

Department Mission:

Our mission is to optimize Klamath County's financial resources through efficiency and accountability in the administration of policies established by the Board of Commissioners.

Mandated Services:

- A county's governing body must adopt a budget. To do so, the county's governing body must appoint a budget officer and a budget committee. ORS 294.331, 294.336.
- A county's governing body must determine the county's expenses. ORS 310.010. Once the county's governing body does so, it must levy property taxes to pay for those expenses. ORS 310.020.
- A county's governing body must conduct an annual audit of the county's fiscal affairs. ORS 297.425 (1).
- A county must create a county school fund. ORS 328.005.
- The demand of a county accountant for monthly salary shall be audited, allowed and ordered paid by the board of county commissioners. All other demands on account of salaries, or otherwise, fixed by law or otherwise and made payable out of the treasury, must be approved by the accountant before being ordered paid. ORS 210.160.
- All demands, accounts or claims against the county shall be presented to the accountant with the necessary evidence in support thereof, and the accountant shall examine and audit the same. The accountant shall receive and preserve in the office of the accountant all accounts, books, vouchers, documents and papers relating to the accounts and contracts of the county, its debts, revenues and other financial affairs. The accountant shall give information as to the exact condition of the treasury and of every fund thereof upon demand by the board of county commissioners, or any member thereof. ORS 210.170.
- Any law or rule providing for the payment of any demand of any kind or nature, except the salary of the county accountant, out of the treasury or any fund thereof, whether from public funds or private funds deposited therein, shall be construed as requiring auditing and approval by the accountant, and an order of the board of county commissioners before payment. ORS 210.180
- A county accountant shall: (1) Keep a register of all claims presented against the county and place upon each a uniform mark or stamp, to indicate that it has been examined by the accountant. (2) Keep an account with each department of the county government and with each county official. (3) Check the deposits made with the county treasurer, by the several officers, of the fees received daily by them, and the fines, forfeited bails and all county, school, road, state or other funds received from any source and deposited with the county treasurer. (4) Establish and maintain, in each department and office of the county, such system of keeping accounts and transacting the county business as shall secure accuracy, economy and protection of the county's interests. (5) At all times have access to any and all public books, records, and documents kept by the various officers of the county. (6) See that all fees, dues or funds of any description, or on any account to which the county is entitled, are deposited with the county treasurer; and immediately report to the board of county commissioners any officer in default in this regard. (7) Examine all reports of sheriffs, as to the collection of taxes, and all other general or special reports of officers or persons where any of the county's finances are involved, and report to the board of county

commissioners findings and recommendations in each case. (8) Prepare and publish, at the close of business on June 30 of each year, a statement showing the contracts entered into by the county for the year covered by the report, the name of the contractor, the work contracted for, the amount of the same, whether the bonds were required and the amount and whether let privately or by public bidding, and also publish a certified statement of the assets and liabilities of the county. (9) Prepare at least once in each calendar year an exhibit of all receipts and disbursements of the county fund for the year. Such exhibit shall also include a detailed statement of the expenses of the county, segregated as to each office and each department of the county government and business, showing the total amounts for which warrants or orders were issued or drawn during the year, and a statement showing the total amount of money paid into the county treasury for the year, from what source derived, and the amounts apportioned to the various funds. ORS 210.210.

- A county accountant shall establish a standard system of keeping accounts and a uniform method of statements for the same. ORS. 210.220
- The tax distribution schedule shall be approved by the county accountant before filing. ORS 311.390 (1)(c).

Self Imposed Services:

- The Finance Department manages the accounting system and financial records of the county, reports on the county's fiscal affairs, and provides advice and assistance to operating departments on financial administration matters. The Department, under contract, provides accounting and budgeting related services to Klamath County Library Service District, Klamath County Drainage Service District and other entities.
- The Finance Department operates a county store for the purpose of maximizing discounts and benefits of bulk purchasing.
- The Finance Department operates a courier service for distributing written communications to county departments and transporting items from one department to another.
- The department also assists with other financial reporting, (e.g., grant reporting, payroll and vendor information reports to other government entities).

Department Overview:

The County Accountant is appointed as the Budget Officer for the county. This position is responsible for preparing the county's annual budget and working with the departments on budget issues that come up throughout the year.

The Finance Department processes payroll for all county departments, as the County Account is required to approve payment of all wages and benefits before payment.

The Finance Department supports other county departments. This includes such functions as managing the accounting system and financial records of the county, paying the county's bills, working with vendors to maintain vendor files and accurate payment history. The Finance Department provides monthly revenue/expenditure reports, quarterly payroll reports and other financial reporting as requested. Furthermore, the Finance Department is responsible for working

with the county's outside auditor, assists in coordinating the county's annual audit and preparation of financial documents related to the audit.

Budget Overview:

Major revenue sources include a subsidy from other departments for administrative services and fees charged for services rendered or products sold.

Major expenditures include personnel service costs, materials and services (office supplies and postage), and transfers to other departments for cost sharing charges (insurance, technology, and maintenance).

Significant Changes:

The current budget is a reduction of \$9,408 from the amended fiscal year 2015 budget. This is primarily a combination of a reduction related to the implementation of a new finance / human resources / payroll enterprise resources planning system and restructuring the personnel within Finance. The new finance / human resources / payroll enterprise resources planning system increased the Finance department budget by \$34,150 in fiscal year 2015. The Finance Department is proposing to take all positions utilized by Finance to full-time within the department instead of sharing the position with the Treasurer. The Finance Department has determined that duties of the position that was shared do not afford the department adequate time to complete their assigned tasks.

Key issues:

The Finance Department is managing the implementation of a new finance / human resources / payroll enterprise resource planning system. This system is went live July 1, 2014 with final implementation of all modules within the fiscal year 2015. This has placed additional strain on existing staff and departments as the new system came online.

THIS PAGE INTENTIONALLY LEFT BLANK

Klamath County, Oregon
2015-2016 Budget Financial Presentation
1525 Finance

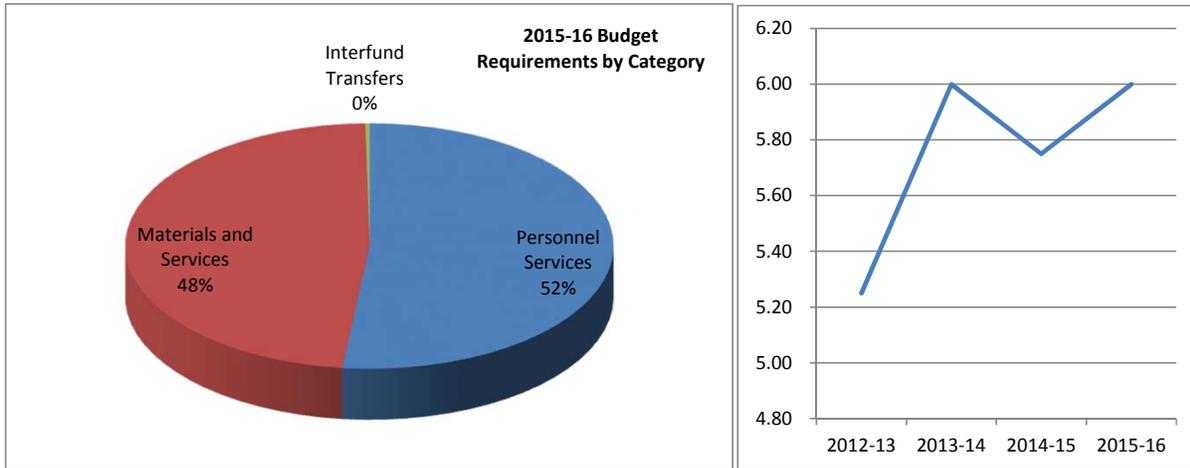
	2012-13 Actual	2013-14 Actual	2014-15 Budget	2015-16 Budget
Requirements by Budgetary Category				
Personnel Services	383,314	463,877	493,871	516,920
Materials and Services	416,697	743,627	507,878	478,206
Subtotal Current Expenditures	800,011	1,207,504	1,001,749	995,126
Interfund Transfers	3,000	3,000	3,000	3,000
Subtotal Noncurrent Expenditures	3,000	3,000	3,000	3,000
Total Requirements by Budgetary Category	803,011	1,210,504	1,004,749	998,126

Requirements by Fund				
Internal Services (6000)	803,011	1,210,504	1,004,749	998,126
Total Requirements by Fund	803,011	1,210,504	1,004,749	998,126

Resources by Budgetary Category				
Intergovernmental	-	-	12,853	5,628
Charges for Services	205,418	167,242	256,250	260,000
Miscellaneous	69	538	-	11,000
Sale of Capital Assets	200	-	-	-
Interfund Transfers	597,324	1,042,724	735,646	721,498
Total Resources by Budgetary Category	803,011	1,210,504	1,004,749	998,126

Full-Time Employee Equivalents	5.25	6.00	5.75	6.00
---------------------------------------	------	------	------	------

Mandate	Total Cost	Personnel Services	FTE
Finance	998,126	516,920	6.00
Total Mandates	998,126	516,920	6.00



THIS PAGE INTENTIONALLY LEFT BLANK

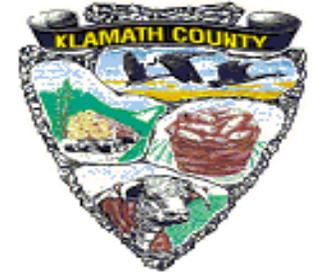
Department	Status	Title	FTE	Benefit Group	Union	Current Grade	Current Step	Total Wages w/COLA	Unemployment	FICA/Medicare	KCWC-WCOMP	WC	Medical CAP	HRA/VEBA (Wages)	Life Insurance	STD	Retirement/PERS Amount	Grand Total w/Benefits
									51560	51100	51570	51200	51300	51310	51330	51340	51400/51410	
Finance	Filled	Chief Financial Officer	1.0000	Full-time Non-Union	Non-Union	DF19	5	\$101,251.44	\$1,771.90	\$7,745.74	\$2,025.03	\$34.58	\$11,100.00	\$0.00	\$58.08	\$183.00	\$17,212.74	\$141,382.51
Finance	Filled	Assistant Finance Officer	1.0000	Full-time Non-Union	Non-Union	UF29	7	\$73,326.00	\$1,283.21	\$5,609.44	\$1,466.52	\$34.58	\$11,100.00	\$0.00	\$14.28	\$183.00	\$12,465.42	\$105,482.45
Finance	Filled	Payroll Manager	1.0000	Full-time Non-Union	Non-Union	UH21	7	\$50,002.60	\$875.05	\$3,825.20	\$1,000.05	\$34.58	\$11,100.00	\$0.00	\$14.28	\$183.00	\$8,500.44	\$75,535.20
Finance	Filled	Financial Systems Administrator	1.0000	Full-time Non-Union	Non-Union	UF24	1	\$45,031.40	\$788.05	\$3,444.90	\$900.63	\$34.58	\$11,100.00	\$0.00	\$14.28	\$183.00	\$7,655.34	\$69,152.18
Finance	Filled	Accounting Specialist	1.0000	Full-time Local 121	Local 121	LH14	7	\$38,241.51	\$669.23	\$2,925.48	\$764.83	\$34.58	\$11,100.00	\$0.00	\$14.28	\$183.00	\$6,501.06	\$60,433.96
Finance	Filled	Purchasing Specialist	1.0000	Full-time Local 121	Local 121	LH15	7	\$41,746.45	\$730.56	\$3,193.60	\$834.93	\$34.58	\$11,100.00	\$0.00	\$14.28	\$183.00	\$7,096.90	\$64,934.31
			6.0000					\$349,599.39	\$6,117.99	\$26,744.35	\$6,991.99	\$207.50	\$66,600.00	\$0.00	\$129.48	\$1,098.00	\$59,431.90	\$516,920.60

THIS PAGE INTENTIONALLY LEFT BLANK

General Ledger

Budget Analysis

User: jlink
 Printed: 03/23/2015 - 10:47AM
 Fiscal Year: 2016



2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
0.00	0.00	150,000.00	0.00	6000 1525 R30 1526-1500-4317	Internal Services Finance Charges for Service Revenues - Inventory	0.00	0.00	0.00	0.00	0.00
0.00	0.00	150,000.00	0.00		Charges for Service Totals:	0.00	0.00	0.00	0.00	0.00
16,500.00	6,500.00	106,250.00	0.00	R31 1526-1500-4398	Interdepartmental Charges Intradepartmental Service Chg	0.00	10,000.00	10,000.00	0.00	0.00
104,284.48	89,382.78	0.00	0.00	1526-1500-4398	Revenues - Inventory	0.00	150,000.00	150,000.00	0.00	0.00
84,633.52	71,359.54	0.00	0.00	1526-1500-4398	Reimbursement - Postage Other	0.00	100,000.00	100,000.00	0.00	0.00
205,418.00	167,242.32	106,250.00	0.00		Interdepartmental Charges Totals:	0.00	260,000.00	260,000.00	0.00	0.00
69.39	537.68	0.00	0.00	R40 1526-1500-4400	Other Local Revenue Miscellaneous	0.00	11,000.00	11,000.00	0.00	0.00
69.39	537.68	0.00	0.00		Other Local Revenue Totals:	0.00	11,000.00	11,000.00	0.00	0.00
200.00	0.00	0.00	0.00	R42 1526-1500-4499	Sale of Capital Assets Sales - Surplus Property	0.00	0.00	0.00	0.00	0.00
200.00	0.00	0.00	0.00		Sale of Capital Assets Totals:	0.00	0.00	0.00	0.00	0.00
0.00	0.00	12,853.00	0.00	R51 1526-1500-4501	State of Oregon A&T Grant	0.00	12,853.00	5,628.00	0.00	0.00
0.00	0.00	12,853.00	0.00		State of Oregon Totals:	0.00	12,853.00	5,628.00	0.00	0.00
0.00	0.00	0.00	0.00	R61 1526-1500-4881	Interdepartmental Charges Interfund Loan Proceeds	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		Interdepartmental Charges Totals:	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	R70 1526-1500-4900	Interfund Transfers Trans - General Non Dept	0.00	0.00	0.00	0.00	0.00

2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
597,323.65	1,042,724.11	705,646.00	0.00	1526-1500-4901	Trans - Internal Serv Non Dept	0.00	714,273.00	721,498.00	0.00	0.00
0.00	0.00	30,000.00	0.00	1526-1500-4902	Trans - Equipment Reserve	0.00	0.00	0.00	0.00	0.00
597,323.65	1,042,724.11	735,646.00	0.00		Interfund Transfers Totals:	0.00	714,273.00	721,498.00	0.00	0.00
803,011.04	1,210,504.11	1,004,749.00	0.00		REVENUES TOTALS:	0.00	998,126.00	998,126.00	0.00	0.00
				E10	Personnel Services					
276,774.35	318,699.84	335,172.00	0.00	1526-1500-5000	Salaries and Wages	6.00	349,599.00	349,599.00	0.00	0.00
0.00	0.00	0.00	0.00	1526-1500-5010	Temporary Help	0.00	0.00	0.00	0.00	0.00
0.00	458.25	0.00	0.00	1526-1500-5011	Overtime	0.00	0.00	0.00	0.00	0.00
20,342.77	23,443.93	25,641.00	0.00	1526-1500-5110	FICA	0.00	26,744.00	26,744.00	0.00	0.00
117.30	137.38	198.00	0.00	1526-1500-5120	Workmans Compensation Tax	0.00	208.00	208.00	0.00	0.00
43,260.50	55,042.58	63,000.00	0.00	1526-1500-5130	Medical Insurance	0.00	66,600.00	66,600.00	0.00	0.00
0.00	0.00	0.00	0.00	1526-1500-5131	VEBA	0.00	0.00	0.00	0.00	0.00
164.99	183.60	190.00	0.00	1526-1500-5133	Life Insurance	0.00	129.00	129.00	0.00	0.00
101.65	117.37	122.00	0.00	1526-1500-5134	Short Term Disability	0.00	1,098.00	1,098.00	0.00	0.00
29,887.62	50,991.40	56,979.00	0.00	1526-1500-5140	Retirement - General	0.00	59,432.00	59,432.00	0.00	0.00
6,235.22	7,340.56	5,866.00	0.00	1526-1500-5156	Unemployment Compensation	0.00	6,118.00	6,118.00	0.00	0.00
6,430.06	7,461.72	6,703.00	0.00	1526-1500-5157	Workmans Compensation	0.00	6,992.00	6,992.00	0.00	0.00
383,314.46	463,876.63	493,871.00	0.00		Personnel Services Totals:	6.00	516,920.00	516,920.00	0.00	0.00
				E20	Material and Services					
913.25	8,910.40	0.00	0.00	1526-1500-6200	Contract Services	0.00	0.00	0.00	0.00	0.00
231.25	1,551.70	500.00	0.00	1526-1500-6203	Legal Notice Publish	0.00	3,000.00	3,000.00	0.00	0.00
107,950.00	87,500.00	85,000.00	0.00	1526-1500-6231	Audit Fees	0.00	80,000.00	80,000.00	0.00	0.00
0.00	0.00	0.00	0.00	1526-1500-6233	E Mail Services	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1526-1500-6244	Copies & Contract Exp	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1526-1500-6250	Contract Maintenance	0.00	0.00	0.00	0.00	0.00
2,740.91	2,625.73	3,000.00	0.00	1526-1500-6310	Dues & Fees	0.00	9,000.00	9,000.00	0.00	0.00
4,685.74	66.53	0.00	0.00	1526-1500-6330	Office Equipment	0.00	0.00	0.00	0.00	0.00
10,775.94	0.00	0.00	0.00	1526-1500-6331	Office Furniture	0.00	0.00	0.00	0.00	0.00
52,880.00	391,544.42	101,800.00	0.00	1526-1500-6331	Computer Software	0.00	68,000.00	68,000.00	0.00	0.00
0.00	562.55	300.00	0.00	1526-1500-6332	Computer Equipment	0.00	500.00	500.00	0.00	0.00
0.00	0.00	0.00	0.00	1526-1500-6517	Refunds	0.00	0.00	0.00	0.00	0.00

2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
1,368.00	1,254.00	1,500.00	0.00	1526-1500-6531	Supplies Equipment Rent	0.00	1,500.00	1,500.00	0.00	0.00
616.28	0.00	100.00	0.00	1526-1500-6535	Equipment Maint & Repair	0.00	100.00	100.00	0.00	0.00
141.88	75.90	250.00	0.00	1526-1500-6536	Vehicle Maint & Repair	0.00	1,000.00	1,000.00	0.00	0.00
10,950.65	0.00	0.00	0.00	1526-1500-6538	Building Maint & Repair	0.00	0.00	0.00	0.00	0.00
3,485.94	4,768.37	5,000.00	0.00	1526-1500-6600	Supplies - Office	0.00	0.00	0.00	0.00	0.00
100,591.84	92,114.81	150,000.00	0.00	1526-1500-6601	Supplies - Other	0.00	0.00	0.00	0.00	0.00
0.00	637.01	0.00	0.00	1526-1500-6602	Copier Maint & Supplies	0.00	500.00	500.00	0.00	0.00
3,424.55	3,255.16	4,000.00	0.00	1526-1500-6603	Postage	0.00	100,000.00	100,000.00	0.00	0.00
86,897.00	67,083.70	100,000.00	0.00	1526-1500-6603	Postage - Internal	0.00	0.00	0.00	0.00	0.00
0.00	547.96	0.00	0.00	1526-1500-6604	Publications & Periodicals	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1526-1500-6605	Printing	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1526-1500-6608	Supplies - Resale	0.00	150,000.00	150,000.00	0.00	0.00
3,641.76	733.95	4,000.00	0.00	1526-1500-6611	Budget Expense	0.00	1,000.00	1,000.00	0.00	0.00
5,738.31	4,869.58	2,500.00	0.00	1526-1500-6701	Mgmt Travel & Training	0.00	3,500.00	3,500.00	0.00	0.00
304.71	452.20	500.00	0.00	1526-1500-6702	Staff Travel & Training	0.00	500.00	500.00	0.00	0.00
0.00	32.08	0.00	0.00	1526-1500-6753	Utilities - Cable TV	0.00	0.00	0.00	0.00	0.00
2,249.10	1,493.99	2,500.00	0.00	1526-1500-6755	Telephone	0.00	1,800.00	1,800.00	0.00	0.00
399,587.11	670,080.04	460,950.00	0.00		Material and Services Totals:	0.00	420,400.00	420,400.00	0.00	0.00
				E21	Interdepartmental Charges					
3,478.00	50,414.00	29,391.00	0.00	1526-1500-6990	Internal Services	0.00	28,060.00	28,060.00	0.00	0.00
5,563.00	5,611.00	6,049.00	0.00	1526-1500-6991	Facility Services	0.00	7,824.00	7,824.00	0.00	0.00
2,250.00	8,775.00	2,244.00	0.00	1526-1500-6992	Steering Comm Hardware Chg	0.00	2,744.00	2,744.00	0.00	0.00
1,260.00	1,525.00	2,718.00	0.00	1526-1500-6993	Steering Comm User Chg	0.00	3,325.00	3,325.00	0.00	0.00
1,377.00	2,174.00	1,924.00	0.00	1526-1500-6994	Risk Management	0.00	2,142.00	2,142.00	0.00	0.00
2,243.00	4,072.00	3,602.00	0.00	1526-1500-6995	Insurance Liability	0.00	4,211.00	4,211.00	0.00	0.00
0.00	0.00	0.00	0.00	1526-1500-6997	Insurance Work Comp	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1526-1500-6998	Intradepartmental Admin Chgs	0.00	0.00	0.00	0.00	0.00
938.47	976.44	1,000.00	0.00	1526-1500-6998	Vehicle Fuel - Internal	0.00	1,000.00	1,000.00	0.00	0.00
0.00	0.00	0.00	0.00	1526-1500-6999	Office Supplies - Internal	0.00	5,000.00	5,000.00	0.00	0.00
0.00	0.00	0.00	0.00	1526-1500-6999	Postage - Internal	0.00	3,500.00	3,500.00	0.00	0.00
0.00	0.00	0.00	0.00	1526-1500-6999	Tech Supplies - Internal	0.00	0.00	0.00	0.00	0.00
17,109.47	73,547.44	46,928.00	0.00		Interdepartmental Charges Totals:	0.00	57,806.00	57,806.00	0.00	0.00

2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
0.00	0.00	0.00	0.00	E30	Capital Outlay					
				1526-1500-7001	Office Equipment	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1526-1500-7004	Computer Software	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		Capital Outlay Totals:	0.00	0.00	0.00	0.00	0.00
				E41	Interdepartmental Charges					
0.00	0.00	0.00	0.00	1526-1500-8801	Interfund Loan Principal	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1526-1500-8802	Interfund Loan Interest	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		Interdepartmental Charges Totals:	0.00	0.00	0.00	0.00	0.00
				E70	Interfund Transfers					
3,000.00	3,000.00	3,000.00	0.00	1526-1500-9003	Trans - Equipment Reserve	0.00	3,000.00	3,000.00	0.00	0.00
3,000.00	3,000.00	3,000.00	0.00		Interfund Transfers Totals:	0.00	3,000.00	3,000.00	0.00	0.00
803,011.04	1,210,504.11	1,004,749.00	0.00		EXPENDITURES TOTALS:	6.00	998,126.00	998,126.00	0.00	0.00
803,011.04	1,210,504.11	1,004,749.00	0.00		DEPARTMENT REVENUES	0.00	998,126.00	998,126.00	0.00	0.00
803,011.04	1,210,504.11	1,004,749.00	0.00		DEPARTMENT EXPENSES	6.00	998,126.00	998,126.00	0.00	0.00
0.00	0.00	0.00	0.00		Finance Totals:	(6.00)	0.00	0.00	0.00	0.00
803,011.04	1,210,504.11	1,004,749.00	0.00		FUND REVENUES	0.00	998,126.00	998,126.00	0.00	0.00
803,011.04	1,210,504.11	1,004,749.00	0.00		FUND EXPENSES	6.00	998,126.00	998,126.00	0.00	0.00
0.00	0.00	0.00	0.00		Internal Services Totals:	(6.00)	0.00	0.00	0.00	0.00

2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
803,011.04	1,210,504.11	1,004,749.00	0.00		REPORT REVENUES	0.00	998,126.00	998,126.00	0.00	0.00
803,011.04	1,210,504.11	1,004,749.00	0.00		REPORT EXPENSES	6.00	998,126.00	998,126.00	0.00	0.00
0.00	0.00	0.00	0.00		REPORT TOTALS:	(6.00)	0.00	0.00	0.00	0.00

THIS PAGE INTENTIONALLY LEFT BLANK