



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### FINANCE COMMITTEE MEETING MINUTES

Monday, October 4, 2021 3:00 PM

**Approved 10/28/2021**

Meeting held via Zoom

Committee Members Present: Gary Jensen, Malcolm Wilson, Dave Downing, Clarissa Berndt.

Director Jensen called the meeting to order at 3:03 pm and reviewed the agenda. No revisions made.

District Manager Downing moved to accept the April 7, 2021, minutes as presented, Fiscal Manager Clarissa Berndt Seconded with no objections from the committee; motion approved 4-0.

Director Jensen turned the meeting over to Fiscal Manager Clarissa Berndt.

Clarissa updated the committee on the purpose of Resolution 05-2021 to correct the FY21-22 Budget with regards to the appropriate use of the Special Revenue Fund.

Clarissa presented some background information about the funds:

- In consulting with several Financial Directors of other taxing districts, it was clarified that the Special Revenue Fund should only be used for funds that are restricted from the source. This includes all grant income where the funds must be spent on specific projects and have a required scope of work. In contrast, tax dollars are not restricted funds. The governing body can determine where and how those funds should be spent.
- Making these corrections in the current fiscal year will streamline the budgeting process in future years. Since each year's budget includes the information from the three years prior, this correction will omit the need to explain why the money was classified differently from one year to another.
- These corrections are not changing what the Budget Committee and the Board originally voted to use these funds towards, but it is simply changing how it appears on the Budget forms.

Clarissa described in detail the process for recategorizing the funds.

After all questions were answered, the committee decided to bring this to the board at the next board meeting on Tuesday October 12, 2021.

Director Jensen adjourned the meeting at 3:37 PM.

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