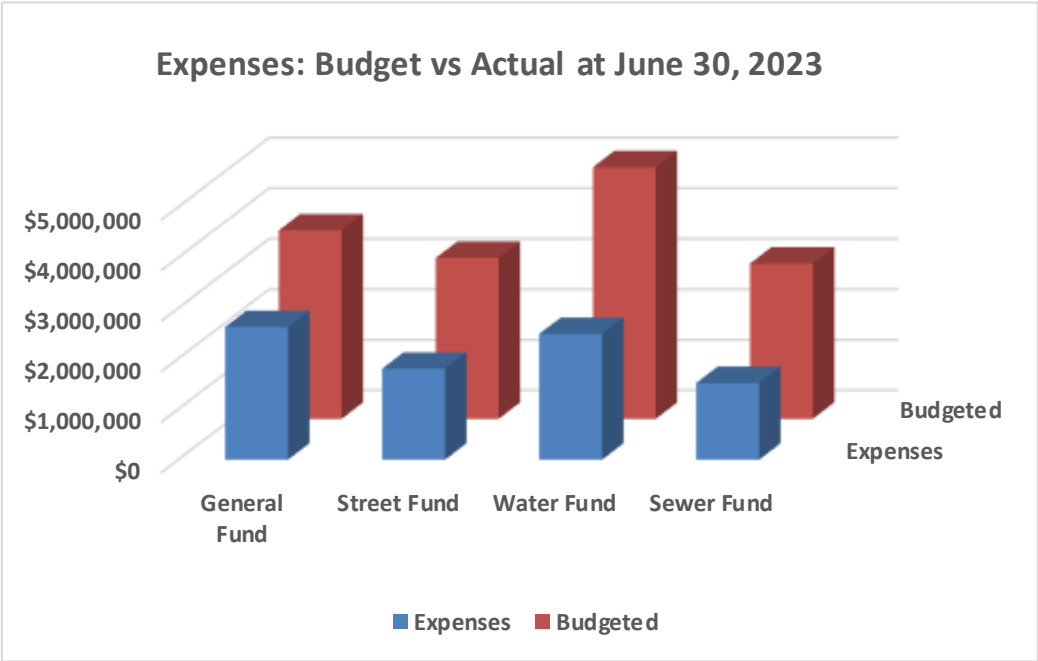
# Revenues Vs. Actual as of June 30th

Fund	Collected	Budgeted	Difference	Percentage
General Fund	\$2,759,623	\$3,509,933	\$750,310	79%
Street Fund	\$1,758,551	\$2,627,752	\$869,201	67%
Water Fund	\$1,943,807	\$3,982,226	\$2,038,419	49%
Sewer Fund	\$1,502,446	\$1,651,926	\$149,480	91%
<b>TOTAL ALL FUNDS</b>	<b>\$7,964,427</b>	<b>\$11,771,837</b>	<b>\$3,807,410</b>	<b>68%</b>



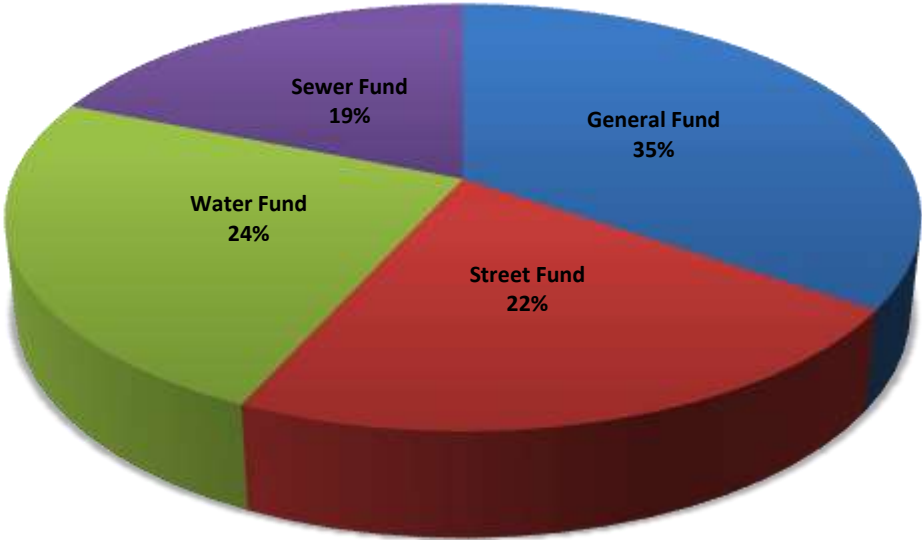
# Expenses Vs. Actual as of June 30th

Fund	Expenses	Budgeted	Difference	Percentage
General Fund	\$2,630,524	\$3,730,687	\$1,100,163	71%
Street Fund	\$1,802,391	\$3,188,521	\$1,386,130	57%
Water Fund	\$2,493,017	\$4,982,559	\$2,489,542	50%
Sewer Fund	\$1,521,055	\$3,076,219	\$1,555,164	49%
<b>TOTAL ALL FUNDS</b>	<b>\$8,446,988</b>	<b>\$14,977,986</b>	<b>\$6,530,998</b>	<b>56%</b>



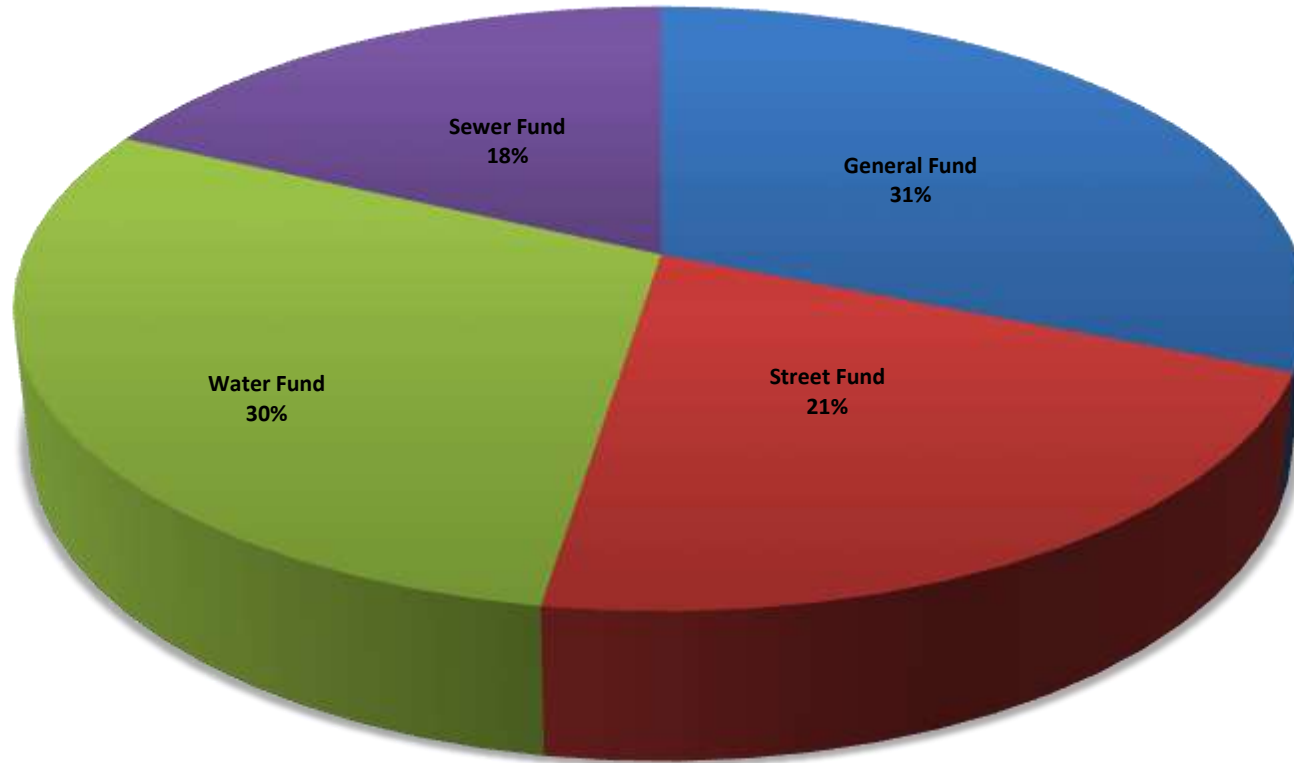
# City Revenues At June 30<sup>th</sup>, 2023

CITY REVENUES AT June 30, 2023



■ General Fund ■ Street Fund ■ Water Fund ■ Sewer Fund

# City Expenses at June 30<sup>th</sup>, 2023



■ General Fund ■ Street Fund ■ Water Fund ■ Sewer Fund

**CITY OF COBURG**

**June 30, 2023**

**Fiscal Year 2023**

**CASH ON HAND PER FUND (Preliminary Reporting)**

		<b>Bank Accounts</b>						
<b>Funds</b>	<b>KEY BANK - GEN</b>	<b>SP GEN.</b>	<b>SP SDC</b>	<b>For</b>	<b>SP SAVINGS</b>	<b>For</b>	<b>POLICE EVID.</b>	<b>TOTAL</b>
GEN 001	78,728	278,236			23,313			380,277
PD Drug Educ.								-
Park Cap	203,028		57,079	Park SDC				260,106
STREET 003	530,831	131,576	259,008	Street SDC				921,414
WATER 004	299,653	946,083	27,225	Water SDC				1,272,962
SEWER 005	804,724		962,067	Sewer SDC	28,250	Membrane Replace		1,795,042
SEWER DEBT	148,937				125,868	Sewer Debt Reserve		274,805
EVIDENCE		-					100	100
<b>TOTAL</b>	<b>2,065,901</b>	<b>1,355,895</b>	<b>1,305,379</b>		<b>177,432</b>		<b>100</b>	<b>4,904,707</b>

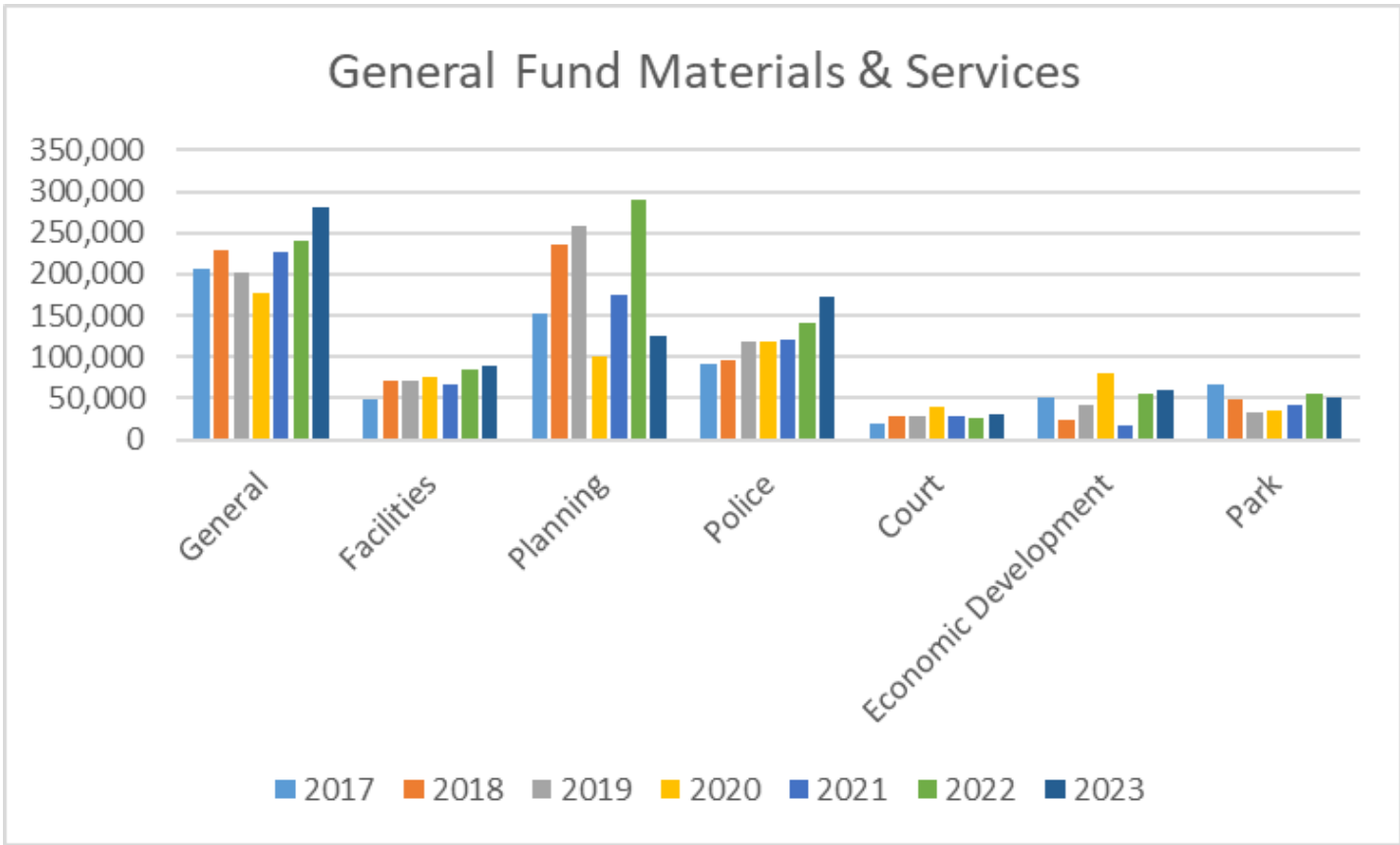
**CIP SDCs**

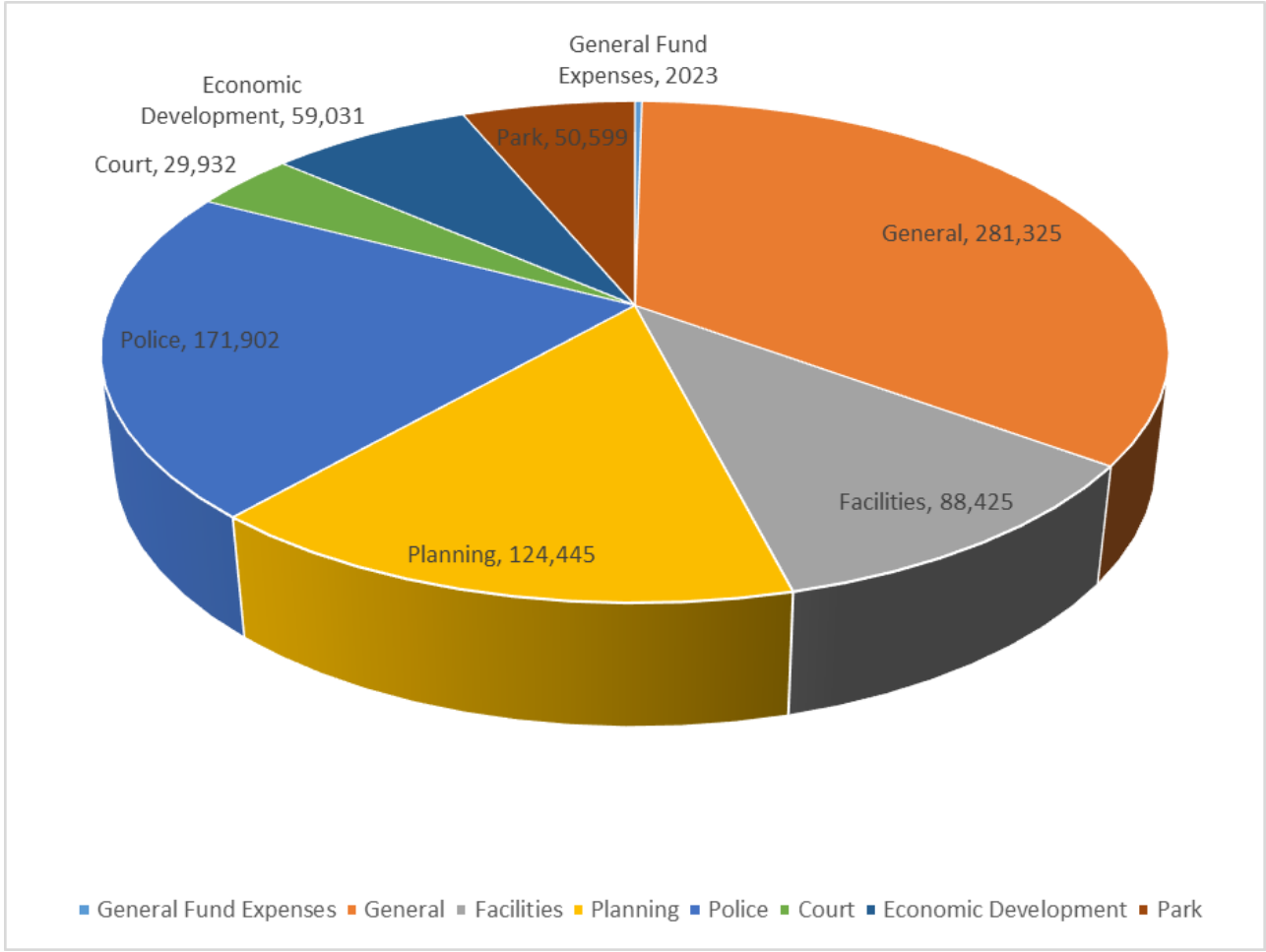
Cash Balance 6/30/2023	\$4,904,707
Cash Balance 6/30/2022	\$5,005,234
<i>Difference</i>	<i>(100,527)</i>

<b>REVENUE GENERATION BY FUND</b>	
<b>GENERAL FUND</b>	Interest, taxes, State Shared Revenue, Cigarette Taxes, Liquor taxes, Land Use Fees, SDC Admin Fees, Franchise Fees Tourism, Fines & Bails, Planning , Park user fees Capital and SDC, Park Donations and Grants, Building Dev. Fees
<b>STREET FUND</b>	Street Taxes, User Fees, Grants, CIP Funds, SDC, Grants Loans
<b>WATER FUND</b>	User Fees, Grants, Capital Funds, SDC
<b>SEWER FUND</b>	User Fees, Grants,Capital Funds, SDC, Loans
<b>SEWER DEBT FUND</b>	LID, Loan Proceeds, URA Debt Service
<b>EVIDENCE</b>	Evidence Cash Seized

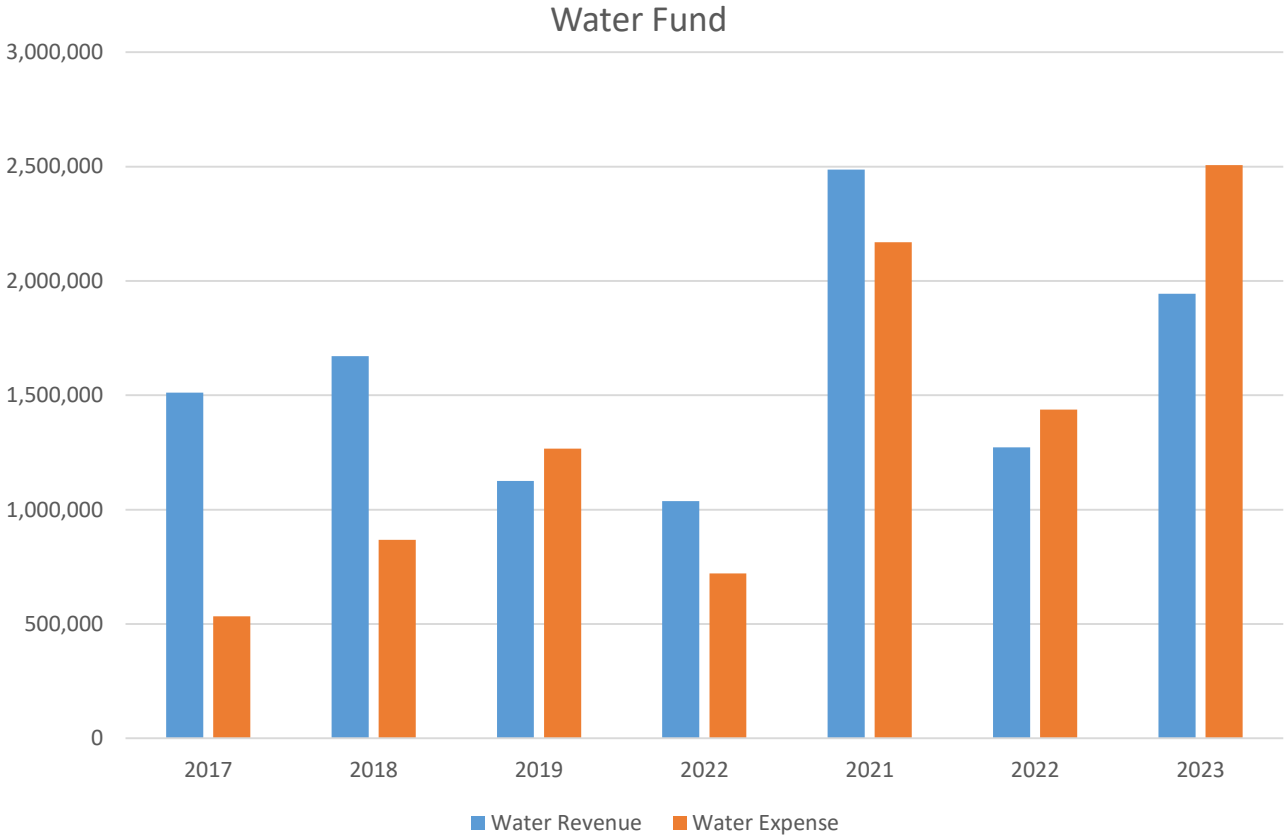


General Fund Expenses	2017	2018	2019	2020	2021	2022	2023
General	207,246	228,625	202,600	176,919	227,301	240,553	281,325
<b>Facilities</b>	49,281	71,359	70,288	75,388	66,610	85,456	88,425
Planning	151,662	235,060	258,087	101,477	173,914	289,886	124,445
Police	91,524	96,953	118,723	118,544	121,137	141,409	171,902
Court	19,795	28,606	27,331	38,908	27,829	26,249	29,932
Economic Development	50,450	23,836	42,938	80,991	17,672	55,131	59,031
Park	66,500	47,735	32,251	34,510	42,082	55,228	50,599

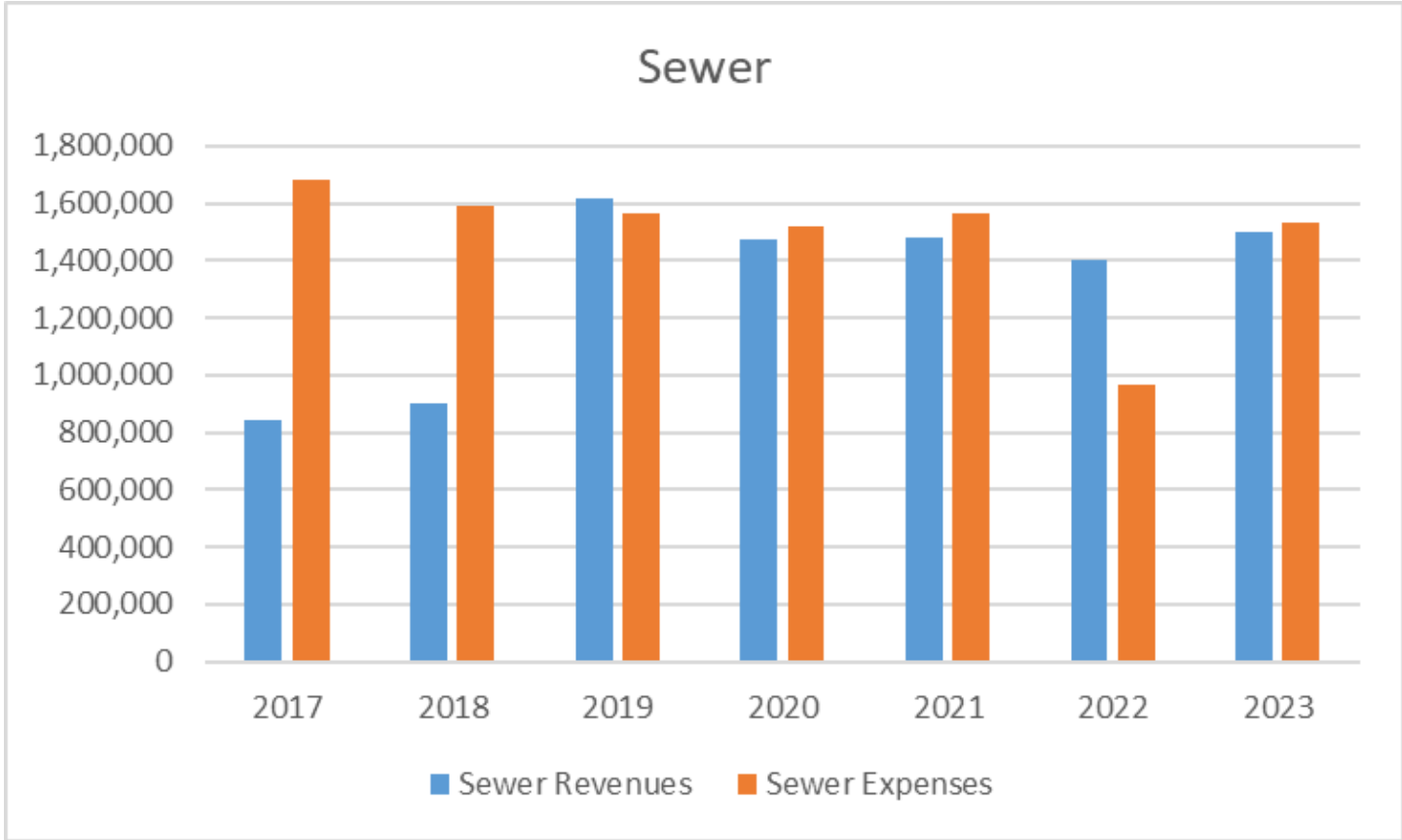




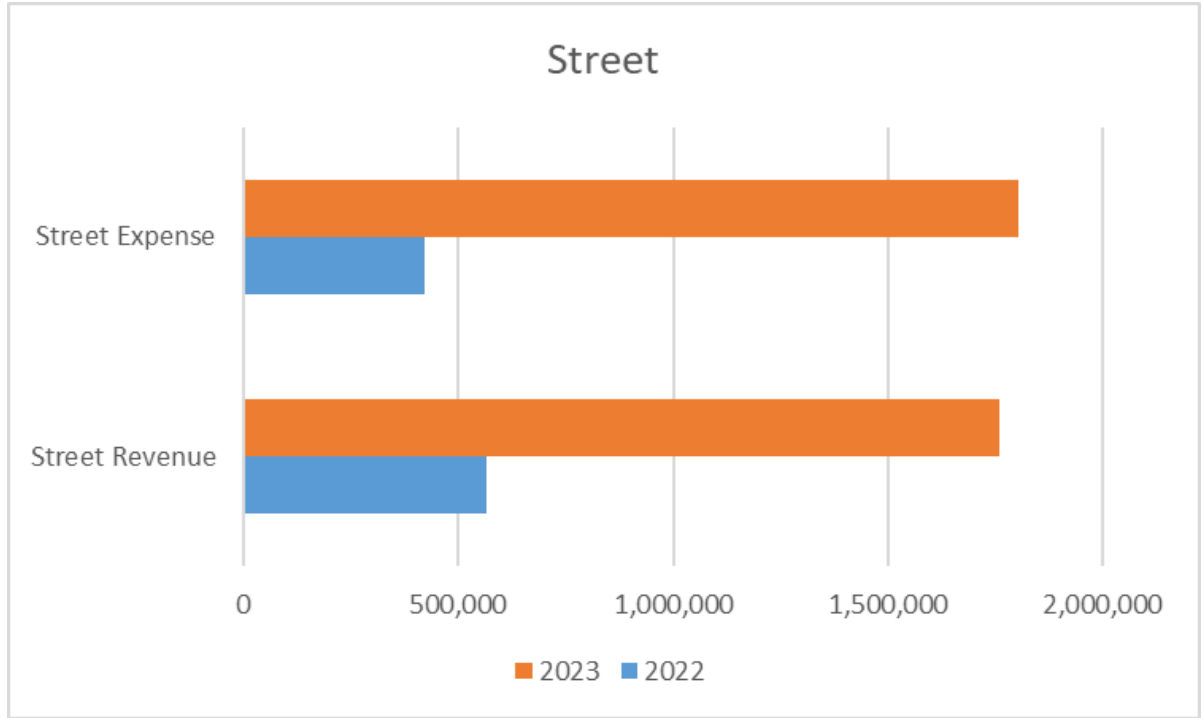
Year	2017	2018	2019	2022	2021	2022	2023
Water Revenue	1,512,048	1,671,755	1,124,929	1,037,279	2,486,502	1,272,976	1,943,807
Water Expense	534,173	868,621	1,266,803	721,137	2,169,726	1,437,463	2,505,946
							.



Year	2017	2018	2019	2020	2021	2022	2023
Sewer Revenues	844,537	901,133	1,620,144	1,475,586	1,479,559	1,400,078	1,502,470
Sewer Expenses	1,680,834	1,592,931	1,563,802	1,521,483	1,561,981	968,831	1,530,336



Year	2022	2023
Street Revenue	564,580	1,758,551
Street Expense	422,286	1,804,767



# City of Coburg Fiscal Policies & Accounting Procedures



**DRAFT TRACK CHANGED  
DOCUMENT –  
1/31/2023**

Coburg, Oregon  
April, 2019

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# Fiscal Policies and Accounting Procedures Manual

LAST UPDATED APRIL, 2018

## PURPOSE

The City of Coburg is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability and full disclosure. The broad purpose of the Fiscal Policies is to enable the City to achieve and maintain a long-term stable and positive financial management of the City, to guide day-to-day and long range fiscal planning and decision-making and achieve the following general financial goals:

1. Provide an adequate financial base to sustain a sufficient level of municipal services to maintain the social wellbeing and physical conditions of the City.
2. Deliver cost effective and efficient services to citizens.
3. Provide and maintain essential public facilities, utilities and capital equipment.
4. Protect and enhance the City's credit rating to obtain the lowest cost of borrowing and to assure taxpayers and the financial community that the City is well managed and financially sound.
5. Provide the financial stability needed to navigate through economic downturns, adjust to changes in the service requirements of the community and respond to other changes as they affect the City's residents.
6. Adhere to the highest standards of financial management and reporting practices as set by the Governmental Accounting Standards Board and other professional standards.
7. Fully comply with finance related legal mandates, laws and regulations.

To achieve these goals, fiscal policies generally cover areas of revenue management, operating and capital budgeting, financial planning and forecasting, investment and asset management, debt management, accounting and financial reporting, reserves and internal controls. These policies will be reviewed and updated every year as part of the annual budget process and audit process as necessary.

*Note: Several procedures that are described in this document are also described in other operating procedures as they relate to non-financial procedures.*

## ACCOUNTING AND FINANCIAL POLICIES

1. The City will comply with the following accounting and reporting standards:
  - a. Generally Accepted Accounting Principles (GAAP) developed by Governmental Accounting Standards Board,
  - b. Government Accounting Standards, issued by the Comptroller General of the United States, when applicable.
  - c. Oregon Revised Statutes relating to Municipal finance and
  - d. U. S. Office of Management and Budget (OMB) Circular 133, when applicable.
2. Monthly financial reports summarizing financial revenues and expenditures by fund will be presented to the City Administrator and City Council.
3. A system of internal controls and procedures will be maintained to provide reasonable assurance of the safeguarding of assets and proper recording of financial transactions and compliance with the applicable laws and regulations.
4. In accordance with State Law, a comprehensive financial audit including an audit of federal grants will be performed manually by an independent public accounting firm with the objective of expressing an opinion on the City's financial statements and assessing the accounting principles used and documenting the internal controls in place in a timely manner.
5. The City will prepare its financial statements and maintain its accounting and internal control systems in accordance with applicable standards with the goal of obtaining an unqualified opinion of its auditors.
6. All departments will provide notice off all significant events and financial and related matters to the Finance office for the City's annual disclosures to the municipal markets as required by SEC Regulation 15-C-2-12. Full disclosure will be provided in the financial statements and bond representations. Significant events include delinquencies and defaults related to the City's bonds, adverse tax opinions or events affecting the tax exempt status of the bonds, the release, substitutions or sale of property securing repayment of bonds and other events having a significant impact on the City's finances and outstanding bonds. The Finance office will notify all Nationally Recognized Municipal Securities Information Repositories of theses significant events.

## REVENUE POLICIES

1. The City will strive for and maintain a diversified and stable revenue system to prevent undue or unbalanced reliance on any one source of funds. This revenue diversity will shelter the City from short-run fluctuations in any one revenue source.
2. Revenues received on a one-time basis, such as project funds, will be used only for one-time expenditures. The City will avoid using temporary revenues to fund mainstream services or for budget balancing purposes.
3. User fees and charges will be established for services provided that benefit the public. User fees and charges will be set at a level sufficient to recover full cost of service when specified by Council direction. The City will systematically review user fees and charges to take into account the effects of additional service costs and inflation.
4. All fees, charges or assessments that are deferred for later payment will be evidenced by a promissory note or agreement. The City may charge periodic interest, processing fees and additional interest and penalties for delinquency and/or non-conformity as appropriate.
5. All potential grants shall be evaluated for matching requirements and on-going resource requirements prior to acceptance. Grants may be rejected to avoid commitments beyond available funding.
6. Revenues will be estimated realistically and prudently. Revenues of a volatile nature will be estimated conservatively. The City estimates its revenues by an objective, analytical process using best practices as defined by the Government Finance Officers Association.

## OPERATING BUDGET

1. The City will prepare an annual budget with the participation of all Departments.
2. All budgetary procedures will conform to existing state and local regulations. Oregon budget law requires each local government to prepare a balanced budget and Oregon Administrative Rules state: 1) the budget must be constructed in such a manner that the total resources in a fund equal the total of expenditures and requirements for that fund, and 2) the total of all resources of the district must equal the total of all expenditures and requirements for the district. If a fund is out of compliance, there will be no major changes until the fund complies with Oregon Budget Laws.

3. The budget process will be coordinated so that major policy issues, Council goals, and department goals and objectives are identified and incorporated into the budget presented to Budget Committee and City Council.
4. The budget will be constrained to the total amount adopted by the City Council.
5. The City Council shall adopt the budget at the fund, departmental or program level as a total dollar amount for all appropriations except contingency, un-appropriated ending fund balance and reserves, which shall be stated separately.
6. A Salary Schedule shall be prepared annually and brought before the City Council for adoption with the budget, and any major change in mid-budget cycles shall also be authorized by the City Council in resolution form.
7. All supplemental appropriations for programs or additional personnel (appropriations requested after the original budget is approved) will be analyzed by the Finance Department and will only be approved after consideration of availability of revenues.
8. Oregon Budget Law provides a means to adjust the budget for emergency expenditures or unforeseen circumstances. All resolutions adjusting the budget will be prepared by the Finance office for Council approval to ensure compliance with budget laws.
9. A mid-year review process will be conducted by the Finance office in order to make any necessary adjustments to the adopted budget.
10. Monthly reports comparing actual to budgeted revenues and expenditure will be prepared by the Finance office and distributed to the City Administrator and City Council.

## **EXPENDITURE CONTROLS**

1. Expenditures will be controlled through appropriate internal controls and procedures. Management must ensure expenditures comply with the legally adopted budget. Each Department Head will be responsible for adhering to their budget allocations. This includes working toward the goals and objectives incorporated into the budget and monitoring each department and or fund for compliance with spending limitations.
2. As part of the month end reconciliation, the Finance office will administer expenditure controls at the category level and program or Department and fund level. Additionally, the Finance office will monitor all department line item revenues and expenses. Revenues under budget, and/or expenditures in excess of adopted budget levels require principle recommendation of the Budget Officer or Finance office and the approval of the City Administrator, and/or City Council.

3. All purchases of goods and services must comply with the City's purchasing policies, guidelines and procedures and with State laws and regulations.
4. Before the City purchases any major asset or undertakes any operating or capital arrangements that create fixed costs or ongoing operational expenses, the implications of such purchases or arrangements will be fully determined for current and future years and approved by the Finance Office and City Administrator.
5. All compensation planning will include analyses of total cost of compensation which includes analysis of salary increases, health benefits, PERS contributions, fringe benefits and other personnel costs. The City will only propose operating personnel costs, which on-going operating revenues can support.
6. The City will make every effort to control expenditures to ensure City services and programs provided to its citizens and taxpayers are cost effective and efficient.
7. For cash flow management purposes, large annual billings should be reviewed and a decision should be made as to whether the bill should or can be paid all at once or paid quarterly. Special attention to cash balances is required in the last few months of the fiscal year to make sure there is ample cash to fund City operations.

## **CAPITAL IMPROVEMENT PROGRAM**

1. Projects included in the CIP shall have complete information on the need for the project, description and scope of work, total cost estimates, future operating and maintenance costs and how the project will be funded.
2. An objective process for evaluating CIP projects with respect to the overall needs of the City will be established through a ranking of CIP projects. The ranking of the projects will be used to allocate resources to ensure priority projects are completed effectively and efficiently.
3. Changes to the CIP such as addition of new projects, changes in scope and costs of a project or reprioritization of projects will require City Council approval.
4. The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future operating maintenance and replacement costs. The City recognizes that deferred maintenance increases future capital costs, thus placing a burden on future residents. Therefore, the budget will provide for adequate maintenance and the orderly replacement of capital plant and equipment from current revenues when possible.
5. The City will determine the least costly qualified funding method for its capital projects and will

obtain grants, contributions and prioritize lower cost state or federal loans and services whenever possible.

6. The City will establish capital outlay to provide for funding of vehicles and equipment. The City will also establish major equipment repairs and replacement reserves as approved by the annual budget.
7. The City will also establish “pay as you go” funding for capital improvement expenditures considered recurring, operating or maintenance in nature. The City may also utilize the same funding for capital improvements when current revenues and adequate fund balances are available or when issuing debt would adversely affect the City’s credit rating.
8. The City will consider the use of debt financing for capital projects under the following circumstances.
  - a. When the projects useful life will exceed the terms of the financing
  - b. When resources are deemed sufficient and reliable to service the long-term debt
  - c. When market conditions present favorable interest rates for City financing
  - d. When the issuance of debt will not adversely affect the City’s credit rating and coverage ratios

## **FINANCIAL PLANNING**

1. The City will prepare a long-term financial plan to promote responsible planning for the use of resources. The long-term financial plan will include projected revenues, expenditures and reserve balances for the next three to five years.
2. The City’s financial plan should be strategic, reflecting the Council’s and the community’s priorities for service while providing resources that realistically fund routine operations.
3. Long-term projections of revenues and expenditures will be realistic, conservative and based on best practices established by the Government Finance Officers Association.

## **CASH MANAGEMENT AND INVESTMENTS**

1. The City Administrator or their designee shall invest all City funds according to four criteria, in order of their importance: (1) legality; (2) risk; (3) liquidity and (4) yield.
2. The City shall maintain and comply with a written Investment Policy that has been approved by the City Council after review and approval by the Oregon Short Term Fund Board at the Oregon Treasurer’s Office.
3. The City will consolidate or pool cash balances from various funds for investment purposes and

will allocate investment earnings to each participating fund. For example, monies from the General Fund and Water fund are placed in an investment, interest earnings would be credited to each fund based on percentage of investment.

4. The City's investment securities will be protected through third party custodial safekeeping.
5. Quarterly investment reports summarizing investment holdings and compliance with the City's Investment Policy will be provided to City Council.

## **FOR FUTURE CONSIDERATION**

- **DEBT MANAGEMENT POLICIES**
- **ECONOMIC DEVELOPMENT FUNDING POLICIES**
- **RESERVE POLICIES**
- **GENERAL FUND STABILIZATION POLICY**

# ACCOUNTING PROCEDURES

## PURCHASING

All purchases by the City of Coburg are subject to Ordinance A-91-C.

## PROCUREMENT

1. All purchases up to \$2,500 may be made without competitive bids or quotes.
2. All purchases between \$2,500 and \$10,000 need three written or oral competitive quotations. A lesser number of quotations may be acceptable if there are an insufficient number of competitive vendors. The City Administrator may authorize a purchase exceeding \$2,500 up to \$10,000.

## CASH RECEIPTS

1. The Administrative Assistant opens the mail addressed to the City of Coburg, including all departments with the exception of the Police Department. All mail will be given a date stamp of the day it was received.
2. All receipts will be given to the Administrative Assistant or the Court Clerk for daily batching.
3. The Administrative Assistant or Court Clerk will enter all receipts into the accounting program, and verified for accuracy daily.
4. The Administrative Assistant will not enter receipts if he/she opened the mail in which they were received.
5. Batches will be created separately for cash, checks, or credit cards. A Batch list proof report will be printed and checked for accuracy.
6. The receipts batches and monies will be reviewed by the Utility Billing Clerk or the City Recorder and then given to the Finance Department, or locked in the designated safe.
7. The Utility Billing Clerk will prepare deposit slips and process checks through the on-line system.
8. Deposit slips will be created for all cash.
9. A separate deposit slip or check-processing file will be created for each batch.
10. All deposits will be tracked on an excel worksheet created for each month. Date, amount and type of deposit will be noted. Batches will be recorded in numeric order and missing batch numbers will have a notation as to why they are missing (i.e. "voided").
11. Cash will be locked in the safe until taken to the bank by the Administrative Department. Cash deposits are made by the Administrative Department on a weekly basis.



12. No receipts will be held for processing on another day. All receipts will be processed at the end of each day and all batches will be committed.
13. At no time should an employee receive receipts, enter receipts, commit a batch, and deposit the cash. If staff shortages occur due to vacations, illness, etc., then the Police Clerk should be asked to step in to review receipt batches and sign off prior to being forwarded to the Finance Department.

## **CASH HANDLING OUTSIDE OF REGULAR CITY BUSINESS**

1. Cash collected at events, meetings, etc. outside of regular City Business will be handled in the following manner:
  - a. Department Heads will make the Finance Department aware of activities in which cash/monies will be collected.
  - b. All cash is to be counted at the end of each day of the event/activities. Two persons should be present when the monies are counted.
  - c. All monies will be placed in a sealed deposit bank.
  - d. The two persons present will sign their names on the front of the bag and include the date, time and the amount of monies included in the bag, and which Department the monies were collected.
  - e. All deposit bags will be locked in a secure location within City Hall until such time that it can be given to the Finance Department.

## **CASH DISBURSEMENTS AND ACCOUNTS PAYABLE**

1. All invoices will be stamped with the date and immediately be forwarded to either the Finance Department or Department Heads.
2. All invoices will be reviewed for mathematical accuracy, validity, conformity to the budget.
3. All invoices must be stamped with the Accounts Payable coding stamp and the following must be completed within the stamp area:
  - a. Department
  - b. Account to be charged
  - c. Initials of the person approving the invoice
  - d. Date of approval
4. After all invoices are coded, they will be given to the Finance Office for review. The Finance Office will oversee and/or input invoices into the Accounts Payable system.

5. A list of pre-approved bills will be processed and paid with a list of all checks paid or needing Council approval to be paid generated by the Finance Department and submitted at the monthly City Council meeting for approval. Checks requiring Council Approval will be processed after City Council has approved the items for payment. The list of pre-approved vendor payment list will be reviewed on an annual basis by the Finance Office and City Administrator.
6. Two individuals, one being the City Administrator, and the other being the Mayor or Council President, must sign all checks. If emergency arises or no second signature is available, the determination for expediting payment process may negate a single signature on a check or check. This will be strictly scrutinized by the City Administrator as to the need or emergency before a check is processed with one signature. No signatory shall sign a check to him/herself. In such a circumstance, the Finance Office may by the second signatory.
7. Because of the small staffing levels of the Finance Department, and to ensure separation of duties, the Finance Office will **not** be a signature on the bank account, nor maintain a City visa card.
8. The Finance Office may approve the automatic payment of bills only if those bills have been previously set-up for auto-payment and are regular bills of the City. No auto-payment ACH's will be approved for "one-time" invoices.
9. The Finance Office will be responsible for all blank checks. Blank checks will be locked at all times the Finance office is not present. A check log will be maintained of all used checks including date of use, check numbers used, purpose, and who is printing the checks.
10. All voided checks will be held for auditor review, and disposed of in a safe manner after permission is received by the Auditors, and authorization by the Finance office with supporting documentation filed under Voided Checks, and held with all Finance Department records in accordance with Records Retention Standards. Voided checks will be marked "void" across the Payee line and the signature block of the check should be cut out prior to filing.

## **PAYROLL**

1. Each employee will be responsible for completing a timesheet through the online timekeeping module; currently 'Timekeeper'.
2. Completed timesheets will be printed, dated and signed by the employee and their Supervisor and/or City Administrator. The City Administrators timesheet will be signed by the Mayor.
3. Vacation days must be listed on a Request Action Form and attached to the timesheet. The

Request Action Form will be signed by the employee and their department head prior to time off taken consistent with the current Employee Handbook.

4. No payroll deposits will be issued without a completed approved timesheet.
5. Incomplete timesheets will be returned to the employee for correction.
6. The Finance Office will verify the accuracy of the timesheets and then oversee and/or prepare a transmittal form for the total payroll hours to the payroll service. The City Administrator will review and approve the transmittal and timesheets. The payroll service will prepare the payroll and forward to the Finance Office a summary report for review and approval.
7. Employees will be paid bi-weekly, with elected deductions taken out on the second payroll of each month. The payroll service will generate an ACH deposit into the employee bank accounts and then an ACH withdrawal for the total amount will be deducted from the City bank account.
8. Finance will distribute the payroll check stubs to employees. Payroll deposit reports will not be issued to a person other than the employee without written authorization from the employee. Voluntary terminations will be paid within five days. Involuntary terminations will be paid on the day of separation consistent with the current Employee Handbook.
9. The payroll service will prepare and file all quarterly and annual payroll reports. They will also initiate ACH payments for any payroll taxes due. ACH withdrawals will be automatically taken from the City bank accounts.
10. The Finance Office will review the reports for accuracy and file them in the quarterly report file.
11. Payroll and Fringe Benefits will be prepared in accordance with the personnel policies and benefit plan.
12. Change in Status documentation will be filed in the personnel files after being processed in payroll. The City Administrator maintains personnel records as the delegated Human Resources Director.
13. A list of documents relating to payroll and personnel will be maintained in the Finance Department itemizing documents that are kept in the payroll files and personnel files located in the City.
14. Verify payroll processor withdrawal amount is aligns with the expected total.

## CONSULTANTS

1. Consideration will be made of internal capabilities to accomplish services before contracting for them.

2. Written contracts clearly defining work to be performed, terms and conditions will be maintained for all consultant and contract services.
3. The qualifications of the consultant and reasonableness of fees will be considered in hiring consultants.
4. Consultant services will be paid for as work is performed or as delineated in the contract.
5. The City Council will approve all contracts valued over \$50,000 or prescribed by a contract, or at their discretion. The City Administrator will sign all contracts unless otherwise prescribed by contract. Contractors will be required to submit any forms including an I-9 to the Finance Department prior to starting work.
6. The Finance Department will prepare 1099 returns for consultants at year-end. These will be mailed to contractors no later than January 31, of the next calendar year.

## **TRAVEL & EXPENSE**

1. The City Administrator must approve employee travel and seminar expenditures prior to their attendance. The City of Coburg will reimburse no more than the standard mileage rate for the business use of a car as established by the IRS, mileage reimbursement rules. Meal expense will be paid with a City credit card when possible.
2. After travel, each employee will complete an expense report if requesting reimbursement for traveling expenses. The expense report must include all eligible expenses including credit card charges. The expense report must be signed by the employee and authorized for payment by the supervisor or City Administrator. Mileage will be reimbursed to the employee based on round trip mileage from City Hall to the address of the meeting or conference. Mileage to and from employee residence will not be paid.
3. Reimbursement will be based on current travel policies. Receipts must be attached to the expense report for lodging, transportation and meals. City issued credit cards are to be used for approved expenses only.

## **INSURANCE**

1. Reasonable and adequate coverage will be maintained to safeguard the assets of the City. Such coverage will include property and liability, workers compensation, employee dishonesty and other insurance deemed necessary.
2. The City Administrator and Finance office will annually review insurance policies before renewal.
3. Insurance policies will be stored in the Finance office.

## GENERAL LEDGER

1. The City will follow Generally Accepted Accounting Principles (GAAP) in accordance with standards set forth by the Governmental Accounting Standards Board (GASB). For example, in accordance with GAAP, the City will utilize a double entry system for accounting for all funds.
2. Adequate documentation will be maintained to support all general entries. At the end of each month, the Finance Office will prepare a Cash Analysis, and Revenue versus Expense Budget Reports, and any other reports that make it possible for the City Council to comprehend the financial status of the City. The City's Auditor will prepare the City's financial statements in conformity with the cash basis of accounting as applied to government units.
3. The Finance Office will sign and date all journal entries each month; they will then be checked by either an outside Financial Contractor or the City Administrator. The reviewer should also sign and date. The Contracted reviewer will provide a dated review sheet for each month.
4. An outside Financial Contractor will be hired by the City to review all financial documents no less than quarterly. This contractor will review the cash receipts, accounts payable, payroll entries, journal entries, and bank reconciliations. All documents will be signed off by the Financial Contractor.
5. Qualifications for a Financial Contractor would need to be equivalent to a CPA and/or 10 years of senior or management experience in accounting, including governmental accounting experience. Any RFP for a new Financial Contractor will be reviewed by the Finance/Audit Committee

## Internal Auditor

1. The city will employ a qualified individual responsible for reviewing all City financial documents no less than quarterly to ensure compliance with GASB
2. The individual will also review the City's financial Internal Controls and City Finance Dept. policies and procedures no less than bi-annually, and make recommendations for improvements as needed.
3. Qualifications for the "Internal Auditor" duties: Equivalent to a CPA and/or 10 years of Senior or Management experience in accounting, including governmental accounting experience.
4. The Finance-Audit Committee will nominate and the City Council will designate who will fulfill the Internal Auditor duties. The individual may be either a City employee or a third-party contractor, as long as the qualifications are met.
5. Segregation of duties: In cases where a City employee is the designated Internal Auditor, that

individual is not allowed to review his/her own work. In other words, adequate staffing is required to allow for one individual to prepare the financial documents and a separate individual to review them.

6. The Finance/Audit Committee must review any RFP for a new contractor to fulfill the “Internal Auditor” duties.
7. Financial documents to be reviewed include but are not limited to cash receipts, accounts payable, payroll entries, journal entries, bank reconciliations, and financial reports provided to the City Council.

## **BUDGET**

1. The Finance office or City Administrator will serve as Budget Officer and prepare the City's draft financial budget in accordance with Oregon Budget Laws.
2. The Finance Office will insure that budgets are on file with the appropriate local, county and state authorities.
3. The City Council must adopt the Budget as approved by the Budget Committee or changed after committee approval by Council.
4. The Budget Officer will train and supply Department Heads with sufficient information to manage their departmental budgets.

## **AUDIT**

1. The City's Audit processes are codified in Resolution 2008-04 (February 2008).
2. The City Council shall contract with an independent auditing firm a full audit of the books, to be completed within six months after the year-end. All City employees will participate in providing essential information to the auditors during the audit process.
3. When completed, the Comprehensive Annual Financial Report (CAFR) will be discussed with staff and City Council, with recommendations for procedures and processes to be implemented before the current fiscal year end.
4. Internal controls will be monitored and recommendations by auditors will be implemented as directed by Finance office within the shortest time as applicable, but no later than the end of the current fiscal year.
5. The Finance Office and the City Administrator will review all findings contained in the audit and prepare a report as to how the City is correcting the findings. This report will be presented to the Finance/Audit Committee who make recommendations to the City Administrator, Finance

Department and Mayor and/or Council if necessary.

6. The City will contract for auditing services every five to seven years consistent with contractor policy set by City Council.

## JOURNAL ENTRIES

1. No less than quarterly, all journal entries (except those done at year-end only are:
  - a. Reviewed, signed and dated by the City Finance Director
  - b. Posted to the City's General ledger and System of record in a timely manner in accordance with GAAP.
  - c. Reviewed, signed and dated by the City's designated "internal Auditor."
2. All Journal Entries will include a summary of how the values were determined or calculated, as well as documentation supporting the entry. The documentation must be filed or searchable by year and month.
3. The City Finance Dept. will maintain a list of all Journal Entries, with:
  - a. The Month and Year when the Journal Entry was posted to the city's General Ledger/System of Record.
  - b. A unique numeric identifier (JE Number).
  - c. Short Description of the entry (1-5 words, what, why)
  - d. Location of digital and physical documentation supporting the Journal Entry.
  - e. The frequency the entry is typically recorded: Monthly, quarterly or annually.

## Financial Reporting

1. On a monthly basis, the Finance Dept. will prepare and/or compile a month to date (MTD) and year to date (YTD) reporting for the City Council and Staff that accurately reflects the financial status of the City. These reports must include but are not limited to:
  - a. Cash Analysis
  - b. Actual vs Budget reports for Revenue and Expense, by Fund.
  - c. Copies of all Bank Statements and a summary of all Bank Account Balances
  - d. List of disbursements, including the vendor or supplier name, amount and date.
  - e. Any other reporting required by GASB or the State of Oregon for governmental units.

## MONITORING

1. The City Council will receive financial reports each month. The reports presented will be agreed

upon by the Council. The Finance Department should annually review with the Council which reports they are receiving and make recommendations for changes if needed.

2. The monthly financial report will include copies of all bank statements and a summary of all city bank account balances.
3. Detailed revenue and expense reports will be included with the monthly financial reports.
4. The Finance office will meet with the Financial/Audit Committee quarterly to review financial reports provided to City Council, the annual audit review process and results and any time the committee and Finance office deem necessary.

## **FINANCIAL STATEMENTS**

1. The Financial Statements are prepared in accordance with the cash basis of accounting as applied to governmental units.

## **COMPUTER CONTROLS**

1. Each employee is assigned a computer with a user specific Login and Password.
2. Each employee is assigned an email account with a user specific Login and Password.
3. Workstations are protected with Anti-Virus Software.
4. The accounting software has security measures set up to limit the functions of each specific user.
5. IT services are contracted through Lane Council of Governments who maintain the City's computer network system.

## **FIXED ASSETS**

1. Resolution No. 2007-10 is the City's controlling document for Fixed Assets.
2. Fixed Asset are defined as any real or personal property owned by the City that has a replacement value of at least \$5,000.
3. The Finance Department maintains a Fixed Asset listing which shall include a description of the item, date of purchase, cost and department location.
4. A depreciation schedule shall be prepared annually for the audited financial statements.
5. The Accountant or designee records all fixed asset purchases in the cities designated asset software program along with any dispositions acknowledged by Department Heads.
6. Fixed Assets must be assigned to a fund upon purchase and notes within the cities designated asset software program will assign funds to Assets.



## LEASES

1. All leases clearly delineating terms and conditions, are approved and signed by the City Administrator.
2. The City Recorder keeps a copy of each lease on file.
3. The Finance Department is notified of each lease and lease specifications, and will makes proper entries in the general ledger. Corresponding contract copies are provided to the Finance Department for scheduling and processing payments.

## GRANTS AND CONTRACTS

1. Ordinance No. A-91c is the City's controlling document for grants and contracts.
2. The City Administrator reviews each award and contract to ensure compliance with all financial and programmatic provisions terms and conditions and assigns a project manager. The City Recorder maintains original grant agreements and contracts; both hard copy and electronic.
3. The Finance Office maintains a log of all grants (including grants that were applied for, but not funded) being managed by the City. This log will include date requested, date awarded, amount of award, reporting requirements, the grant disbursement schedule and the date that the final reporting is submitted.
4. Department Heads provide a copy of all grant applications to the Finance Office immediately upon Submission, and keep the Finance Office apprised of grant application status.
5. The Finance Office prepares grant and loan disbursement requests in accordance with respective grant requirements; including, but not limited to the time period required for all expenditures. The requests will be signed by the Finance office or City Administrator, or other authority as directed by the reimbursing agency.
6. The Finance Office will prepare financial reports to funding sources as required.
7. It will be the responsibility of the Finance Office and City Administrator to insure that all required financial reports are submitted on a timely basis.

## BUILDING PERMITS

1. The City participates in an on-line permitting system that is managed by the State of Oregon.
2. Applicants needing permits must go on-line and fill out a request for a permit. They will-submit their paperwork, plans, etc. to the City Planning Department. Once plans have been approved, the planning department approves permits for payments. Customers then have the choice of

paying on-line with a credit card, or paying at city hall with cash or check. After full payment has been received, the inspections take place. The City provides the customer with a receipt for their payments

3. The Finance Department will reconcile the permit payments from the on-line. All checks, cash and credit card payments are entered into the system as a permit specific batch. Batches are reviewed by the Finance office and any checks and/or cash in the batch will be deposited in the same way that all City deposits are made.

## **LAND USE APPLICATIONS/SDC'S**

Land use applications and payment of SDC Fees are handled in the same way as building permits through the State on-line system.

## **FACILITIES USE PERMIT/SPECIAL EVENTS**

When receiving a request for the use of a City-owned property an employee should:

1. Check availability on shared calendar (Norma Pfeiffer Shelter + Pavilion Park)
2. Park Reservation | Facilities Use Permit must be completed. This form can be emailed or the requester can fill it out in person at the City Hall.
3. Payment must be received before reservation is confirmed.
4. Create an appointment to block off time on the shared calendar.
5. Send confirmation email. Language is saved on S: Drive in Forms & SOP Park Reservations Folder.
6. File with other reservation forms for records.
7. Add to Office calendar (on filing cabinets)
8. Add payment receipt to box with note of what payment is for.
9. Scan approved application and add to Park Reservation Facilities Use folder under appropriate year (ex: Park Reservation Facilities Use > 2018 Park Reservation Facilities Use)
10. Record fee in Springbrook and forward batch with receipts to the Finance Department.

## **COURT ADMINISTRATION PROCEDURES**

The following will be the procedures for the administration of citations.

1. A copy is retained by the Police Department and original is forwarded to the Court Department.
2. If the charge is a misdemeanor, the Police Clerk will issue a Complaint as the new charging instrument and forwards that to Court with the citation if relevant.

3. If a defendant is lodged at the time of the incident, no citation will be issued. In that instance, the formal complaint will be forwarded to the Court for court processing.
4. There are currently two systems being used to document police and court activity. The Police Department uses Justice System, and Court Administration uses the Tyler Incode System. These systems are not linked.
5. In an extended emergency absence of the Court Administrator, the Police Clerk may enter fine payments, and enter receipts into the Tyler system in absence of the Court Administrator or Court Clerk. This takes place in the Court Department office.
6. Each citation or charging document is assigned a docket number by the Court Administrator.
7. When the defendant appears in court, the Judge will sign it and impose a fine or dismiss the case based information provided or set the case over for trial or status report. If a fine is imposed, either it is paid that day or the defendant will be set up on a payment plan that they sign.
8. The Court Administrator or Court Clerk enters the amount fined for each case into the system and then tracks each defendant by docket number.
9. A person cited to appear also has the opportunity to pay the citation in full prior to Court day, either in person, by mail or by phone or online credit card payment.
10. At the end of each working day, the Court Administrator generates a reconciliation report in MAJIC that details the day's receipts with a breakdown of the type of currency (cash, check, credit card or other, including collection agency payments).
11. At the end of the workday, the cash drawer is counted, leaving \$200.00 in the drawer, all other monies are counted. The End of the Day Report is run in Tyler, with amounts of cash, checks money orders and credit card payments.
12. The Court Administrator compiles all monies along with the end of the day report and give it to the Police Clerk for review.
13. The Police Clerk will review the MAJIC report with the receipts batch and make sure that cash, checks and visa payments match. After review, the Police Clerk will sign off on the batch.
14. The End of the Day batches are then kept in the "Court" bag in the safe until end of the week.
15. The Court will complete one Springbrook batch per week for all monies collected within that week. A copy of all documentation for that batch will be stapled to the batch including both Springbrook and Tyler report.

16. The Tyler system tracks all non-receipt related adjustments to Court fine accounts. These adjustments have reference numbers, and description for the change and the system documents the date, time and individual making the adjustment. On a monthly basis, the Court Administrator runs an End of the Month Financial Report, which lists the transactions processed in the month. This report is then scanned into the Cities S drive and listed by month under the Finance Department Folder. The monthly reports are generated on the first working day of the calendar month for the previous month.

## CASH RECEIPTS

1. Coburg Municipal Court will keep \$200.00 cash in a locked cash drawer in the court office. The court office will remain locked after business hours. At any time, the Finance Office can pull a drawer money count, to internally audit cash in the Court Office. Change for the cash drawer is obtained from the Finance Department when there is need for smaller denominations to replenish the drawer.
2. Court payments will be taken via mail, in person and via telephone using a debit or credit card.
3. Returned checks when received the issuer is contacted and given 7 days to replace the check with another payment form. A \$35 fee is added to NSF checks. If the court is not reimbursed, the fine becomes past due and steps are taken in the collection process to collect the monies owed.
4. Past due accounts are considered past due when the defendant fails to pay the fines imposed as agreed to Municipal Court. Once an imposed fine is past due on a traffic violation, the court sends a notice to DMV to suspend the driver's license of the defendant. The court then adds \$15 to the balance of the fine. If the fine still goes unpaid for a minimum of 60 days, the court sends the cases to a third party Credit Service, to collect the debt. If the charge is a crime, or something other than a driving charge, the court sends the account to the third party credit service as soon as the fine becomes past due. The third party credit service charges the Municipal Court a percentage of the amount collected per case. Oregon Revised Statutes provide a clause allowing Municipal Court to add 25% collection fee to each case in Collections when the agency adds it to their accounts. Interest is also added by the Collection Agency. The Municipal Court and Collection agency split the interest earnings collected.

## POLICE DEPARTMENT PAYMENT PROCESSING PROCEDURES

The Police Department processes payments for several fees including:

- Vehicle Impound Release
  - Dog License
  - Police Reports, citizen request or insurance agency, or other requests
  - Fingerprinting
  - Other Court Revenue
  - Donations
  - Discovery
1. When a payment is received, a receipt is hand written and the payee is given the white copy, the yellow and pink copy are attached to the payment. All receipts are numbered, and used in numerical order. The receipts being used are kept in a separate locked drawer at the front counter in the Police Department. Payments accepted include cash and check. Credit card is accepted through Converge via in person or telephone. The receipt from Converge is put in the court batch weekly deposit.
  2. The Police Clerk will forward a copy of the receipt with money to the Court Administrator for Batching.

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Fiscal Policy and Accounting Manual