

**CHEHALEM PARKS AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**FINANCIAL REPORT**

**FOR THE YEAR ENDED JUNE 30, 2013**



12700 SW 72<sup>nd</sup> Ave.  
Tigard, OR 97223

CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON

FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2013

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CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON

2012-13 FINANCIAL REPORT

Mike McBride, President	June 30, 2013
Peter Siderius, Vice President	June 30, 2013
Larry Anderson, Secretary-Treasurer	June 30, 2015
Don Loving, Director	June 30, 2015
Mike Ragsdale, Director	June 30, 2013

Board members receive mail at the District address listed below

ADMINISTRATION

W. Don Clements, Superintendent and Registered Agent  
125 S Elliott Road  
Newberg, Oregon 97132

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CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON

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www.paulyrogersandcocpas.com

April 24, 2014

To the Board of Directors  
Chehalem Parks and Recreation District  
Yamhill County, Oregon

## INDEPENDENT AUDITORS' REPORT

### **Report on the Basic Financial Statements**

We have audited the accompanying financial statements of the governmental activities and each major fund of Chehalem Parks and Recreation District, as of and for the year ended June 30, 2013, and the related notes to the basic financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these basic financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Chehalem Parks and Recreation District, as of June 30, 2013, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Emphasis of Matter**

The District adopted the provisions of GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, for the year ended June 30, 2013. Our opinion is not modified with respect to this matter.



## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the management's discussion and analysis because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The budgetary comparison schedules presented as Required Supplementary Information, as listed in the table of contents, have been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and in our opinion are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information, as listed in the table of contents, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information, as listed in the table of contents, is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### *Other Information*

The listing of board members containing their term expiration dates, located before the table of contents, and the other information, as listed in the table of contents, have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

## **Report on Other Legal and Regulatory Requirements**

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated April 24, 2014, on our consideration of compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.



Roy R. Rogers, CPA  
PAULY, ROGERS AND CO., P.C.

**CHEHALEM PARKS AND RECREATION DISTRICT  
NEWBERG, OREGON  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)**

This section of Chehalem Parks and Recreation District's annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year ended June 30, 2013. Please read it in conjunction with the District's financial statements and notes, which follow this section.

**FINANCIAL HIGHLIGHTS**

- The District's total net position was \$16,326,859 at June 30, 2013.
- During the year, the District's net position increased by \$243,238.
- The general fund reported a fund balance this year of \$940,409.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to the basic financial statements. This report also contains supplementary information in addition to the basic financial statements themselves.

This annual report consists of three parts: *management's discussion and analysis* (this section), the *basic financial statements* and *supplementary information*. The basic financial statements include two kinds of statements that present different views of the District:

**Government-wide Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business. These statements include:

The *Statement of Net Position*: The Statement of Net Position presents information on all of the assets and liabilities of the District at year-end. Net position is what remains after the liabilities have been paid or otherwise satisfied. Over time, increases or decreases in net position serves as a useful indicator of whether the financial position of the District is improving or deteriorating. It also provides the basis for evaluating the capital structure of the District and assessing the liquidity and financial flexibility of the District.

The *Statement of Activities*: The Statement of Activities presents information showing how the net position of the District changed over the year tracking revenues, expenses and other transactions that increase or reduce net position. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. uncollected taxes and earned but unused vacation leave).

In the government-wide financial statements the District's activities are shown in one category:

- *Governmental activities* - The District's basic functions are shown here, such as parks and facilities expense. These activities are primarily financed through user fees and property taxes.

## Fund Financial Statements

The fund financial statements provide more detailed information about the District's most significant *funds* - not the District as a whole. Funds are accounting devices that the District uses to keep track of specific sources of funding and spending for particular purposes. The District has four funds, three of which are considered to be major funds under the provisions of GASB 34.

Most of the District's basic services are included in governmental funds, which focus on (1) how *cash and other financial assets* that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed *short-term* view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs.

## FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

The District's main sources of revenue are taxes. The District's main disbursements are personnel services.

	2012-13	2011-12
ASSETS		
Current Assets	\$ 1,639,988	\$ 1,446,940
Capital Assets	20,694,549	21,079,172
Total Assets	22,334,537	22,526,112
LIABILITIES		
Current Liabilities	812,678	747,491
Noncurrent Liabilities	5,195,000	5,695,000
Total Liabilities	6,007,678	6,442,491
Net Position		
Net Investment in Capital Assets	14,999,549	14,904,172
Restricted	179,220	179,220
Unrestricted	1,148,090	1,000,229
Total Net Position	\$ 16,326,859	\$ 16,083,621

	<u>2012-13</u>	<u>2011-12</u>
REVENUES		
General Revenues		
Charges for Services	\$ 2,971,075	\$ 2,722,467
Property Taxes	2,354,949	2,287,941
Interest and Investment Earnings	4,897	4,149
Loan Proceeds	130,000	-
Miscellaneous	<u>728,962</u>	<u>323,429</u>
Total Revenues	<u>6,189,883</u>	<u>5,337,986</u>
EXPENSES		
Parks	5,547,349	5,170,703
Interest on Long-Term Debt	<u>399,296</u>	<u>289,419</u>
Total Expenses	<u>5,946,645</u>	<u>5,460,122</u>
Change in Net Position	<u>243,238</u>	<u>(122,136)</u>
Beginning Net Position	<u>16,083,621</u>	<u>16,205,757</u>
Ending Net Position	<u>\$ 16,326,859</u>	<u>\$ 16,083,621</u>

#### **FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS**

Governmental fund balances totaled \$953,884 at June 30, 2013. A summary of changes in governmental fund balances follows:

	<u>June 30, 2013</u>	<u>June 30, 2012</u>	<u>Change</u>
General Fund	\$ 940,409	\$ 686,652	\$ 253,757
System Development Fund	91,183	179,220	(88,037)
Debt Service	<u>30,259</u>	<u>30,097</u>	<u>162</u>
	<u>\$ 1,061,851</u>	<u>\$ 895,969</u>	<u>\$ 165,882</u>

### **CAPITAL ASSETS**

At June 30, 2013, the District had \$20,694,549 invested in capital assets net of depreciation. More detailed information about the District's capital assets is presented in the notes to the financial statements.

### **LONG-TERM DEBT**

At June 30, 2013, the District had outstanding debt payable of \$5,695,000. More detailed information about the District's long-term debt is presented in the notes to the financial statements.

### **CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

Our financial report is designed to provide our taxpayers, ratepayers, investors and creditors with an overview of the District's finances. If you have any questions about this report or need any clarification of information please contact the Chehalis Parks and Recreation District. Our address is 125 S Elliott Rd., Newberg, OR 97132.

CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON

BASIC FINANCIAL STATEMENTS

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**CHEHALEM PARKS AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**STATEMENT OF NET POSITION**  
**June 30, 2013**

**ASSETS**

Cash and Cash Equivalents	\$ 1,100,397
Accounts Receivable	166,939
Taxes Receivable	227,453
Supply Inventory	64,679
Prepaid Expenses	80,520
Capital Assets not being depreciated	11,824,811
Capital Assets, net of accumulated depreciation	<u>8,869,738</u>

Total Assets	<u>22,334,537</u>
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**LIABILITIES**

Current Liabilities:	
Accounts Payable	205,948
Deferred Revenue	44,100
Compensated Absences	62,630
Long-term Debt – Current Portion	<u>500,000</u>

Total Current Liabilities	<u>812,678</u>
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Noncurrent Liabilities:

Long-term Debt	<u>5,195,000</u>
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Total Liabilities	<u>6,007,678</u>
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**NET POSITION**

Net Investment in Capital Assets	14,999,549
Restricted for Acquisition and Development	179,220
Unrestricted	<u>1,148,090</u>

Total Net Position	<u><u>\$ 16,326,859</u></u>
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See accompanying notes to basic financial statements



**CHEHALEM PARKS AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**STATEMENT OF ACTIVITIES**  
**For the Year Ended June 30, 2013**

<u>FUNCTIONS</u>	<u>EXPENSES</u>	<u>PROGRAM REVENUES CHARGES FOR SERVICES</u>	<u>NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION</u>
Parks	\$ 5,547,349	\$ 2,971,075	\$ (2,576,274)
Interest on Long-term Debt	399,296	-	(399,296)
Total Governmental Activities	<u>\$ 5,946,645</u>	<u>\$ 2,971,075</u>	(2,975,570)
General Revenues:			
Property Taxes			2,354,949
Interest and Investment Earnings			4,897
Loan Proceeds			130,000
Miscellaneous			<u>728,962</u>
Total General Revenues			<u>3,218,808</u>
Changes in Net Position			243,238
Net Position – Beginning			<u>16,083,621</u>
Net Position – Ending			<u>\$ 16,326,859</u>

See accompanying notes to basic financial statements

**CHEHALEM PARK AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**BALANCE SHEET – GOVERNMENTAL FUNDS**  
**June 30, 2013**

	GENERAL FUND	SYSTEM DEVELOPMENT FUND	DEBT SERVICE FUND	TOTAL
<b>ASSETS</b>				
Cash and Investments	\$ 994,480	\$ 75,658	\$ 30,259	\$ 1,100,397
Accounts Receivable	151,414	15,525	-	166,939
Taxes Receivable	227,453	-	-	227,453
Prepaid Expenditures	80,520	-	-	80,520
<b>Total Assets</b>	<b>\$ 1,453,867</b>	<b>\$ 91,183</b>	<b>\$ 30,259</b>	<b>\$ 1,575,309</b>
<b>LIABILITIES AND FUND BALANCE</b>				
<b>Liabilities</b>				
Accounts Payable	\$ 205,948	\$ -	\$ -	\$ 205,948
Deferred Revenue	307,510	-	-	307,510
<b>Total Liabilities</b>	<b>513,458</b>	<b>-</b>	<b>-</b>	<b>513,458</b>
<b>Fund Balance</b>				
Nonspendable	80,520	-	-	80,520
Restricted for Acquisition and Development	-	91,183	-	91,183
Committed for Maintenance	53,364	-	-	53,364
Committed for Debt Service	-	-	30,259	30,259
Unassigned	806,525	-	-	806,525
<b>Total Fund Balance</b>	<b>940,409</b>	<b>91,183</b>	<b>30,259</b>	<b>1,061,851</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 1,453,867</b>	<b>\$ 91,183</b>	<b>\$ 30,259</b>	<b>\$ 1,575,309</b>

See accompanying notes to basic financial statements

**CHEHALEM PARK AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position**  
**June 30, 2013**

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Total Fund Balances - Governmental Funds		\$ 1,061,851
<p>The cost of capital assets (land, buildings, furniture and equipment) purchased or constructed is reported as an expenditure in governmental funds. The Statement of Net Position includes those capital assets among the assets as a whole.</p>		
Net Capital Assets		20,694,549
<p>Inventory is not accounted for in the governmental funds as it is recorded on the purchase method instead of the consumption method.</p>		
		64,679
<p>Long-term liabilities applicable to the governmental activities are not due and payable in the current period, and accordingly, are not reported as fund liabilities. All liabilities, both current and long-term, are reported in the Statement of Net Position.</p>		
Long term Liabilities		
Bonds payable	\$ (5,475,000)	
Capital lease obligations payable	<u>(220,000)</u>	
		(5,695,000)
Compensated Absences Payable not accounted for in governmental funds		(62,630)
<p>Property taxes receivable and other receivables will be collected this year, but are not available soon enough to pay for the current period's expenditures, and therefore are deferred in the funds.</p>		
		<u>263,410</u>
Net Position		<u><u>\$ 16,326,859</u></u>

See accompanying notes to basic financial statements

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS**

For the Year Ended June 30, 2013

	GENERAL FUND	SYSTEM DEVELOPMENT FUND	DEBT SERVICE FUND	TOTALS
<b>REVENUES</b>				
Taxes	\$ 2,334,359	\$ -	\$ -	\$ 2,334,359
Parks	20,298	-	-	20,298
Paddle Launch	13,060	-	-	13,060
Pool Receipts	427,895	-	-	427,895
Sports Receipts	275,355	-	-	275,355
Recreation Income	115,431	-	-	115,431
Earnings on Investments	4,594	141	162	4,897
Grant Income	206,882	-	-	206,882
Concession Income	14,400	-	-	14,400
Preschool Income	41,680	-	-	41,680
Quilt Club Income	2,427	-	-	2,427
Babe Ruth Income	2,149	-	-	2,149
Community School	60,088	-	-	60,088
Community Center	95,539	-	-	95,539
Golf Club House	1,367,142	-	-	1,367,142
Playgrounds/Centers	356,533	-	-	356,533
SDC Income	-	107,123	-	107,123
Miscellaneous Income	620,162	-	-	620,162
<b>Total Revenues</b>	<b>5,957,994</b>	<b>107,264</b>	<b>162</b>	<b>6,065,420</b>
<b>EXPENDITURES</b>				
Current:				
Personal Services	2,179,260	-	-	2,179,260
Materials and Services	2,064,049	-	-	2,064,049
Capital Outlay	711,632	195,301	-	906,933
Debt Service:				
Principal	-	-	610,000	610,000
Interest	-	-	269,296	269,296
<b>Total Expenditures</b>	<b>4,954,941</b>	<b>195,301</b>	<b>879,296</b>	<b>6,029,538</b>
Excess of Revenues Over (Under) Expenditures	1,003,053	(88,037)	(879,134)	35,882
<b>OTHER FINANCING SOURCES (USES)</b>				
Loan Proceeds	130,000	-	-	130,000
Transfers In	-	-	879,296	879,296
Transfers Out	(879,296)	-	-	(879,296)
<b>Total Other Financing Sources (Uses)</b>	<b>(749,296)</b>	<b>-</b>	<b>879,296</b>	<b>130,000</b>
<b>Net Change in Fund Balance</b>	<b>253,757</b>	<b>(88,037)</b>	<b>162</b>	<b>165,882</b>
<b>Beginning Fund Balance</b>	<b>686,652</b>	<b>179,220</b>	<b>30,097</b>	<b>895,969</b>
<b>Ending Fund Balance</b>	<b>\$ 940,409</b>	<b>\$ 91,183</b>	<b>\$ 30,259</b>	<b>\$ 1,061,851</b>

See accompanying notes to basic financial statements

**CHEHALEM PARK AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and  
Changes in Fund Balances to the Statement of Activities  
For the Year Ended June 30, 2013**

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Total Net Changes in Fund Balances - Governmental Funds \$ 165,882

Repayment of bond principal, capital leases and post-retirement obligations is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position. Additions to bond principal, capital leases and post-retirement obligations is an expense for the Statement of Net Position, but not the governmental funds.

Long-term Debt Principal Reduction	\$ 480,000	
Compensated Absences	<u>(4,823)</u>	
		475,177

Capital asset additions are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is capitalized and allocated over their estimated useful lives as depreciation expense. This is the amount by which capital asset additions exceeds depreciation.

Capital Asset Additions	247,019	
Depreciation Expense	<u>(631,641)</u>	
		(384,622)

In the governmental funds, inventory is accounted for with a reserve account. In the Statement of Activities, the changes in inventory during the year is recognized as an expense. In prior years, prepaids was handled the same way, but is removed in this reconciliation as it is reported in the governmental funds.

Change in Inventory		(7,663)
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Because some property taxes and other receivables will not be collected for several months after the District's fiscal year end, they are not considered as "available" revenues in the governmental funds, and are instead recorded as deferred revenue. They are, however, recorded as revenue in the Statement of Activities.

Change in Net Position of Governmental Activities		<u>\$ 243,238</u>
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See accompanying notes to basic financial statements

**CHEHALEM PARKS AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the accounting policies are described below.

**A. THE FINANCIAL REPORTING ENTITY**

The Chehalem Parks and Recreation District is a municipal corporation governed by an elected five-member board. Accounting principles general accepted in the United States of America require that these financial statements present Chehalem Parks and Recreation District (the primary government) and all component units, if any. Component units, as established by the GASB Statement No. 61, are separate organizations that are included in the reporting entity because of the significance of their operational or financial relationships with the District. All significant activities and organizations with which the District exercises oversight responsibility have been considered for inclusion in the basic financial statements. There are no component units.

**B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND BASIS OF PRESENTATION**

**GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)**

The Statement of Net Position and Statement of Activities display information about the District as a whole.

The Statement of Net Position and Statement of Activities are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting for exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting for nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

Program revenues included in the Statement of Activities derive directly from the program itself or from parties outside the District's taxpayers or citizenry, as a whole; program revenues reduce the cost of the function to be financed from the general revenues.

All direct expenses are reported by function in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function. Interest on general long-term debt is considered an indirect expense and is reported separately on the Statement of Activities.

In the process of aggregating data for the Statement of Net Position and Statement of Activities, some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities.

**FUND FINANCIAL STATEMENTS**

The accounts are organized and operated on the basis of fund accounting. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

**CHEHALEM PARKS AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND BASIS OF PRESENTATION (continued)**

**FUND EQUITY**

In March 2009, the GASB issued Statement No. 54, *Fund Balance Reporting and Governmental Fund-type Definitions*. The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund-type definitions. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed on the use of the resources reported in governmental funds. Under this standard, the fund balance classifications of *reserved*, *designated* and *unreserved/undesignated* were replaced with five classifications: *nonspendable*, *restricted*, *committed*, *assigned* and *unassigned*.

- Nonspendable fund balance represents amounts that are not in a spendable form. The Nonspendable fund balance represents prepaid items.
- Restricted fund balance represents amounts that are legally restricted by outside parties for a specific purpose (such as debt covenants, grant requirements, donor requirement or other governments) or are restricted by law (constitutionally or by enabling legislation).
- Committed fund balance represents funds formally set aside by the governing body for a particular purpose. The use of committed funds would be approved by resolution.
- Assigned fund balance represents amounts that are constrained by the expressed intent to use resources for specific purposes that do not meet the criteria to be classified as *restricted* or *committed*. Intent can be stipulated by the governing body or by an official to whom that authority has been given by the governing body.
- Unassigned fund balance is the residual classification of the General Fund. Only the General Fund may report a positive unassigned fund balance. Other governmental funds would report any negative residual fund balance as unassigned.

The District has approved the following order of spending regarding fund balance categories: restricted resources are spent first when both restricted and unrestricted (*committed*, *assigned* or *unassigned*) resources are available for expenditures. When unrestricted resources are spent, the order of spending is *committed* (if applicable), *assigned* (if applicable) and *unassigned*.

There were no assigned fund balances as of June 30, 2013.

**GOVERNMENTAL FUNDS**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, revenues are considered to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

**CHEHALEM PARKS AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND BASIS OF PRESENTATION (continued)**

**GOVERNMENTAL FUNDS (continued)**

Property taxes, fees and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable that is due within the current fiscal period is considered to be measureable to accrue as revenue of the current period. All other revenue items are considered to be measureable and available only when cash is received.

There are the following major funds:

**GENERAL FUND**

This fund accounts for all financial resources and expenditures, except those required to be accounted for in another fund. The principal revenue sources are property taxes, pool receipts, golf receipts, recreational income and state grants.

**SYSTEM DEVELOPMENT FUND**

The System Development Fund was established to handle monies received from new homes built within the District limits. It helps fund expansions due to a larger volume of residents in the area utilizing the facilities.

**DEBT SERVICE FUND**

The Debt Service Fund was established to account for payments made to retire lease purchases. The principal financing source is transfers from the General Fund.

**C. BUDGET**

A budget is prepared and legally adopted for each governmental fund type on the modified accrual basis of accounting in the main program categories required by Oregon Local Budget Law. The budgets for all budgeted funds are adopted on a basis consistent with generally accepted accounting principles, except for budgetary purposes, depreciation is not recorded; capital outlay, prepaid items and supply inventory are expensed when purchased; taxes are recorded as revenue when received and debt is an expenditure when paid.

Expenditure budgets are appropriated at the following levels for each fund:

- Personnel Services
- Materials and Services
- Capital Outlay, Development, Improvement and Acquisition
- Interfund Transfers
- Debt Service
- Contingency



**CHEHALEM PARKS AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**C. BUDGET (continued)**

Expenditures cannot legally exceed appropriations except in the case of grants which could not be estimated at the time of budget adoption. Appropriations lapse at the fiscal year-end. Management may amend line items in the budget without Board approval as long as appropriation levels (the legal levels of control) are not changed. Supplemental appropriations may occur if the Board approves them due to a need which exists which was not determined at the time the budget was adopted.

Budget amounts shown in the basic financial statements include the original budget amounts and approved transfers between appropriations. Appropriations lapse at the end of the year.

Expenditures of the various funds were within authorized appropriations.

**D. PROPERTY TAXES RECEIVABLE**

In the government-wide financial statements, uncollected property taxes are recorded on the Statement of Net Position. In the fund financial statements, property taxes that are collected within 60 days after year-end are considered measurable and available and, therefore, are recognized as revenue. The remaining balance is recorded as deferred revenue because it is not deemed available to finance operations of the current period. An allowance for doubtful accounts is not deemed necessary by management, as uncollectible taxes become a lien on the property. Property taxes are levied on all taxable property as of July 1, the beginning of the fiscal year, and become a lien on that date. Property taxes are payable on November 15, February 15 and May 15. Discounts are allowed if the amount due is received by November 15 or February 15. Taxes unpaid and outstanding on May 16 are considered delinquent.

**E. CAPITAL ASSETS**

Capital assets are recorded at their original or estimated cost. Donated capital assets are recorded at their estimated fair market value on the date donated. Capital assets are defined as assets with an initial cost of more than \$5,000 and an estimated life in excess of one year. Interest incurred during construction, maintenance and repairs that do not add to the value of the asset or materially extend assets' lives is not capitalized. Costs of normal maintenance and repairs that do not add to the value of the assets or materially extend assets' lives are not capitalized.

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings	30 years
Equipment	10 to 20 years

**F. PENSION PLAN**

A defined contribution 401(k) pension plan is participated in through Principal Mutual Life Insurance Company. Employees may contribute 1 to 10 percent of their salary to the plan, and the District will pay up to 8 percent of the employee's salary, based on the amount the employee elects to contribute.

**CHEHALEM PARKS AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**G. VESTED COMPENSATED ABSENCES**

It is the policy to permit employees to accumulate earned unused vacation and sick pay benefits. There is no liability for unpaid accumulated sick leave since there is no policy to pay any amounts when employees separate from service. All unused vacation pay is accrued when earned in the government-wide financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignation and retirement.

**H. SUPPLY INVENTORIES**

Inventories purchased are valued at cost (first-in, first-out method). Any donated inventories are valued at their estimated fair market value. Inventories purchased have been charged as expenditures in the financial statements when purchased in the budgetary statements.

**I. ESTIMATES**

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the reporting period. Actual results could differ from those estimates.

**J. LONG-TERM DEBT**

In the government-wide financial statements, long-term debt is reported as a liability in the Statement of Net Position. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight-line method, which approximates the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, bond premiums and discounts, as well as bond issuance costs, are recognized when incurred and not deferred. The face amount of the debt issued, premiums received on debt issuances and discounts are reported as other financing sources and uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

**K. NET POSITION**

Net position comprises the various net earnings from operations, nonoperating revenues, expenses and contributions of capital. Net position is classified in the following three categories:

Net Investment in Capital Assets – consists of all capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any bonds or other borrowings that are attributable to the acquisition, construction or improvement of those assets.

Restricted – consists of external constraints placed on asset use by creditors, grantors, contributors or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

**CHEHALEM PARKS AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**K. NET POSITION (continued)**

Unrestricted – consists of all other assets that are not included in the other categories previously mentioned.

When both restricted and unrestricted assets are available, it is policy to first use restricted assets, then unrestricted as needed.

**L. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to future periods, and so will not be recognized as an outflow of resources (expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that time.

**2. CASH AND INVESTMENTS**

Cash and investments at June 30, 2013 (recorded at fair value) consisted of:

Deposits with Financial Institutions	
Petty Cash	\$ 25
Demand Deposits	310,221
Investments	<u>790,151</u>
Total	<u>\$ 1,100,397</u>

There are the following investments and maturities:

Investment Type	Fair Value	Maturity (in months)		
		Less than 3	3 - 17	18 - 59
State Treasurer's Investment Pool	<u>\$ 790,151</u>	<u>\$ 790,151</u>	<u>\$ -</u>	<u>\$ -</u>

**CHEHALEM PARKS AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**2. CASH AND INVESTMENTS (continued)**

**DEPOSITS**

Deposits with financial institutions consist of bank demand deposits. Oregon Revised Statutes require deposits to be adequately covered by federal depository insurance or deposited at an approved depository as identified by the Treasury. Effective July 1, 2008, state statutes (ORS 295.002) allow public officials to deposit public funds in one or more depositories currently qualified pursuant to ORS 295.001 to 295.108. As long as the bank depository has entered in an agreement [ORS 295.008(2)(b)] and has deposited securities pursuant to state statutes [ORS 295.015(1)], there may now be on deposit at any one bank depository and its branches a sum in excess of the amount insured by the Federal Deposit Insurance Corporation.

**CREDIT RISK – DEPOSITS**

In the case of deposits, this is the risk that in the event of a bank failure, the deposits may not be returned. There is no deposit policy for custodial credit risk. As of June 30, 2013, the bank balance of \$333,507 was fully insured or collateralized under the Oregon Public Funds Collateralization Program.

**INVESTMENTS**

State statutes governing cash management are followed. Statutes authorize investing in banker's acceptances, time certificates of deposit, repurchase agreements, obligations of the United States and its agencies and instrumentalities and the Oregon State Treasurer's Local Government Investment Pool.

The State Treasurer's Local Government Investment Pool is not registered with the U. S. Securities and Exchange Commission as an investment company. The Oregon Revised Statutes and the Oregon Investment Council govern the state's investment policies. The State Treasurer is the investment office for the Council and is responsible for all funds in the State Treasury. These funds must be invested, and the investments managed, as a prudent investor would, exercising reasonable care, skill and caution. Investments in the Fund are further governed by portfolio guidelines issued by the Oregon Short-term Fund Board (OSTFB), which establish diversification percentages and specify the types and maturities of investments. The portfolio guidelines permit securities lending transactions, as well as investments in repurchase agreements and reverse repurchase agreements.

Amounts in the State Treasurer's Local Government Investment Pool are not required to be collateralized. As of June 30, 2013, there is not material difference between the fair value of the District's position in the State Treasurer's Local Investment Pool and the value of the pool shares.

**INTEREST RATE RISK**

Oregon Revised Statutes require investments to not exceed a maturity of 18 months, except when the local government has adopted a written investment policy that was submitted to and reviewed by the OSTFB. There are no investments that have a maturity date beyond three months.

**CUSTODIAL CREDIT RISK**

Oregon Revised Statutes do not limit investments as to credit rating for securities purchased from U. S. Government agencies or USGSE. The State Investment Pool is not rated.

**CHEHALEM PARKS AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**2. CASH AND INVESTMENTS (continued)**

**CONCENTRATION OF CREDIT RISK**

At June 30, 2013, 100% of total investments were in the State Treasurer's Investment Pool. State statutes do not limit the percentage of investments in either of these instruments. Oregon Revised Statutes require no more than 25% of the monies of local government to be invested in banker's acceptances or any qualified financial institution. At June 30, 2013, investments were compliant with all percentage restrictions.

**3. CAPITAL ASSETS**

The changes in capital assets for the year ended June 30, 2013 are as follows:

	Balance at July 1, 2012	Additions	Deletions	Balance at June 30, 2013
Land	\$ 11,824,811	\$ -	\$ -	\$ 11,824,811
Land Improvements	562,239	35,530	-	597,769
Buildings and Improvements	7,495,148	10,263	-	7,505,411
Golf Course	5,332,132	-	-	5,332,132
Vehicles and Equipment	<u>2,279,798</u>	<u>201,225</u>	<u>-</u>	<u>2,481,023</u>
				-
Total Capital Assets	27,494,128	247,018	-	27,741,146
				-
Accumulated Depreciation				-
Buildings and Improvements	4,001,128	225,156	-	4,226,284
Golf Course	469,113	-	-	469,113
Vehicles and Equipment	<u>1,944,715</u>	<u>406,485</u>	<u>-</u>	<u>2,351,200</u>
				-
Total Accumulated Depreciation	<u>6,414,956</u>	<u>631,641</u>	<u>-</u>	<u>7,046,597</u>
				-
Capital Assets, net	<u>\$ 21,079,172</u>	<u>\$ (384,623)</u>	<u>\$ -</u>	<u>\$ 20,694,549</u>

Depreciation of \$631,641 was allocated to the Parks function.

**4. PENSION PLAN**

Pension benefits are provided to all full-time employees through a defined contribution plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. A 401(k) plan offered through Principal Mutual Life Insurance is available to employees. Employees may contribute 1 to 10 percent of their salary to the plan. In addition, the District will pay 8 percent of the employee's salary if the employee contributes 4 or more percent. If the employee contributes less than 4 percent, the District will pay according to a sliding scale. Contributions paid by the District were \$114,604 and \$113,058, respectively, for the years ended June 30, 2013 and 2012. The plan was fully funded on June 30, 2013.

**CHEHALEM PARKS AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

**5. JOINT VENTURES**

During the year ended June 30, 1995, an inter-governmental agreement was entered into with the Newberg School District and the City of Newberg. The agreement was made to undertake the Combined Crater Site Projects, which includes, among other things, construction of an elementary school, a middle school, a Senior Center and four official tournament-sized softball fields on property owned by the School District and the District. The District is responsible for costs related to operation of the Senior Center and softball fields. The agreement also includes an operating lease whereby the District leases the property for the Senior Center from the School District for \$1 per year for a term of 99 years.

The School District shall have sole responsibility for the cost of maintenance of the facilities located upon the school site, except that the District shall have the sole responsibility for the cost of maintenance for the Senior Center on property leased from the School District. The District and the School District have each capitalized their own portion of the above projects; therefore, there is no separate financial statement for the joint venture.

**6. RISK MANAGEMENT**

There is exposure to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omission; injuries to employees; or natural disasters. Commercial insurance is purchased to minimize exposure to these risks. Settled claims for the last three years have not exceeded this commercial coverage.

**7. LONG-TERM DEBT**

All long-term debt obligations are payable from the General Fund and the Debt Service Fund. Interest rates vary between 4.2 percent and 6.5 percent. The following changes occurred in long-term debt for the year ended June 30, 2013:

	Capital Leases	Refunding COP	Full Faith & Credit Bonds	Total	Interest
Balance at July 1, 2012	\$ 270,000	\$ 70,000	\$ 5,835,000	\$ 6,175,000	
Additions	-	-	-	-	
Reductions	(85,000)	(35,000)	(360,000)	(480,000)	
Balance at June 30, 2013	<u>\$ 185,000</u>	<u>\$ 35,000</u>	<u>\$ 5,475,000</u>	<u>\$ 5,695,000</u>	
Amounts Payable in Fiscal Year					
2013-14	\$ 90,000	\$ 35,000	\$ 375,000	\$ 500,000	\$ 249,175
2014-15	95,000	-	390,000	485,000	235,400
2015-16	-	-	405,000	405,000	215,643
2016-17	-	-	425,000	425,000	199,098
2017-18	-	-	440,000	440,000	181,795
2018-23	-	-	2,345,000	2,345,000	575,382
2023-28	-	-	1,095,000	1,095,000	136,263
Total	<u>\$ 185,000</u>	<u>\$ 35,000</u>	<u>\$ 5,475,000</u>	<u>\$ 5,695,000</u>	<u>\$ 1,792,756</u>

**CHEHALEM PARKS AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**7. LONG-TERM DEBT (continued)**

**REFUNDING CERTIFICATES OF PARTICIPATION**

In February 2002, a refunding certificate of participation was issued. The proceeds of the new debt were placed in an irrevocable trust to provide for future debt service payments on the 1995, 1996 and 1997 capital leases. Accordingly, the trust account assets and liability for the defeased capital leases are not included in the basic financial statements. The amount payable represents future payments payable to U. S. Bank.

**FULL FAITH AND CREDIT BONDS**

Full faith and credit obligation bonds are direct obligations and pledge the full faith and credit of the District. Full faith and credit obligation bonds are issued to provide funds for the acquisition and construction of a golf course.

The following full faith and credit obligations were outstanding at June 30, 2013:

<u>Original Amount</u>	<u>Interest Rates</u>	<u>Final Maturity</u>	<u>Principal Balance</u>
\$ 1,665,000	4.00%	5/1/2022	\$ 1,120,000
3,200,000	4.30-5.00%	2/1/2026	2,460,000
2,750,000	2.00-4.80%	8/1/2024	1,895,000

**FLEX LEASES**

The following flex lease issues were outstanding at June 30, 2013:

<u>Original Amount</u>	<u>Interest Rates</u>	<u>Final Maturity</u>	<u>Principal Balance</u>
\$ 775,000	4.50-6.50%	1/1/2015	\$ 185,000
140,000	1.50-2.50%	7/1/2014	35,000

**8. PROPERTY TAX LIMITATIONS**

The State of Oregon imposes a constitutional limit on property taxes for schools and non-school government operations. School operations include community colleges, local school districts and education service districts. The limitation provides that property taxes for non-school operations are limited to \$10.00 for each \$1,000 of property market value. This limitation does not apply to taxes levied for principal and interest on general obligation bonded debt.

The State further reduced property taxes by replacing the previous constitutional limits on tax bases with a rate and value limit in 1997. This reduction is accomplished by rolling property values back to their 1995-96 values, less 10%, and limiting future tax value growth of each property to no more than 3% per year, subject to certain exceptions. Taxes levied to support bonded debt are exempted from the reductions. The State Constitution sets restrictive voter approval requirement for most tax and many fee increases and now bond issues, and requires the State to minimize the impact to school districts from the impact of the tax cuts.

**CHEHALEM PARKS AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**9. OPERATING AND OTHER LEASES**

Several parks are leased from the City of Newberg at no cost. During the year ended June 30, 1995 these leases were extended for 99 years. Crabtree Park is leased from Yamhill County at no cost for a 25-year period ending on May 9, 2018. Leasehold improvements made to these parks will revert to the owners of the property in the event of non-renewal of the lease.

Operating lease agreements have been entered into for six copiers and printers. The monthly payments range from \$46 to \$917.

The future minimum operating lease payments are as follows:

<u>Year Ended</u> <u>June 30,</u>	<u>Amount</u>
2014	\$25,401
2015	9,515
2016	<u>92</u>
Total	<u>\$35,008</u>

**10. INTERFUND TRANSFERS**

The following transfers occurred during fiscal year 2012-13 to fund debt payments:

	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund	\$ -	\$ 879,296
Debt Service Fund	<u>879,296</u>	<u>-</u>
Total	<u>\$ 879,296</u>	<u>\$ 879,296</u>

**11. POST-EMPLOYMENT BENEFITS**

The actuary has determined that there is no implicit rate subsidy required to be recognized under GASB 45.



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CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON

REQUIRED SUPPLEMENTARY INFORMATION

**CHEHALEM PARK AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL**  
**For the Year Ended June 30, 2013**

<u>GENERAL FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET</u>
<b>REVENUES:</b>				
Property Tax:				
Current Year	\$ 2,200,495	\$ 2,200,495	\$ 2,199,459	\$ (1,036)
Prior Years	60,000	60,000	134,900	74,900
Parks	14,337	14,337	20,298	5,961
Paddle Launch	-	-	13,060	13,060
Pool Receipts	421,200	421,200	427,895	6,695
Sports Receipts	328,168	328,168	275,355	(52,813)
Recreation Income	162,000	162,000	115,431	(46,569)
Earnings on Investments	5,500	5,500	4,408	(1,092)
Grant Income	500,000	500,000	206,882	(293,118)
Concession Income	42,700	42,700	14,400	(28,300)
Preschool Income	45,120	45,120	41,680	(3,440)
Bambino League Income	22,000	22,000	-	(22,000)
Chehalem Tiger Volleyball Income	20,000	20,000	-	(20,000)
Newberg Theatre Group	10,000	10,000	-	(10,000)
Quilt Club Income	1,500	1,500	2,427	927
CPT Income	20,000	20,000	-	(20,000)
Babe Ruth Income	8,000	8,000	2,149	(5,851)
Community School	65,100	65,100	60,088	(5,012)
Community Center	122,000	122,000	95,539	(26,461)
Golf Club House	1,852,650	1,852,650	1,367,142	(485,508)
Playgrounds/Centers	384,500	384,500	356,533	(27,967)
Miscellaneous Income	400,000	400,000	620,162	220,162
<b>Total Revenues</b>	<b>6,685,270</b>	<b>6,685,270</b>	<b>5,957,808</b>	<b>(727,462)</b>

Continued on page 24a

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
For the Year Ended June 30, 2013**

	<u>GENERAL FUND</u>			<u>VARIANCE WITH FINAL BUDGET</u>
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES				
Personnel Services	\$ 2,371,798	\$ 2,371,798 (1)	\$ 2,179,260	\$ 192,538
Materials and Services	2,623,533	2,623,533 (1)	2,064,049	559,484
Capital Outlay, Development, Improvement and Acquisition	992,383	992,383 (1)	711,632	280,751
Contingency	100,000	100,000 (1)	-	100,000
Total Expenditures *	<u>6,087,714</u>	<u>6,087,714</u>	<u>4,954,941</u>	<u>1,132,773</u>
Excess of Revenues Over (Under) Expenditures	597,556	597,556	1,002,867	405,311
OTHER FINANCING SOURCES (USES)				
Loan Proceeds	-	-	130,000	130,000
Transfers Out	<u>(1,247,700)</u>	<u>(1,247,700) (1)</u>	<u>(879,296)</u>	<u>368,404</u>
Total Other Financing Sources (Uses)	<u>(1,247,700)</u>	<u>(1,247,700)</u>	<u>(749,296)</u>	<u>498,404</u>
Net Change in Fund Balance	(650,144)	(650,144)	253,571	903,715
Beginning Fund Balance	<u>650,144</u>	<u>650,144</u>	<u>633,474</u>	<u>(16,670)</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>887,045</u>	<u>\$ 887,045</u>
Reconciliation to Governmental Fund Balance as required by GASB 54				
Ending Fund Balance:				
Reserve for Equipment			<u>53,364</u>	
			<u>\$ 940,409</u>	

(1) Appropriation level

Continued from page 24

\* Expenditure detail by Department follows on pages 29a through 29n.

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CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON

SUPPLEMENTARY INFORMATION

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**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
For the Year Ended June 30, 2013**

SYSTEM DEVELOPMENT FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET
REVENUES				
SDC Income	\$ 107,000	\$ 107,000	\$ 107,123	\$ 123
Interest Earned	1,000	1,000	141	(859)
Total Revenues	108,000	108,000	107,264	(736)
EXPENDITURES				
Acquisition and Development	208,000	208,000 (1)	195,301	12,699
Total Expenditures	208,000	208,000	195,301	12,699
Net Change in Fund Balance	(100,000)	(100,000)	(88,037)	11,963
Beginning Fund Balance	100,000	100,000	179,220	79,220
Ending Fund Balance	\$ -	\$ -	\$ 91,183	\$ 91,183

(1) Appropriation level



**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
For the Year Ended June 30, 2013**

DEBT SERVICE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET
REVENUES:				
Interest	\$ -	\$ -	\$ 162	\$ 162
Total Revenue	-	-	162	162
EXPENDITURES:				
Capital Outlay	30,050	30,050 (1)	-	30,050
Debt Service	1,247,700	1,247,700 (1)	879,296	368,404
Total Expenditures	1,277,750	1,277,750	879,296	398,454
Excess of Revenues Over (Under) Expenditures	(1,277,750)	(1,277,750)	(879,134)	398,616
OTHER FINANCING SOURCES (USES)				
Transfers In	747,700	747,700	879,296	131,596
Loan Proceeds	500,000	500,000	-	(500,000)
Total Other Financing Sources (Uses)	1,247,700	1,247,700	879,296	(368,404)
Net Change in Fund Balance	(30,050)	(30,050)	162	30,212
Beginning Fund Balance	30,050	30,050	30,097	47
Ending Fund Balance	\$ -	\$ -	\$ 30,259	\$ 30,259

(1) Appropriation level

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
For the Year Ended June 30, 2013**

RESERVE FOR EQUIPMENT AND MAJOR MAINTENANCE FUND

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET
REVENUES				
Interest Earned	\$ 120	\$ 120	\$ 186	\$ 66
Total Revenue	120	120	186	66
EXPENDITURES				
Maintenance and Equipment	53,260	53,260 (1)	-	53,260
Total Expenditures	53,260	53,260	-	53,260
Net Change in Fund Balance	(53,140)	(53,140)	186	53,326
Beginning Fund Balance	53,140	53,140	53,178	38
Ending Fund Balance	\$ -	\$ -	\$ 53,364	\$ 53,364

(1) Appropriation level

Note: This fund's activities have been combined with the General Fund activities in accordance with GASB 54 because there are no restricted or committed revenues.

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF PROPERTY TAX TRANSACTIONS AND BALANCES  
OF TAXES UNCOLLECTED  
For the Year Ended June 30, 2013**

<u>TAX YEAR</u>	<u>ORIGINAL LEVY OR BALANCE UNCOLLECTED 7/1/2012</u>	<u>DEDUCT DISCOUNTS</u>	<u>ADJUSTMENTS TO ROLLS</u>	<u>ADD INTEREST</u>	<u>CASH COLLECTION BY COUNTY TREASURER</u>	<u>BALANCE UNCOLLECTED/ UNSEGREGATED 06/30/13</u>
<u>GENERAL FUND</u>						
CURRENT						
2012-13	\$ 2,403,553	\$ 59,403	\$ (16,601)	\$ 1,856	\$ 2,217,865	\$ 111,540
PRIOR YEARS						
2011-12	104,969	-	(6,595)	3,808	51,097	51,085
2010-11	61,599	-	(6,395)	5,459	27,789	32,874
2009-10	32,190	-	(4,757)	4,597	15,377	16,653
2008-09	9,599	-	(2,269)	2,113	5,747	3,696
Prior	15,179	-	(2,929)	1,102	1,747	11,605
Total Prior	223,536	-	(22,945)	17,079	101,757	115,913
Total	<u>\$ 2,627,089</u>	<u>\$ 59,403</u>	<u>\$ (39,546)</u>	<u>\$ 18,935</u>	<u>\$ 2,319,622</u>	<u>\$ 227,453</u>

	<u>GENERAL FUND</u>
RECONCILIATION OF REVENUE	
Cash Collections by County Treasurer Above	\$ 2,319,622
Accrual of Receivables	
Taxes in Lieu	31,410
June 30, 2012	(27,868)
June 30, 2013	<u>11,195</u>
Total Revenue	<u>\$ 2,334,359</u>

CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON

OTHER INFORMATION

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**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL  
For the Year Ended June 30, 2013**

EXPENDITURES	GENERAL FUND			VARIANCE WITH FINAL BUDGET
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	
ADMINISTRATION				
Personnel Services				
Superintendent	\$ 95,888	\$ 95,888	\$ 95,777	\$ 111
Administrative Coordinator	30,181	30,181	30,138	43
Public Information Coordinator	43,244	43,244	43,089	155
Part-time Clerk	17,597	17,597	10,366	7,231
Payroll Taxes and Benefits	89,043	89,043	85,116	3,927
Total Personnel Services	275,953	275,953	264,486	11,467
Materials and Services				
Office Supplies	6,000	6,000	6,794	(794)
Postage Supplies	1,000	1,000	1,045	(45)
Program Supplies	2,500	2,500	2,142	358
Promotional Supplies	1,000	1,000	868	132
Classifieds	1,200	1,200	779	421
Brochures	2,500	2,500	544	1,956
Flyers and Schedules	200	200	79	121
Directors Fees	360	360	-	360
Professional Dues	8,500	8,500	7,250	1,250
Conferences/Workshops	5,500	5,500	4,418	1,082
Staff Mileage	500	500	190	310
Staff Expenses	7,500	7,500	6,920	580
Telephone	4,750	4,750	3,832	918
Miscellaneous	400	400	1,469	(1,069)
Fees	5,000	5,000	4,664	336
Maintenance	1,500	1,500	55	1,445
Legal Services	65,000	65,000	77,185	(12,185)
Audit Services	27,000	27,000	15,330	11,670
Program Contracts	17,500	17,500	20,595	(3,095)
Insurance Services	7,750	7,750	52,952	(45,202)
Interest	1,500	1,500	-	1,500
Equipment Maintenance Contracts	2,500	2,500	-	2,500
Consultants	25,000	25,000	7,540	17,460
Property Taxes	31,500	31,500	31,405	95
Elections	6,000	6,000	5,896	104
Rental/Lease	1,500	1,500	791	709
Total Materials and Services	233,660	233,660	252,743	(19,083)
TOTAL ADMINISTRATION	509,613	509,613	517,229	(7,616)

**CHEHALEM PARK AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL**  
**For the Year Ended June 30, 2013**

	GENERAL FUND			VARIANCE
	ORIGINAL	FINAL		WITH FINAL
EXPENDITURES	BUDGET	BUDGET	ACTUAL	BUDGET
PARKS DEPARTMENT				
Personnel Services				
Park Supervisor	\$ 66,500	\$ 66,500	\$ 65,423	\$ 1,077
Park Lead Man	36,484	36,484	36,352	132
Park Technicians	31,512	31,512	31,361	151
Maintenance Supervisor	56,597	56,597	56,274	323
Park Laborer/Secretaries	90,198	90,198	75,904	14,294
Payroll Taxes and Benefits	122,355	122,355	97,731	24,624
Total Personnel Services	403,646	403,646	363,045	40,601
Materials and Services				
Office Supplies	2,200	2,200	1,898	302
Postage Supplies	315	315	861	(546)
Program Supplies	2,200	2,200	1,948	252
Small Tools	3,200	3,200	3,348	(148)
Janitorial Supplies	16,196	16,196	17,033	(837)
Chemical and Agricultural Supplies	7,809	7,809	1,336	6,473
Gas and Oil Supplies	17,500	17,500	15,023	2,477
Classifieds	225	225	156	69
Brochures	1,000	1,000	1,559	(559)
Flyers	2,000	2,000	1,723	277
Professional Dues	4,465	4,465	2,946	1,519
Conferences/Workshops	1,500	1,500	1,140	360
Staff Mileage	650	650	682	(32)
Staff Expense	700	700	575	125
Electricity	49,723	49,723	42,439	7,284
Natural Gas	30,000	30,000	16,290	13,710
Water/Sewer	140,000	140,000	150,456	(10,456)
Telephone	4,797	4,797	2,824	1,973
Fees	2,050	2,050	1,510	540
Garbage Expense	7,800	7,800	7,304	496
Building Maintenance	27,800	27,800	17,152	10,648
Structure Maintenance	12,750	12,750	6,715	6,035
Equipment Maintenance	38,000	38,000	36,626	1,374
Grounds Maintenance	64,476	64,476	53,527	10,949
Program Contracts	95,651	95,651	91,711	3,940
Insurance Services	24,500	24,500	22,677	1,823
Equipment Rental	2,000	2,000	3,655	(1,655)
Buildings and Structures	21,500	21,500	16,200	5,300
Total Materials and Services	581,007	581,007	519,314	61,693
TOTAL PARKS DEPARTMENT	984,653	984,653	882,359	102,294

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL  
For the Year Ended June 30, 2013**

	GENERAL FUND			VARIANCE
	ORIGINAL	FINAL		WITH FINAL
	BUDGET	BUDGET	ACTUAL	BUDGET
EXPENDITURES				
AQUATICS				
Personnel Services				
Aquatic Coordinator	\$          36,484	\$          36,484	\$          36,264	\$              220
Secretary	25,917	25,917	25,145	772
Guards, Instructors and Cashiers	145,789	145,789	131,264	14,525
Coaches	3,861	3,861	5,076	(1,215)
Payroll Taxes and Benefits	73,734	73,734	70,012	3,722
Total Personnel Services	285,785	285,785	267,761	18,024
Materials and Services				
Office Supplies	2,500	2,500	2,291	209
Postage Supplies	450	450	708	(258)
Program Supplies	10,200	10,200	9,041	1,159
Chemical and Agricultural Supplies	18,500	18,500	16,952	1,548
Store Supplies	5,500	5,500	5,396	104
Classifieds	250	250	25	225
Flyers	2,500	2,500	1,677	823
Professional Dues	2,500	2,500	2,472	28
Conferences/Workshops	750	750	10	740
Staff Mileage	400	400	26	374
Staff Expenses	400	400	295	105
Electricity	50,000	50,000	51,928	(1,928)
Natural Gas	70,000	70,000	60,070	9,930
Water/Sewer	30,000	30,000	24,018	5,982
Telephone	5,600	5,600	5,921	(321)
Fees	16,000	16,000	18,973	(2,973)
Program Contracts	19,000	19,000	12,725	6,275
Insurance Services	23,100	23,100	23,071	29
Refunds	500	500	240	260
Total Materials and Services	258,150	258,150	235,839	22,311
TOTAL AQUATICS	543,935	543,935	503,600	40,335



**CHEHALEM PARK AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL**  
**For the Year Ended June 30, 2013**

	GENERAL FUND			VARIANCE WITH FINAL BUDGET
EXPENDITURES	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	
RECREATION - ADULT SPORTS				
Personnel Services				
Sports Supervisor	\$ 9,825	\$ 9,825	\$ 9,812	\$ 13
Sports Technician	7,878	7,878	7,717	161
Sports Leaders/Secretaries	4,166	4,166	1,655	2,511
Payroll Taxes and Benefits	12,147	12,147	10,862	1,285
Total Personnel Services	34,016	34,016	30,046	3,970
Materials and Services				
Office Supplies	1,200	1,200	1,086	114
Postage Supplies	340	340	625	(285)
Program Supplies	4,050	4,050	3,567	483
Classifieds	100	100	16	84
Brochures	800	800	309	491
Flyers and Schedules	375	375	50	325
Professional Dues	550	550	233	317
Conferences/Workshops	200	200	-	200
Staff Mileage	225	225	79	146
Staff Expenses	125	125	50	75
Electricity	2,200	2,200	2,280	(80)
Telephone	910	910	715	195
Fees	1,250	1,250	1,135	115
Equipment Maintenance	225	225	84	141
Program Contracts	10,548	10,548	7,484	3,064
Insurance	3,500	3,500	3,256	244
Refunds	550	550	23	527
Equipment Rental	225	225	-	225
Buildings and Structures	275	275	-	275
Total Materials and Services	27,648	27,648	20,992	6,656
TOTAL ADULT SPORTS	61,664	61,664	51,038	10,626

**CHEHALEM PARK AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL**  
**For the Year Ended June 30, 2013**

GENERAL FUND				
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET
EXPENDITURES				
RECREATION - YOUTH SPORTS				
Personnel Services				
Sports Supervisor	\$ 34,060	\$ 34,060	\$ 34,021	\$ 39
Sports Technician	23,634	23,634	23,148	486
Sports Leaders/Secretaries	31,966	31,966	28,035	3,931
Payroll Taxes and Benefits	39,284	39,284	36,264	3,020
Total Personnel Services	128,944	128,944	121,468	7,476
Materials and Services				
Office Supplies	3,500	3,500	2,684	816
Postage Supplies	575	575	713	(138)
Program Supplies	55,384	55,384	53,711	1,673
Gas and Oil Supplies	1,000	1,000	252	748
Classifieds	100	100	16	84
Brochures	1,850	1,850	309	1,541
Flyers	1,500	1,500	255	1,245
Professional Dues	1,360	1,360	1,337	23
Conferences/Workshops	275	275	223	52
Staff Mileage	325	325	65	260
Staff Expenses	400	400	327	73
Electricity	2,100	2,100	2,003	97
Telephone	2,300	2,300	1,897	403
Fees	5,500	5,500	6,018	(518)
Equipment Maintenance	375	375	215	160
Program Contracts	40,265	40,265	41,761	(1,496)
Insurance Services	5,900	5,900	4,231	1,669
Refunds	2,300	2,300	1,924	376
Equipment Rental	5,750	5,750	495	5,255
Total Materials and Services	130,759	130,759	118,436	12,323
TOTAL YOUTH SPORTS	259,703	259,703	239,904	19,799

**CHEHALEM PARK AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL**  
**For the Year Ended June 30, 2013**

For the Year Ended June 30, 2019				
	GENERAL FUND			
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET
EXPENDITURES				
RECREATION - CLASSES & ACTIVITIES				
Personnel Services				
Recreation Supervisor	\$ 11,136	\$ 11,136	\$ 11,119	\$ 17
Recreation Coordinator	29,241	29,241	29,142	99
Special Events Staff/Secretaries	46,036	46,036	33,061	12,975
Payroll Taxes and Benefits	41,706	41,706	36,824	4,882
Total Personnel Services	128,119	128,119	110,146	17,973
Materials and Services				
Office Supplies	2,600	2,600	1,951	649
Postage Supplies	400	400	162	238
Program Supplies	3,600	3,600	3,442	158
Gas and Oil Supplies	50	50	-	50
Classifieds	200	200	16	184
Brochures	2,000	2,000	2,159	(159)
Flyers	300	300	136	164
Professional Dues	200	200	170	30
Conferences/Workshops	550	550	71	479
Staff Mileage	400	400	166	234
Staff Expenses	400	400	346	54
Telephone	1,700	1,700	1,238	462
Fees	4,700	4,700	4,124	576
Equipment Maintenance	400	400	388	12
Program Contracts	25,000	25,000	21,865	3,135
Insurance Services	5,000	5,000	4,285	715
Equipment Maintenance Contract	100	100	-	100
Refunds	150	150	131	19
Equipment Rental	50	50	-	50
Total Materials and Services	47,800	47,800	40,650	7,150
TOTAL CLASSES & ACTIVITIES	175,919	175,919	150,796	25,123

**CHEHALEM PARK AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL**  
**For the Year Ended June 30, 2013**

	GENERAL FUND			VARIANCE
	ORIGINAL	FINAL		WITH FINAL
	BUDGET	BUDGET	ACTUAL	BUDGET
EXPENDITURES				
RECREATION - PLAYGROUNDS & CENTERS				
Personnel Services				
Recreation Supervisor	\$ 10,480	\$ 10,480	\$ 10,470	\$ 10
Recreation Coordinator	36,484	36,484	35,733	751
After School Staff	181,353	181,353	170,593	10,760
Payroll Taxes and Benefits	48,552	48,552	47,382	1,170
Total Personnel Services	276,869	276,869	264,178	12,691
Materials and Services				
Office Supplies	2,200	2,200	1,098	1,102
Postage Supplies	500	500	131	369
Program Supplies	29,000	29,000	29,226	(226)
Gas and Oil Supplies	1,500	1,500	1,737	(237)
Classifieds	350	350	-	350
Brochures	1,200	1,200	2,024	(824)
Flyers	1,200	1,200	353	847
Professional Dues	266	266	115	151
Conferences/Workshops	600	600	202	398
Staff Mileage	50	50	-	50
Staff Expenses	500	500	415	85
Telephone	4,500	4,500	3,704	796
Fees	7,500	7,500	7,470	30
Equipment Maintenance	100	100	30	70
Program Contracts	3,400	3,400	1,061	2,339
Insurance Services	3,200	3,200	2,258	942
Refunds	100	100	-	100
Contracts - Admissions	7,500	7,500	5,182	2,318
Equipment Rental	8,000	8,000	4,177	3,823
Total Materials and Services	71,666	71,666	59,183	12,483
TOTAL PLAYGROUNDS & CENTERS	348,535	348,535	323,361	25,174

**CHEHALEM PARK AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL**  
**For the Year Ended June 30, 2013**

For the Year Ended June 30, 2016				
	GENERAL FUND			
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET
EXPENDITURES				
COMMUNITY CENTER/SCOUT HOUSE				
Personnel Services				
Senior Center Specialist	\$ 27,748	\$ 27,748	\$ 27,748	\$ -
Building Leaders	9,152	9,152	7,978	1,174
Payroll Taxes and Benefits	27,273	27,273	26,863	410
Total Personnel Services	64,173	64,173	62,589	1,584
Materials and Services				
Office Supplies	2,100	2,100	2,423	(323)
Postage Supplies	100	100	359	(259)
Program Supplies	4,000	4,000	3,635	365
Gas and Oil Supplies	900	900	996	(96)
Classifieds	1,000	1,000	295	705
Brochures	1,000	1,000	624	376
Flyers	2,500	2,500	1,798	702
Professional Dues	400	400	-	400
Conferences/Workshops	600	600	360	240
Staff Mileage	150	150	-	150
Staff Expense	400	400	206	194
Electricity	8,200	8,200	8,192	8
Natural Gas	1,800	1,800	1,567	233
Water/Sewer	9,000	9,000	10,812	(1,812)
Telephone	1,500	1,500	1,595	(95)
Fees	800	800	725	75
Equipment Maintenance	200	200	40	160
Program Contracts	9,000	9,000	12,308	(3,308)
Equipment Maintenance Contracts	23,200	23,200	23,188	12
Insurance Services	300	300	221	79
Senior Trips	3,500	3,500	2,678	822
Refunds	150	150	92	58
Total Materials and Services	70,800	70,800	72,114	(1,314)
TOTAL COMMUNITY CENTER/ SCOUT HOUSE	134,973	134,973	134,703	270

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL  
For the Year Ended June 30, 2013**

For the Year Ended June 30, 2015				
	GENERAL FUND			VARIANCE WITH FINAL BUDGET
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	
EXPENDITURES				
COMMUNITY SCHOOLS				
Personnel Services				
Part-time, Temporary and Full-time	\$ 35,302	\$ 35,302	\$ 29,366	\$ 5,936
Payroll Taxes and Benefits	5,612	5,612	4,340	1,272
Total Personnel Services	40,914	40,914	33,706	7,208
Materials and Services				
Office Supplies	1,800	1,800	1,781	19
Postage Supplies	400	400	17	383
Program Supplies	5,300	5,300	4,361	939
Snacks and Food	1,000	1,000	500	500
Classifieds	250	250	16	234
Brochures	1,000	1,000	1,559	(559)
Flyers	1,500	1,500	-	1,500
Professional Dues	100	100	12	88
Conferences/Workshops	220	220	5	215
Staff Mileage	150	150	165	(15)
Staff Expense	-	-	13	(13)
Telephone	1,000	1,000	1,083	(83)
Fees	1,350	1,350	1,360	(10)
Program Contracts	10,455	10,455	10,446	9
Insurance Services	1,200	1,200	1,197	3
Total Materials and Services	25,725	25,725	22,515	3,210
TOTAL COMMUNITY SCHOOLS PROGRAM	66,639	66,639	56,221	10,418

**CHEHALEM PARK AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL**  
**For the Year Ended June 30, 2013**

GENERAL FUND				
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET
EXPENDITURES				
GOLF COURSE MAINTENANCE				
Personnel Services				
Golf Course Supervisor	\$ 65,500	\$ 65,500	\$ 65,423	\$ 77
Golf Course Technician	25,168	25,168	54,317	(29,149)
Golf Mechanic	26,437	26,437	17,387	9,050
Golf Course Landscaper	32,240	32,240	4,160	28,080
Part-time and Temporary	138,264	138,264	149,474	(11,210)
Payroll Taxes and Benefits	103,964	103,964	95,479	8,485
Total Personnel Services	391,573	391,573	386,240	5,333
Materials and Services				
Office Supplies	2,284	2,284	2,239	45
Postage Supplies	350	350	284	66
Program Supplies	14,525	14,525	14,248	277
Small Tools	6,724	6,724	5,725	999
Janitorial Supplies	1,482	1,482	316	1,166
Chemical and Agricultural Supplies	95,710	95,710	65,410	30,300
Gas and Oil Supplies	42,700	42,700	33,533	9,167
Snacks and Food	660	660	417	243
Uniforms	1,040	1,040	-	1,040
Classifieds	400	400	99	301
Professional Dues	1,355	1,355	1,527	(172)
Conferences & Workshops	4,065	4,065	3,338	727
Staff Mileage	200	200	35	165
Staff Expense	1,330	1,330	1,178	152
Electric	17,354	17,354	14,392	2,962
Water & Sewer	234,441	234,441	46,670	187,771
Telephone	2,700	2,700	2,846	(146)
Garbage Expense	1,200	1,200	-	1,200
Buildings Maintenance	2,650	2,650	692	1,958
Equipment	32,681	32,681	36,371	(3,690)
Grounds	112,029	112,029	111,451	578
Vehicles	1,000	1,000	385	615
Program Contracts	5,100	5,100	5,500	(400)
Insurance Services	11,000	11,000	5,563	5,437
Consultant Services	10,500	10,500	12,799	(2,299)
Equipment Rentals	3,500	3,500	3,249	251
Total Materials and Services	606,980	606,980	368,267	238,713
TOTAL GOLF COURSE MAINTENANCE	998,553	998,553	754,507	244,046

**CHEHALEM PARK AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL**  
**For the Year Ended June 30, 2013**

EXPENDITURES	GENERAL FUND			VARIANCE WITH FINAL BUDGET
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	
<b>GOLF CLUB HOUSE</b>				
Personnel Services				
Club House Supervisor	\$ 65,500	\$ 65,500	\$ 64,950	\$ 550
Club House Assistants	35,417	35,417	33,699	1,718
Part-time and Temporary	133,163	133,163	94,748	38,415
Payroll Taxes and Benefits	83,563	83,563	64,786	18,777
<b>Total Personnel Services</b>	<b>317,643</b>	<b>317,643</b>	<b>258,183</b>	<b>59,460</b>
Materials and Services				
Office Supplies	1,500	1,500	1,399	101
Postage Supplies	800	800	611	189
Program Supplies	51,450	51,450	43,192	8,258
Small Tools	600	600	29	571
Janitorial Supplies	3,600	3,600	1,786	1,814
Store Supplies	168,750	168,750	137,195	31,555
Gas and Oil Supplies	600	600	-	600
Snacks and Food	1,200	1,200	113	1,087
Uniforms	4,700	4,700	47	4,653
Classifieds	225	225	16	209
Brochures	1,250	1,250	381	869
Flyers	21,200	21,200	25,131	(3,931)
Professional Dues	5,200	5,200	5,218	(18)
Conferences/Workshops	4,500	4,500	3,148	1,352
Staff Mileage	1,000	1,000	445	555
Staff Expense	2,025	2,025	723	1,302
Electric	18,000	18,000	14,132	3,868
Water/Sewer	1,800	1,800	-	1,800
Telephone	6,000	6,000	797	5,203
Fees	23,230	23,230	4,084	19,146
Computer and Cable	4,400	4,400	4,838	(438)
Garbage Expense	5,240	5,240	29,071	(23,831)
Buildings Maintenance	3,600	3,600	2,403	1,197
Structures	720	720	-	720
Equipment	7,200	7,200	6,532	668
Grounds	3,600	3,600	-	3,600
Legal Services	2,500	2,500	-	2,500
Program Contracts	13,000	13,000	11,891	1,109
Insurance Services	7,500	7,500	5,554	1,946
Consultant Services	10,000	10,000	40	9,960
Refunds	20,000	20,000	6,604	13,396
Equipment Rentals	74,713	74,713	36,524	38,189
<b>Total Materials and Services</b>	<b>470,103</b>	<b>470,103</b>	<b>341,904</b>	<b>128,199</b>
<b>TOTAL GOLF CLUB HOUSE</b>	<b>787,746</b>	<b>787,746</b>	<b>600,087</b>	<b>187,659</b>



**CHEHALEM PARK AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL**  
**For the Year Ended June 30, 2013**

EXPENDITURES	<u>GENERAL FUND</u>			VARIANCE WITH FINAL BUDGET
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
JAQUITH CONCESSION				
Materials and Services				
Office Supplies	\$ 60	\$ 60	\$ -	\$ 60
Postage	30	30	-	30
Program Supplies	2,970	2,970	-	2,970
Classifieds	75	75	-	75
Flyers	125	125	-	125
Conferences/Workshops	675	675	-	675
Professional Dues	750	750	-	750
Concession Mileage	200	200	-	200
Concession Telephone	1,590	1,590	-	1,590
Concession Insurance	1,600	1,600	1,927	(327)
Equipment Maintenance	300	300	157	143
Total Materials and Services	<u>8,375</u>	<u>8,375</u>	<u>2,084</u>	<u>6,291</u>
TOTAL JAQUITH CONCESSION	<u>8,375</u>	<u>8,375</u>	<u>2,084</u>	<u>6,291</u>

**CHEHALEM PARK AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL**  
**For the Year Ended June 30, 2013**

EXPENDITURES	<u>GENERAL FUND</u>			VARIANCE WITH FINAL BUDGET
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
<b>PRESCHOOL</b>				
Personnel Services				
Head Instructor	\$ 21,215	\$ 21,215	\$ 14,260	\$ 6,955
Preschool Instructors	-	-	832	(832)
Payroll Taxes and Benefits	2,948	2,948	2,320	628
Total Personnel Services	24,163	24,163	17,412	6,751
Materials and Services				
Office Supplies	880	880	750	130
Postage	200	200	35	165
Program Supplies	2,100	2,100	1,164	936
Classifieds	200	200	68	132
Brochures	700	700	1,352	(652)
Flyers	200	200	202	(2)
Dues	50	50	21	29
Conferences/Workshops	130	130	-	130
Electricity	300	300	313	(13)
Natural Gas	975	975	810	165
Water/Sewer	700	700	667	33
Telephone	800	800	800	-
Refunds	25	25	18	7
Fees	1,000	1,000	1,258	(258)
Insurance	1,100	1,100	(18)	1,118
Total Materials and Services	9,360	9,360	7,440	1,920
<b>TOTAL PRESCHOOL</b>	<b>33,523</b>	<b>33,523</b>	<b>24,852</b>	<b>8,671</b>
<b>MISCELLANEOUS DEPARTMENTS</b>				
Materials and Services				
Babe Ruth League	8,000	8,000	2,149	5,851
Bambino League	22,000	22,000	-	22,000
Chehalem Volleyball Club	20,000	20,000	-	20,000
Quilt Club	1,500	1,500	419	1,081
Community Progress Team	20,000	20,000	-	20,000
Newberg Theatre Group	10,000	10,000	-	10,000
<b>TOTAL MISCELLANEOUS DEPARTMENTS</b>	<b>81,500</b>	<b>81,500</b>	<b>2,568</b>	<b>78,932</b>

**CHEHALEM PARK AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL**  
**For the Year Ended June 30, 2013**

	<u>GENERAL FUND</u>			<u>VARIANCE</u>
	<u>ORIGINAL</u>	<u>FINAL</u>	<u>ACTUAL</u>	<u>WITH FINAL</u>
<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>BUDGET</u>		<u>BUDGET</u>
ACQUISITION AND IMPROVEMENT				
Capital Outlay, Development,				
Improvement, and Acquisition	\$ 992,383	\$ 992,383	\$ 711,632	\$ 280,751
Contingency	100,000	100,000	-	100,000
TOTAL ACQUISITION AND IMPROVEMENT	<u>1,092,383</u>	<u>1,092,383</u>	<u>711,632</u>	<u>380,751</u>
TOTAL EXPENDITURES	<u>\$ 6,087,714</u>	<u>\$ 6,087,714</u>	<u>\$ 4,954,941</u>	<u>\$ 1,132,773</u>

CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON

INDEPENDENT AUDITORS' REPORT REQUIRED BY OREGON STATE REGULATIONS

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April 24, 2014

### **Independent Auditors' Report Required by Oregon State Regulations**

We have audited the basic financial statements of the Chehalem Parks and Recreation District as of and for the year ended June 30, 2013 and have issued our report thereon dated April 24, 2014. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

#### **Compliance**

As part of obtaining reasonable assurance about whether the financial statement are free of material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts and grants, including the provision of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to, the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295)**
- **Indebtedness limitations, restrictions and repayment**
- **Budgets legally required (ORS Chapter 294)**
- **Insurance and fidelity bonds in force or required by law**
- **Authorized investment of surplus funds (ORS Chapter 294)**
- **Public contracts and purchasing (ORS Chapters 279A, 279B and 279C)**

In connection with our testing, nothing came to our attention that caused us to believe the Chehalem Parks and Recreation District was not in substantial compliance with certain provisions of laws, regulations, contracts and grants, including the provisions of Oregon Revised Statutes as specific in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

#### **OAR 162-10-0230 Internal Control**

In planning and performing our audit, we considered the internal controls over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal controls over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the internal controls over financial reporting.

This report is intended solely for the information and use of the Board of Directors, management and the Oregon Secretary of State, and is not intended to be, and should not be, used by anyone other than these parties.

Roy R. Rogers, CPA  
PAULY, ROGERS AND CO., P.C.

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