



Extension Service – Yamhill County
Oregon State University
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September 15, 2022

To Yamhill County Commissioners/ESD Board:

Please be advised that there was an error on the OSU Extension LB-1 form and the Schedule of Appropriations. Per the Oregon Department of Revenue Basic Budgeting Book, we are taking the appropriate steps to notify you of the errors made in good faith and follow the steps outlined for correction.

Regarding the LB-1 Form for FY23:

Line 6 was left blank on the LB-1, thereby causing errors in the totals.

The Total Resources and Total Requirements on the LB-1 form reads \$522,003 but should have included Line 6 (previously levied taxes of \$11,959 and interest of \$3,797).

The total resources (line 8) of LB-1 is actually \$537,759.

The audit fee (\$5000), rent/utilities (\$23,338) and custodial contract (\$5064) totaling \$33,402 should have been added to **Line 11 (materials and services) for a total of \$497,306.**

Due to the two lines missing the LB-1 Total Requirements (line 17) was reported at \$504,357 but is actually \$537,759.

The incorrect totals were used on the Schedule of Appropriations.

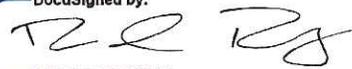
The corrected forms are attached.

We regret the error.

With regards,

DocuSigned by:

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Kelli Watcherson, Administrative Office Manager/Local Liaison

DocuSigned by:

DDF256F0FA064A6...
Rich Riggs, Western Regional Director

Accepted by Yamhill County
Board of Commissioners on
9/29/22 by Board Order
22-315

Schedule of Appropriations Fiscal Year 2022-2023
Yamhill County Extension Service District

General Fund

Contract Services	\$497,306
Total Appropriations	\$497,306
Unappropriated Ending Balance	\$40,453
Total Adopted Budget	\$537,759

