

SHERIDAN FIRE DISTRICT



Mission:

"The Mission of the Sheridan Fire District is to provide a safe, professional, and courteous team that strives to exceed the community's expectations. This mission requires our members to be part of a capable, respectful, all-hazard Fire/E.M.S. district that focuses on "Just doing the right thing" for those we serve."

ANNUAL BUDGET FISCAL YEAR 2024-2025



SHERIDAN FIRE DISTRICT

THE FISCAL YEAR 2024-2025 BUDGET

INTRODUCTION OF MEMBERS

<u>Fire District Board Member</u>	<u>Term Expires</u>
Tamara “Tammy” Heidt, Board President	June 30, 2027
Ray Bottenberg, Vice President	June 30, 2025
Cory Christman, Director	June 30, 2025
Pete Gutbrod, Director	June 30, 2027
Gary Giddings, Director	June 30, 2027

Budget Committee Members

Cody Heidt	June 30, 2025
Larry Deibel	June 30, 2027
Leo Krick	June 30, 2025
Mike Griffith	June 30, 2027

Vacant

The Budget Committee comprises the Board of Directors and (5) citizen volunteers appointed by the Board.

Administrative Staff

Les Thomas, Fire Chief/Budget Officer

Phill Riggs, Division Chief

Donna Hammer, EMS Coordinator

Marguerite Alexander, Administrative Assistant



Sheridan Fire District

230 SW Mill St.
Sheridan, OR 97378

Main Station: 503-843-2467

Fax: 503-843-4691

www.sheridanfd.org

Budget Meeting: May 21, 2024, at 6:00 PM

Sheridan Fire District, 230 SW Mill St., Sheridan, OR 97378

ZOOM- <https://us02web.zoom.us/j/88972654807>

AGENDA

- The board president will call the meeting to order.
- Flag Salute.
- Determine if we have a quorum (6 total or better).
- Directs the election of the presiding BUDGET COMMITTEE CHAIRPERSON and turns the meeting over to them.
- Roll Call by the Fire Chief and the results presented to the Budget Chair.
- Budget Message Presented – by the Budget Officer (Fire Chief).
- Presentation of the Proposed Budget for Fiscal Year 2024-25.
- Review and discuss the Budget.
- (Chair calls for public comment) Hear and consider the public's comments.
- Determine if another meeting is required. (If so, see the date; if not, go to next),
- Make a motion to approve the budget (Sample motion provided on next page).
- Adjournment ---NOTE: Budget Hearing is scheduled for June 11th at 6:00 pm.

The motion wording needs to be passed by the budget committee.

"I move that we approve the budget as presented and the 24-25 property taxes at the district's permanent tax rate of \$1.1188 per \$1,000 of assessed value and the levy rate of \$0.88 per \$1,000 of assessed value."

WE WILL NEED A SECOND.....

Budget Committee Duties to Comply with Local Budget Law

- ▶ *Meets publicly to review the Proposed Budget*
- ▶ *May Not discuss or deliberate on the Budget outside of a public meeting.*
- ▶ *The Budget Committee must have a quorum present to hold a meeting.*
- ▶ *Receives the Budget and Budget Message.*
- ▶ *Provides an opportunity for the public to ask questions and comment on the Budget.*
- ▶ *Approves the Budget, tax rate, and amount of Local Option Levy.*
- ▶ *Any Budget Committee action must have the approval of a majority of its members.*



SHERIDAN FIRE DISTRICT

Mission Statement

The Mission of the Sheridan Fire District is to provide a safe, professional, and courteous team that strives to exceed the community's expectations. This mission requires our members to be part of a capable, respectful, all-hazard Fire/E.M.S. district that focuses on "Just doing the right thing" for those we serve.

Vision Statement

We will provide high customer service by protecting life, property, and the environment by delivering innovative, fiscally responsible firefighting, rescue, fire prevention, emergency medical, and emergency management services. As a core service of the Sheridan Fire District, we are committed to protecting citizens, families, and our colleagues and preserving our profession in delivering these services.

Value Statement

We are prepared for duty, serving with integrity, responding with compassion, and committed to professional excellence. "We excel so others may benefit."

"THE H.E.R. PRINCIPLE"

Honesty: Committed to creating and maintaining an open and truthful environment that is fair and consistent.

Excellence: Striving to develop to ensure our contributions make our fire and rescue service the best.

Respect: Supporting, involving, and listening to others, showing dignity, consideration, and empathy.



SHERIDAN FIRE DISTRICT BUDGET CALENDAR

Budget Calendar for the 2024-2025 Budget Year

1. Prepare the Proposed Budget	<i>March-May 2024</i>
2. Appoint Budget Officer and Budget Committee Members (If needed)	<i>April 9, 2024</i>
3. Publish the First Notice of Budget Committee Meeting (website). Publish legal notice of the budget committee meeting no more than 30 days before receiving the proposed budget.	<i>May 3, 2024</i>
4. Publish the Second Notice of Budget Committee Meeting (News-Register and website). Publish at least five days after the first notice and not less than five days before the budget committee meeting.	<i>May 10, 2024</i>
5. 1st Budget Committee Meeting- Tuesday at 6:00 p.m. a. Budget message and the budget document are presented. b. The committee passes a motion recommending the budget and approving the amount and rate of total ad valorem property taxes to be certified.	<i>May 21, 2024</i>
6. 2nd Budget Committee Meeting (if necessary)	<i>May 23, 2024</i>
7. Publish Notice of Budget Hearing 5 to 30 days prior (News-Register and website). Publish "Notice of Budget Hearing and Financial Summary" LB-1	<i>May 31, 2024</i>
8. Hold Budget Hearing - Tuesday at 6:00 p.m. The Board of Directors adopts a resolution to make appropriations, categorize, and levy property taxes. (Budget Hearing: Before the Board meeting on June 11 or, if needed, June 18).	<i>June 11, 2024</i>
9. Submit Tax Certification Documents – (LB-50) Two copies to the County Tax Assessor for both Yamhill and Polk Counties.	<i>July 15, 2024</i>



SHERIDAN FIRE DISTRICT



Intro Pages: Budget Message – Accounting Practices



Budget Message



General Fund: Revenue



General Fund: Personnel Services



General Fund: Material and Services



General Fund: Transfers/Contingency



**Reserve Funds: Building, Equipment,
Seismic, Fancher, Vol**



Glossary and thank you!



SHERIDAN FIRE DISTRICT

BALLSTON / BUELL / SHERIDAN

To: Board of Directors, Budget Committee, Residents, and Customers of Sheridan Fire District
From: Les Thomas, Fire Chief
Subject: Fiscal Year 24-25 Budget Message
Date: May 21, 2024

I am pleased to present the proposed fiscal year 2024/2025 budget for Sheridan Fire District (District). This budget has been prepared in accordance with the State of Oregon (ORS 294.426-Meeting, ORS 294.428-Approval, ORS 294.448-Notice, ORS 294.453-Hearing, ORS 294.456-Adoption, ORS 294.458-Certify Taxes). It is intended to serve as a financial plan, policy document, communication device, and operations guide. This document tells how the district uses the public's money to save lives, protect property, and strengthen community relationships. The following proposed budget is structurally balanced for each fund, with projected fund balances at or above the minimum reserve required by state law and Sheridan Fire District policy.

Budget Message

FUND ACCOUNTING:

Sheridan Fire District (district) uses funds to report the financial position and determine operational limitations. Fund accounting is designed to demonstrate legal compliance and aid in financial management by segregating transactions related to certain District functions, purchases, or activities.

A fund is a separate accounting entity with a self-balancing set of accounts.

We maintain the funds required by law and reduce the number of funds when possible. We create new funds only when necessary. We have successfully received some grant funding over the past several years. As a result, we created a separate Grant Fund to better monitor individual grants as funds are received and expended.

MODIFIED CASH BASIS ACCOUNTING:

The district utilizes a modified cash basis accounting for all funds. This means the district will record revenue only when cash is received and expenditures only when money is spent. Cash is also the only asset recorded. Projections for cash to be collected can differ dramatically from what is received. Therefore, the District commits to spending money when we know we have enough cash in the bank to cover the expense.

BUDGET POLICY AND STRATEGY:

The Fiscal Year 2024-2025 Budget document has been prepared after analyzing and evaluating divisional needs. Amounts expended in prior years have also been considered. The Budget represents the desired level of service to be provided and the financial support required to pay for those services for the upcoming Fiscal Year. It is prepared on the modified cash basis of accounting and is summarized by major expenditure categories within each organizational unit.

The Budget will be adopted this year, as it has been in prior years, by category within each fund. These categories are Personnel Services, Materials and Services, Capital Outlay, Debt Services, and Contingency. Adopting the Budget by category (rather than by line item) allows the district some flexibility in paying for specific items within a category while still maintaining appropriate control.

An accurate revenue projection is critical, and we have developed a realistic, conservative approach to estimating our revenue. With a conservative, accurate estimate, we can prioritize and allocate our spending. Revenue estimates are based on multi-year historical trends, with consideration given to our District's economic climate and inflation, expected population, and increases in assessed valuations. With the inflated budget from the previous fiscal year, we have taken an even more conservative best estimate for the 2024/2025 budget cycle.

The district passed a 0.88 cent per \$1,000 Operating Levy in May 2022, which went into effect during the 2022/2023 Fiscal Year. This levy replaced the previous levy of 0.35 cents per \$1,000 and increased the Operating Levy by 0.53 cents per \$1,000, for a total of \$1.99 per \$1,000 of assessed value. We have used the new levy totals and conservatively determined that 94% of that amount would be available for the 2024/2025 budget.

DISTRICT SERVICES:

Sheridan Fire District provides many services to its citizens, including primary and advanced life support, emergency medical transportation, fire suppression activities, various rescue services, fire code/driveway inspections, essential fire plan reviews, and fire prevention education.

BEGINNING CASH BALANCES:

As a Budget Policy, Sheridan Fire District strives to maintain an adequate beginning balance (working capital). For the Fiscal Year 2024-2025, approximately \$650,000 in the General Fund will be carried over after implementing a capital loan plan.

CONTINGENCIES:

Each year, unexpected circumstances arise that were not anticipated when the Budget was developed and adopted. The Government Finance Officers Association, League of Oregon Cities, and Special Districts Association of Oregon recommend that between 5% and 8% of a fund's budget be set aside for contingencies. Money not utilized for contingencies is carried over to the next Fiscal Year. However, the 24/25 budget has proven to be highly challenging due to unanticipated overages, mechanical failures, deferred building maintenance, An ambulance remount and PPE replacements, and non-budgeted circumstances that forced the district to use all of its contingency funds and all reserves to meet the increased expenses.

RESERVE FUNDS:

Sheridan Fire District wishes to continue setting aside funds each year for future capital purchases. The Reserve Fund tracks this money. We have continued to develop the Equipment Replacement Plan as the basis for continued funding. The reserve fund will be replenished as able and fiscally responsible to do so.

SUMMARY OF BUDGET PRACTICES:

1. The district will attempt to provide the highest level and quality of service on its possible financial ability to do so.
2. The district will attempt to fund the Reserve Fund for future capital needs to the best of its ability. This is a high priority, but essential expenditures will determine the amount available.
3. The district will continue to provide the FireMed program, which offers a low-cost financial benefit to Sheridan Fire District members.
4. The district will continue to do its best to manage our resources effectively and efficiently.

Accomplishments and Initiatives

As of today's report, our current career staffing is 15 personnel with 3 OSFM grant funded summer positions. This is a decrease from last year's number of 19 personnel and 3 OSFM grant funded summer positions. The decreased staffing is primarily due to the inability to compete with larger organizations offering extreme wages and benefits raises. We are dealing with an increased call volume and simultaneous service requests. The data gathered shows that most of these runs occur during the daytime. Our campaign to increase volunteer numbers has not provided additional volunteer daytime coverage; we added three last year and lost four. The neighboring fire and EMS districts on both sides of our district have struggled initially to meet their requirements for staffing; this affected our resource availability locally. Typically, a tiered fire/EMS mutual aid system is used to cover each additional simultaneous requested call within our district; with increased unavailability and delays from our mutual aid partners, we were forced to re-evaluate our staffing models. It was determined that we must move our administrative personnel back to the line to staff for calls temporarily to meet our financial needs. We are in discussion with local, state, and federal leadership for assistance with EMS funding. The fire district receives tax monies for fire only, EMS is paid for by fees for service only. The revenue streams are controlled by insurance companies, Medicare and Medicaid, and the State of Oregon funded GEMT (they have reduced the amount of payments).

Our apparatus replacement and repair plan began in November of 2023. The plan was distributed to our board of commissioners. The evaluation of the fire and ambulance fleet determined that the district is in a precarious position. The apparatus fleet was found to have almost all its heavy fleet to be non-DOT compliant. A repair and compliance plan was built, and we started fixing those apparatus of value and sustainability. The repair cost exceeded the existing repair budget by 33%; this non-budgeted financial burden proved challenging to complete. The 2023 plan has assisted us with stabilizing our fleet repair costs. It was determined that an aggressive campaign for federal, local, and state grants to replace heavy fire apparatus would continue. The surplus sales of apparatus that have exceeded their repair and service value also continue. We have a surplus of one vehicle so far, and we plan to have a surplus of three others as we can do so in the 24/25 fiscal year. Our vehicles' fuel cost exceeded \$6.00 a gallon; we surveyed other districts and found a less expensive service to meet our fuel needs. This service will begin in June 2023, with savings noted and documented in the 2024 budget.

Impacts/Changes to Previous Budget

A multi-tiered approach to evaluating what repairs on our aged fleet are crucial and which repairs can be delayed (not forgotten) until the financial means are made available will be the approach again this budget year. All non-essential, non-used, or non-repairable vehicles will be requested to be surplus. A surplus of apparatus will only occur when it doesn't affect our district's ability to respond adequately; all apparatus will be evaluated for their financial value, geographic location, and use capabilities within our response model. Our staffing model will be decreased to meet our budget sustainability and increased as needed to meet our demands for additional services within our fire district. An increased campaign to recruit and retain volunteers will continue. Sustainability and service capabilities review will continue to be evaluated with the primary goal of retaining and regaining all extra funding to become financially independent, which will be the priority.

Proposed FY 2024/2025 General Fund Detail ONLY

BEGINNING FUND BALANCE/CARRYOVER	\$ 650,000
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PROJECTED REVENUE	BUDGET
Taxes	\$ 1,210,000
User Fees/Fire Med/Miscellaneous Revenue	\$ 952,700
Beginning Fund Balance	\$ 1,064,700
TOTAL REVENUE/CARRYOVER	\$ 2,924,700

PROJECTED EXPENSES	BUDGET
Personnel Services	\$ 2,108,500
Materials and Services	\$ 370,000
Total Capital Outlay –	\$ 5,000
Debt Service	\$ 217,644
Transfer to Volunteer Fund	\$ 18,000
Total Contingency Fund	\$ 25,000
TOTAL EXPENDITURES	\$ 2,483,500

UNAPPROPRIATED ENDING FUND BALANCE (Savings)	\$ 198,556

ENDING FUND BALANCE = ZERO FUND BALANCE
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FY24/25 Capital Replacement Fund

The Capital Replacement Plan identifies all apparatus and equipment's current cost and estimated life span.

Fund Balance is available for capital purchases in between capital purchases. Funding is provided through transfers from the General Fund, the sale of apparatus and equipment, conflagration fees for apparatus, services fees, and debt issuance proceeds.

The proposed capital purchases for FY24/25 will be held in reserve until needed. Before purchasing these items, grants will be written and submitted for each capital expenditure potential. Matching funding will be provided for these grants, and this potential will be shared within the budget for potential expenditures.

Scheduled purchases will be outlined in the Capital Replacement Plan spreadsheet as required.

Closing, Y'all

This budget has been prepared to provide a sustainable service delivery plan. This budget ensures operational needs are met as the Sheridan Fire District continues to effectively provide emergency response and life safety services while remaining receptive to our customer's needs and the current economy.

Therefore, the Sheridan Fire District presents this proposed budget for Fiscal Year 2024-2025 to the budget committee, board of directors, and our public for their comments at the Public Hearing scheduled for May 21, 2024.

Respectfully,

Les Thomas

Fire Chief

Sheridan Fire District

SHERIDAN FIRE DISTRICT

2024-2025 BUDGET SPREADSHEET

SHERIDAN FIRE DISTRICT BUDGET
FISCAL YEAR 2024 - 2025

GENERAL FUND

*Throughout this Budget the Personnel Services, Materials & Services and Capital Outlay are considered allocated to the Fire and EMS organizational unit.

2021-22	2022-23	2023-24	Acct #	GENERAL FUND RESOURCES	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
Actual	Budget	Budget					
792,489	829,000	1,279,975	1000.1	Fund Balance July 1	650,000	-	-
				TAXES			
546,008	578,000	1,100,676		1000.5.1 Current Year Taxes	1,150,000	-	-
				<i>Polk Co. current</i>			
				<i>Yamhill Co. current</i>			
31,440	50,000	50,000		1000.5.2 Prior Year Taxes	60,000	-	-
				<i>Polk Co. prior</i>			
				<i>Yamhill Co. prior</i>			
179,936	454,440	including above		1000.5.3 Local Option Levy	included above	including above	including above
757,384	1,082,440	1,150,676		Total Tax Resources	1,210,000	-	-
				OTHER REVENUE			
170,632	115,200	263,505	1000.2	Miscellaneous Income	112,000	-	-
5,009	4,000	13,000		*1000.2.1 Account Interest	15,000		
100,985	-	35,000		*1000.2.2 Grants (see Grant Fund)	35,000		
30,967	50,000	15,000		*1000.2.3 Conflagration	25,000		
896	1,000	37,000		*1000.2.4 Surplus Sales	25,000		
22,117	60,000	22,000		*1000.2.5 Miscellaneous	10,000		
247	200	300		*1000.2.6 Address Signs	500		
10,411	-	2,500		*1000.2.7 Donations	1,500		
		93,079		Transfer from Building Maintenance Fund	-		
		45,626		Transfer from Seismic Fund	-		
1,049,715	871,500	939,000		User Fees/FireMed/GEMT	952,700	-	-
587,320	794,000	755,000		*1000.3.1 Ambulance User Fees	750,000		
4,217	2,500	18,000		*1000.3.2 Cost Recovery	15,000		
21,540	25,000	16,000		*1000.3.3 FireMed	17,700		
59,266	50,000	150,000		*1000.3.4 GEMT	170,000		
127,872				*1000.4 Contractual Services			
249,500	-	-		*1000.10.3 Capital Loan			
1,220,347	986,700	1,202,505		Total Other Revenue	1,064,700	-	-
2,770,220	2,898,140	3,633,156		TOTAL GENERAL FUND RESOURCES	2,924,700	-	-

SHERIDAN FIRE DISTRICT BUDGET
FISCAL YEAR 2024 - 2025

2021-22 Actual	2022-23 Budgeted	2023-24 Budget	Acct #	GENERAL FUND PERSONNEL SERVICES	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
1001 SALARIES & WAGES							
203,622	239,000	313,258	1001.1	Administrative Staff	250,000	0	0
456,850	807,000	1,092,600	1001.2	FF/Paramedic & FF/EMT (Line Staff)	880,000	0	0
82,924	116,500	109,000	1001.3	Overtime	70,000	0	0
928	84,600	35,000	1001.4	Part-Time - 3 PT - OSFM Grant	35,000	0	0
744,324	1,247,100	1,549,858	TOTAL SALARIES & WAGES:		1,235,000	0	0
FTE: 14	FTE: 13	FTE: 19/ 3 PT			FTE: 14/ 3 PT	FTE: 14/ 3 PT	FTE: 14/ 3 PT
EMPLOYEE BENEFITS							
37,494	51,000	75,000	1001.5	Workers Compensation	75,000	0	0
155,038	272,000	258,121	1001.6	Health Insurance	235,000	0	0
56,787	74,000	146,116	1001.7	Payroll Taxes	123,000	0	0
194,763	309,500	492,296	1001.8	PERS	420,000	0	0
		6732	1001.9	Long-term Disability and Life Insurance/LOSAP	20500	0	0
444,082	706,500	978,265	TOTAL EMPLOYEE BENEFITS:		873,500	0	0
1,188,406	1,953,600	2,528,123	TOTAL PERSONNEL SERVICES:		2,108,500	0	0

2021-22 Actual	2022-23 Budgeted	2023-24 Budget	Acct #	GENERAL FUND MATERIALS & SERVICES	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
26,238	49,700	15,000	1002.1	General Supplies	12,500	-	-
46,118	43,000	45,000	1002.2	Utilities	45,000	-	-
9,204	9,500	10,000	1002.3	Facility Maintenance	10,000	-	-
159,925	165,500	35,000	1002.4	Contract billing services / Professional fees-Tactical/Attorney/ASI	37,000	-	-
12,823	33,000	15,000	1002.5	Travel & Education	10,000	-	-
42,170	44,000	45,000	1002.6	Insurance - Comprehensive & Liability	45,000	-	-
17,451	9,625	5,000	1002.7	Miscellaneous Expenditures/ Awards Ceremony	2,500	-	-
29,433	33,000	36,000	1002.8	Dispatch Services (& radio services)	37,000	-	-
43,645	75,000	30,000	1002.9	Apparatus & Equipment Maintenance	27,000	-	-
31,452	-	43,000	1002.9.4	Fuel	42,000	-	-
24,316	32,000	15,000	1002.1	PPE & Uniforms	10,000	-	-
5,809	40,000	15,000	1002.11	Equipment	10,000	-	-

SHERIDAN FIRE DISTRICT BUDGET
FISCAL YEAR 2024 - 2025

2021-22 Actual	2022-23 Budgeted	2023-24 Budget	Acct #	GENERAL FUND MATERIALS & SERVICES	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
11,999	-	-	1002.12	Grant (see Grant Fund)	-	-	-
694	-	-	1002.13	Student Intern Volunteer Program	-	-	-
32,475	40,000	46,000	1002.14	EMS Supplies	45,000	-	-
15,295	8,000	-	1002.15	Conflagration Expense	-	-	-
168,491	-	40,000	1002.16	Contracted Services - CPA in current year	37,000	-	-
677,538	582,325	395,000		TOTAL MATERIALS & SERVICES:	370,000	-	-

2021-22 Actual	2022-23 Budgeted	2023-24 Budget	Acct #	GENERAL FUND CAPITAL OUTLAY	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
-	-	-		Buildings and Apparatus	5,000	-	-
-	-	28,000		Apparatus - Brush Truck 97 Remount	-	-	-
-	-	158,000		Ambulance remount	-	-	-
-	-	186,000		TOTAL CAPITAL OUTLAY	5,000	-	-

2021-22 Actual	2022-23 Budgeted	2023-24 Budget	Acct #	GENERAL FUND DEBT PAYMENTS	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
-	30,000	30,000		Debt Service Principal Payment (June 15th)	121,563	-	-
19,500	12,000	12,000		Debt Service Interest Payment (Dec 15th & June 15th)	96,081	-	-
19,500	42,000	42,000		TOTAL DEBT PAYMENTS	217,644	-	-

2021-22 Actual	2022-23 Budgeted	2023-24 Budget	Acct #	GENERAL FUND INTERFUND TRANSFERS	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
20,000	20,000	18,000		Transfer to Volunteer Spending Authority	-	-	-
-	30,000	-		Transfer to Equipment Reserve Fund	-	-	-
-	20,000	-		Transfer to Building Maint. Fund	-	-	-
20,000	70,000	18,000		TOTAL TRANSERS	-	-	-
-	250,215	25,000	1005	CONTINGENCY**	25,000	-	-
39,500	362,215	85,000		TOTAL OTHER EXPENDITURES-NOT ALLOCATED (tr,cntg,dbt)	242,644	-	-
1,865,944	2,535,925	3,109,123		TOTAL GENERAL FUND EXPENDITURES-ALLOCATE	2,483,500	-	-
2,770,220	2,898,140	3,633,156		TOTAL GENERAL FUND RESOURCES	2,924,700	-	-
864,776	-	439,033		UNAPPROPRIATED ENDING FUND BALANCE carryover to next year	198,556	-	-

SHERIDAN FIRE DISTRICT BUDGET
FISCAL YEAR 2024 - 2025

BUILDING MAINTENANCE FUND

Est. Prior to 2014 - Closed in 2023-2024

2021-22 Actual	2022-23 Budgeted	2023-24 Budget	Acct #	BUILDING MAINTENANCE RESERVE FUND RESOURCES	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
269,253	123,250	92,979	2000.1	Fund Balance July 1		-	-
-	20,000	-	2000.3	Transfer In, from Gen. Fund	-	-	-
100,500	-	100	2000.2	Interest or loan proceeds	-	-	-
369,753	143,250	93,079	2000.2-1	TOTAL BUILDING FUND RESOURCES	-	-	-
2021-22 Actual	2022-23 Budgeted	2023-24 Budget	Acct #	BUILDING MAINTENANCE RESERVE FUND EXPENDITURES	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
-	-	93,079	2000.4.1	Transfer to General Fund - Change 2000.1 to 2000.4.1 per resolution	7,769	-	-
215,274	15,000	-		Building Repair & Upkeep	-	-	-
-	20,000	-		Seismic Grant Upgrades	-	-	-
-	108,250	-		Station Upgrades & Remodel	-	-	-
215,274	143,250	93,079	2000.2-1	TOTAL BUILDING FUND expenditures	7,769	-	-
154,479	-	-		UNAPPROPRIATED ENDING FUND BALANCE, carryover to next year	(7,769)	-	-

EQUIPMENT RESERVE FUND

Est. Prior to 2014 - Review in 2024

2021-22 Actual	2022-23 Budgeted	2023-24 Budget	Acct #	EQUIPMENT RESERVE FUND RESOURCES	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
385,353	18,900	22,500	3000.1	Fund Balance July 1	11,600	-	-
-	30,000	-	3000.3	Transfer In, from Gen. Fund	-	-	-
-	-	100	3000.2	Interest	50	-	-
385,353	48,900	22,600		TOTAL EQUIPMENT FUND RESOURCES	11,650	-	-
2021-22 Actual	2022-23 Budgeted	2023-24 Budget	Acct #	EQUIPMENT RESERVE FUND EXPENDITURES	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
268,642	48,900	-	3000.4	Ambulance Purchase	-	-	-
-	-	-		Equipment Purchase	-	-	-
76,000	-	-		Command Vehicles	-	-	-
344,642	48,900	-		TOTAL EQUIPMENT RESERVE FUND EXPENDITURES	-	-	-
40,711	-	22,600		UNAPPROPRIATED ENDING FUND BALANCE, carryover to next year	11,650	-	-

SHERIDAN FIRE DISTRICT BUDGET
FISCAL YEAR 2024 - 2025

JOHN FANCHER MEMORIAL FUND

Est. Prior to 2014 - Review in 2024

2021-22 Actual	2022-23 Budgeted	2023-24 Budget	Acct #	JOHN FANCHER MEMORIAL RESOURCES	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
5,127	5,127	4,927	4000.1	Fund Balance July 1	4,927	-	-
		-	4000.3	Transfer In, from Gen. Fund	-	-	-
	5		4000.2	Interest	-	-	-
5,127	5,132	4,927		TOTAL FANCHER FUND RESOURCES	4,927	-	-

2021-22 Actual	2022-23 Budgeted	2022-23 Budget	Acct #	JOHN FANCHER MEMORIAL EXPENDITURES	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
	200	200	4000.6	Awards	200	-	-
	4,932	-		Additional or Future Awards	-	-	-
-	5,132	200		TOTAL FANCHER FUND EXPENDITURES	200	-	-
5,127	-	4,727		UNAPPROPRIATED ENDING FUND BALANCE, carryover to next year	4,927	-	-

TRUST/AGENCY - VOLUNTEER FUND

Est. Prior to 2014 - Review in 2024

2021-22 Actual	2022-23 Budgeted	2023-24 Budget	Acct #	TRUST/AGENCY VOLUNTEER FUND RESOURCES	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
-	-	4,900	5000.1	Fund Balance July 1	1,849	-	-
20,000	20,000	18,000	5000.2	Transfer In From General Fund	-	-	-
-	-	-	5000.3	Miscellaneous Income	-	-	-
20,000	20,000	22,900		TOTAL VOLUNTEER FUND RESOURCES	1,849	-	-

2021-22 Actual	2022-23 Budgeted	2023-24 Budget	Acct #	TRUST/AGENCY VOLUNTEER FUND EXPENDITURES	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
15,100	20,000	15,000		Appreciation Program-LOSAP	-	-	-
-	-	-	5000.4	Purchases for District	1,849	-	-
15,100	20,000	15,000		TOTAL VOLUNTEER FUND EXPENDITURES	1,849	-	-
4,900	-	7,900		UNAPPROPRIATED ENDING FUND BALANCE, carryover to next year	1,849	-	-

SHERIDAN FIRE DISTRICT BUDGET
FISCAL YEAR 2024 - 2025

GRANT RESERVE FUND

Est. Prior to 7/2022 - Review in 2033

2021-22 Actual	2022-23 Budgeted	2023-24 Budget	Acct #	GRANT FUND RESOURCES	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
-	-	84,000		7000.1 Fund Balance July 1	81000.00	-	-
-	98,000	697,300		7000.2 FEMA (AFG) Grant - Engine/Washer Dryer	748,000	-	-
-	5,000	-		7000.3 VFA Grant (50/50 GF Equip)	4,900	-	-
-	25,000	7,500		7000.4 Spirit/Siletz Grant (50/50 GF Equip)	5,420	-	-
-	5,000	-		7000.5 ODF Grant (50/50 GF PPE Wildland)	4,900	-	-
-	2,250,000	-		7000.6 SAFER Grant (Personnel)	1,722,264	-	-
-	362,000	-		7000.7 SAFER Grant (Recruitment/Retention)	-	-	-
-	10,000	-		7000.8 SUBWAY Grant (50/50 GF Equip)	-	-	-
-	2,000	-		7000.9 Other Grants (SDAO,CenturyLink,Firehouse,etc)	3,000	-	-
-	2,757,000	788,800		TOTAL GRANT FUND RESOURCES	2,569,484	-	-
2021-22 Actual	2022-23 Budgeted	2023-24 Budget	Acct #	GRANT FUND EXPENDITURES	2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
-	98,000	734,000		7001.2 FEMA (Asst.to FF) Grant (5% GF PPE) - Capital Outlay	748,000	-	-
-	5,000	4,999		7001.3 VFA Grant (50/50 GF Equip) - Capital Outlay	4,900	-	-
-	25,000	7,500		7001.4 SPIRIT/SILTEZ Grant (50/50 GF Equip) - Capital Outlay	5,420	-	-
-	5,000	4,999		7001.5 ODF Grant (50/50 GF PPE Wildland) - - Capital Outlay	4,900	-	-
-	2,250,000	-		7001.6 SAFER Grant (Personnel)	1,722,264	-	-
-	362,000	-		7001.7 SAFER Grant (Recruitment/Retention)	-	-	-
-	10,000	-		7001.8 SUBWAY Grant (50/50 GF Equip)	-	-	-
-	2,000	10,000		7001.9 Other Grants (SDAO,CenturyLink,Firehouse,etc) - - Capital Outlay	3,000	-	-
-	2,757,000	761,498		TOTAL GRANT FUND EXPENDITURES	2,488,484	-	-
-	-	27,302		UNAPPROPRIATED ENDING FUND BALANCE, carryover to next year	81,000	-	-

SHERIDAN FIRE DISTRICT BUDGET
FISCAL YEAR 2024 - 2025

SEISMIC GRANT RESERVE FUND

Est. Prior to 2022 - Closed in 2023-24

SEISMIC GRANT RESERVE FUND RESOURCES							
2021-22 Actual	2022-23 Budgeted	2023-24 Budget	Acct #		2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
-	10,000	45,626		Fund Balance July 1	13,400	-	-
960,410	675,000	-	6000.2	Seismic Grant Reimb. Rvenue	-	-	-
-	-	-			-	-	-
960,410	685,000	45,626		TOTAL SEISMIC FUND RESOURCES	13,400	-	-

SEISMIC FUND EXPENDITURES							
2021-22 Actual	2022-23 Budgeted	2023-24 Budget	Acct #		2024-25 PROPOSED	2024-25 APPROVED	2024-25 ADOPTED
-		45,626		Transfer to General Fund	13,400	-	-
36,816	-	-		*6000.3 Relocation	-	-	-
86,739	-	-		*6000.4 Architectural	-	-	-
794,691	685,000	-		*6000.5 Construction	-	-	-
918,246	685,000	45,626		TOTAL SEISMIC FUND EXPENDITURES	13,400	-	-
42,164	-	-		UNAPPROPRIATED ENDING FUND BALANCE, carryover to next year	-	-	-

Combined Funds

4,510,863	6,557,422	4,611,088		Total Budget:	5,526,010	-	-
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Appendix A—Glossary

Accrual basis. Method of accounting recognizing transactions when they occur without regard toward cash flow timing [ORS 294.311(1)].

Activity. That portion of the work of an organizational unit relating to a specific function or class of functions, a project or program, a subproject or subprogram, or any convenient division of these [ORS 294.311(2)].

Adopted budget. A financial plan that is the basis for appropriations. Adopted by the governing body (ORS 294.435).

Ad valorem tax. A property tax computed as a percentage of the value of taxable property. See “Assessed Value.”

Appropriation. Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body [ORS 294.311(3)].

Approved budget. The budget that has been approved by the budget committee. The data from the approved budget is published in the Financial Summary before the budget hearing (ORS 294.406).

Assessed value. The value set on real and personal property as a basis for imposing taxes. It is the lesser of the property’s maximum assessed value or real market value.

Assessment date. The date on which the real market value of property is set—January 1.

Audit. The annual review and appraisal of a municipal corporation’s accounts and fiscal affairs conducted by an accountant under contract or the Secretary of State (ORS 297.425).

Audit report. A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government’s financial statements, and compliance with requirements, orders and regulations.

Bequest. A gift by will of personal property; a legacy.

Biennial budget. A budget for a 24-month period.

Billing rate. The tax rate is used to compute ad valorem taxes for each property. When applicable, it is derived from subtracting the timber offset rate from the permanent or operating rate.

Budget. The written report showing the local government’s comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year [ORS 294.311(4)].

Budget committee. Fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters appointed from the district (ORS 294.336).

Budget message. Written explanation of the budget and the local government’s financial priorities. It is prepared and presented by the executive officer or chairperson of the governing body (ORS 294.391).

Budget officer. A person appointed by the governing body to assemble budget material and information and to physically prepare the proposed budget (ORS 294.331).

Budget period. For local governments on a biennial budget, the 24-month period beginning July 1 and ending June 30 of the second following calendar year. See also “Fiscal year.”

Budget transfers. Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund.

Capital outlay. Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings [ORS 294.352(6)].

Capital projects fund. A fund used to account for resources, such as bond sale proceeds, to be used for major capital item purchase or construction [OAR 150-294.352(1)].

Cash basis. System of accounting under which revenues are accounted for only when received in cash, and expenditures are accounted for only when paid [ORS 294.311(7)].

Category of limitation. The three categories in which taxes on property are placed before the constitutional limits can be tested—education, general government, excluded from limitation (ORS 310.150).

Consolidated billing tax rate. The consolidated billing tax rate is a combined total of the billing rates for all Taxing districts in the code area but does not include the billing rate for any urban renewal special levies or nonadvalorem taxes, fees, or other charges.

Constitutional limits. The maximum amount of tax on property that can be collected from an individual Property in each category of limitation (Art. XI, sect. 11b, Or Const.).

Current assets. Assets which are available to finance current operations or to pay current liabilities.

Debt service fund. A fund established to account for payment of general long-term debt principal and interest [OAR 150-294.352(1)].

Devise. A gift by will of the donor of real property.

District. See “Local government.”

Division of tax. Division of tax refers to the process of, and revenue from, apportioning tax to urban renewal agencies based on the relationship of the excess to frozen value, a.k.a. tax increment revenue.

Double majority. A term that refers to an election where at least 50 percent of the registered voters eligible to vote in the election cast a ballot and more than 50 percent voting approve the question.

Education category. The category for taxes that will be used to support the public school system and are not used to pay exempt bonded indebtedness [ORS310.150(2)].

Encumbrance. An obligation chargeable to an appropriation and for which part of the appropriation is reserved [ORS 294.311(10)].

Enterprise fund. A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting. Examples of enterprise funds are those for water, gas, and electric utilities, swimming pools, airports, parking garages, transit systems, and ports [OAR 150-294.352(1)].

Excluded from limitation category. The category for taxes used to pay principal and interest on exempt bonded indebtedness [ORS 310.150(2)].

Exempt bonded indebtedness. 1) Bonded indebtedness authorized by a specific provision of the Oregon Constitution, or 2) bonded indebtedness issued as a general obligation on or before November 6, 1990, incurred for capital construction or capital improvements, or 3) bonded indebtedness issued as a general obligation after November 6, 1990, incurred for capital construction or capital improvements with the approval of the electors of the local government. Bonded indebtedness issued to refund or refinance any bonded indebtedness described above is also included [ORS 310.140(15)].

Existing plan. An existing urban renewal plan is defined as a plan that existed in December 1996, and, 1) chose an option and, 2) established a maximum amount of indebtedness by July 1998 and has not been amended to increase the land area or maximum indebtedness [ORS 457.101(4)(a)].

Expenditures. Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis [ORS 294.311(12)].

Fiscal year. A 12-month period to which the annual operating budget applies. At the end of the period, a government determines its financial position and the results of its operations. It is July 1 through June 30 for local governments [ORS 294.311(13)].

Fund. A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.

Fund balance. The fund equity of government funds.

Fund type. One of nine fund types: General, special revenue, debt service, capital projects, special assessment, enterprise, internal service, trust and agency, and reserve [OAR 150-294.352(1) and ORS 280.100].

Gap bonds. Any portion of a local government's property tax levy that is used to repay qualified taxing district obligations. Qualified taxing district obligations include principal and interest on any bond or formal, written borrowing of moneys issued before December 5, 1996, for which ad valorem property tax revenues have been pledged or explicitly committed or that are secured by a covenant to levy. Also included are pension and disability plan obligations that commit property taxes and impose property taxes to fulfill those obligations.

General fund. A fund used to account for most fiscal activities except for those activities required to be Accounted for in another fund [OAR 150-294.352(1)].

General government category. The category for taxes used to support general government operations that are not for the purposes of paying exempt bonded indebtedness [ORS 310.150(2)].

Governing body. County court, board of commissioners, city council, school board, board of trustees, board of directors, or other managing board of a local government unit [ORS 294.311(15)].

Grant. A donation or contribution in cash by one governmental unit to another unit which may be made to support a specified purpose or function, or general purpose [ORS 294.311(16)].

Interfund loans. Loans made by one fund to another and authorized by resolution or ordinance (ORS 294.460).

Internal service fund. A fund used to account for fiscal activities when goods or services are provided by one department or agency to other departments or agencies on a cost-reimbursement basis (ORS 294.470).

Legal opinion. The opinion as to legality rendered by an authorized official, such as the Oregon attorney General or city attorney.

Levy. Amount of ad valorem tax certified by a local government for the support of governmental activities.

Liabilities. Debt or other legal obligation arising from transactions in the past which must be liquidated, renewed, or refunded at a future date; does not include encumbrances.

Local government. Any city, county, port, school district, community college, public or quasi-public Corporation (including a municipal utility or dock commission) operated by a separate board or commission; a municipal corporation or municipality [ORS 294.311(19)].

Local option tax. Taxing authority voter-approved by a double majority that is in addition to the taxes Generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose or capital projects. They are limited to five years unless they are for a capital project, then they are limited to the useful life of the project or 10 years, whichever is less.

Maximum assessed value (MAV). The maximum taxable value limitation placed on real or personal property by the constitution. It can increase a maximum of 3 percent each year. The 3 percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction.

Maximum authority. The limitation on the amount of authority for an existing urban renewal plan area [ORS 457.435(3)(a)]. Plans that are not existing plans will not have a maximum authority amount. The assessor Calculated this amount for the 1997-98 tax year for each existing plan based on the taxes each urban renewal plan area would have been entitled to prior to Measure 50. This amount is adjusted each year based on the growth of excess value in the plan area.

Maximum indebtedness. The amount of the principal of the indebtedness necessary to complete an urban Renewal plan. This does not include indebtedness incurred to refund or refinance existing indebtedness [ORS 457.010(9)]. It is specified in dollars and cents and based on good faith estimates of the scope and costs of the anticipated project or projects. All existing plans are required to have an ordinance which establishes a maximum indebtedness.

Municipal corporation. See “Local government.”

Municipality. See “Local government.”

Net working capital. The sum of the cash balance, accounts receivable expected to be realized during the Ensuing year, inventories, supplies, prepaid expenses less current liabilities and, if encumbrance method of Accounting is used, reserve for encumbrances [ORS 294.311(20)].

New plan. Urban renewal plan areas established after December 6, 1996. New plans receive whatever amounts are generated by the division of tax calculations.

Non-existing urban renewal plan. Plans that were in effect as of December 1996, but failed to adopt an option, establish maximum indebtedness, or were substantially amended to add land area or increase maximum indebtedness. They receive the full division of tax amount.

Object classification. A grouping of expenditures, such as personal services, materials and services, capital outlay, debt services, and other types of requirements [ORS 294.311(22)].

Offset rate. The rate determined by dividing the local government's timber offset amount by the assessed value of the local government. This rate is used to reduce the local government's permanent or operating rate. Offset rates are not applied to education districts' permanent or operating rates.

Operating rate. The rate determined by dividing the local government's operating tax amount by the estimated assessed value of the local government. This rate is needed when a local government wants to impose less tax than its permanent rate will raise.

Option, urban renewal. Financing arrangement chosen by existing urban renewal plans. Cannot be changed.

The options are as follows:

Option 1 [ORS 457.435(2)(a)], allows the plan to collect sufficient amounts to pay the obligations of the plan from a division of tax as computed under ORS 457.440. If the amount collected from the division of tax is insufficient, a special levy may be imposed against all taxable property of the municipality that activated the urban renewal agency. The special levy when added to the amount computed for the division of tax cannot exceed the maximum authority of the plan. The amount of the special levy can be an amount less than the difference. Option 1 plans will receive all of the amounts from the division of tax regardless of how they certify.

Option 2 [ORS 457.435(2)(b)], provides for a special levy to be imposed against all taxable property of the municipality that activated the urban renewal agency. The amount cannot exceed the plan's maximum authority. The amount certified will be extended as a levy to the extent it does not exceed the plan's maximum authority. Under Option 2, no division of tax occurs. Under Option 2, all the revenue generated by a district's tax rate goes to the taxing district. If the taxing district has a rate calculated for it, the rate is calculated as if there were no excess value. The Cascade Lock Plan in Hood River County is the only Option 2 Urban Renewal Plan.

Option 3 [ORS 457.435(2)(c)], provides that Option 3 plans can obtain funds from both the division of tax and a special levy. Like Option 1, the agency may limit the amount to be received from the special levy, but unlike Option 1, the agency limited the amount of funds received from the division of tax when the Option was chosen [ORS 457.435(1) (2)(c) and (4)(a)]. In the ordinance choosing Option 3, the amount to be received from the division of tax was established. That amount applies to all future years. For Option 3 plans, the assessor must calculate an amount of excess value up to, but not exceeding, the actual excess value, sufficient to generate the amount to be raised from the division of tax and return any “unused” excess value. The unused excess value is added to the frozen value for that year. This unused excess is treated as frozen value when calculating the revenues raised for other taxing districts. If the amount collected from the division of tax is insufficient, a special levy may be imposed.

Ordinance. A formal legislative enactment by the governing board of a municipality.

Organizational unit. Any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions (such as a department, office or division) [ORS 294.311(23)].

Payroll expenses. Expenses related to the compensation of salaried employees, such as, health and accident insurance premiums, Social Security and retirement contributions, civil service assessments.

Permanent rate limit. The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government can increase a permanent rate limit.

Prior years’ tax levies. Taxes levied for fiscal years preceding the current one.

Program. A group of related activities to accomplish a major service or function for which the local Government is responsible [ORS 294.311(25)].

Program budget. A budget based on the programs of the local government.

Property taxes. Ad valorem tax certified to the county assessor by a local government unit.

Proposed budget. Financial and operating plan prepared by the budget officer. It is submitted to the public and the budget committee for review.

Publication. Public notice given by publication in a newspaper of general circulation within the boundaries of the local government; mailing through the U.S. Postal Service by first class mail to each street address within the boundaries of the local government; and hand delivery to each street address within the boundaries of the local government.

Real Market Value (RMV). The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm's-length transaction as of the assessment date. In most cases, the value used to test the constitutional limits (ORS 308.205).

Reserve fund. Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment (ORS 280.100).

Resolution. A formal order of a governing body; lower legal status than an ordinance.

Resource. Estimated beginning funds on hand plus anticipated receipts (ORS 294.361).

Special levy. A special levy is an ad valorem tax, imposed for an urban renewal plan area. It is not a result of a division of tax but rather imposed directly for the plan area and is attributed to urban renewal on the tax statement, unlike the division of tax amount.

Special revenue fund. A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specific purposes [OAR 150-294.352(1)].

Supplemental budget. A financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted. It cannot be used to authorize a tax (ORS 294.480).

Tax increment financing. A financial mechanism for urban renewal plans which captures the tax from the growth in property value within a designated geographical area.

Tax on property. Any tax, fee, charge or assessment imposed by any government unit upon property or upon a property owner as a direct consequence of ownership of that property [ORS 310.140(1)].

Tax rate. The amount of tax stated in terms of a unit of tax or each \$1,000 of assessed value of taxable property.

Tax roll. The official list showing the amount of taxes imposed against each taxable property.

Tax year. The fiscal year from July 1 through June 30.

Trust fund. A fund used to account for fiscal activities of assets held in trust by a local government.

Unappropriated ending fund balance. Amount set aside in the budget to be used as a cash carryover to the next year's budget. It provides the local government with cash until tax money is received from the county treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency (ORS 294.371).