

**CURRY COUNTY**  
**PUBLIC TRANSIT**  
**SERVICE DISTRICT**

*ADOPTED BUDGET*

**FISCAL YEAR**

**2018 - 2019**

# **CURRY COUNTY PUBLIC TRANSIT** **SERVICE DISTRICT**

This fund was created to allow the pass through of Federal and State grant funding to the County's non-profit transit operator, Curry Public Transit, Inc. (Operating as both the Dial-A-Ride and the Coastal Express).

# **CURRY COUNTY PUBLIC TRANSIT SERVICE DISTRICT**

## **DISTRICT - BOARD OF DIRECTORS**

Sue Gold, Chair  
Thomas Huxley, Vice Chair  
Court Boice, Commissioner  
ADOPTED BUDGET

## **BUDGET COMMITTEE**

William Ostrowski  
Tom Brand  
Carl King

District Counsel - John HuttI

District Budget Officer - Louise Kallstrom

## **TRANSIT CONTRACT OPERATOR**

Curry Public Transit, Inc.  
PO Box 1444  
Brookings, OR 97415

Operations Manager - Kathy Bernhardt

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## Budget Message for Curry County Public Transit Service District

Fiscal Year 2018-2019

To: Members of the Budget Committee

The following presentation is the Curry County Public Transit District's (the District) budget for the 2018-2019 fiscal year (July 1, 2018 through June 30, 2019). The District was formed in 2006 as a non-taxing special district pursuant to ORS Chapter 451. The budget is a financial and operational plan that presents the revenues and expenditures for the next fiscal year.

The District contracts with Curry Public Transit, Inc. (CPTI) (the Contractor), an Oregon Non-Profit Corporation formed in 2006 to provide regular, safe, reliable and affordable public transportation to senior citizens, persons with disabilities, and the general public of Curry County. The District provides the fleet to support the 'Coastal Express' and 'Dial-A-Ride' operations throughout Curry County with connections to Coos County and Del Norte County, CA.

Funding is primarily sourced with Federal grants to Oregon Department of Transportation - Public Transit Division (ODOT): \$186,232 Coastal Express, and \$109,725 Dial A Ride. The District then passes these grant monies through to its contractor. Both federally funded grants require cash match. The \$67,000 Special Transportation Fund Program grant is State general fund money and may be used as federal grants cash match

The District Board is presenting a balanced budget for the 2018-2019 fiscal year totaling \$750,277.

## **Financial Policies**

### Basis of Accounting

The District uses the modified accrual basis of accounting. This means that revenues are recognized when they become measurable and available. The District, through its contractor, prepares and forwards grant funding requests to ODOT on a quarterly basis. When received those grant funds are passed through as inter-governmental pass-through payments to the District's contractor to fund its operations. The district uses accounting procedures that are in compliance with Generally Accepted Accounting Principles (GAAP). Financial statements are issued in compliance with standards as determined by the Governmental Accounting Standards Board (GASB) and are included in the Curry County Annual Report as a component unit.

### SUMMARY

The District Board is encouraged that continuing improvements in operations and administration made this past year by the District's contractor, Curry Public Transit, Inc., are reflecting more effective and efficient public transit services in Curry County.

Sincerely,

A handwritten signature in blue ink, appearing to read "Louise Kallstrom", with a stylized flourish at the end.

Louise Kallstrom, Budget Officer

# Affidavit of Publication

STATE OF OREGON

COUNTY OF CURRY } ss

I, Ruby Wagner .....  
being first duly sworn, depose and say that I am the *Publisher*  
of the *Curry County Reporter*, a newspaper of general  
circulation, as defined by sections  
193.010 and 193.020 O.R.S.; and published at  
Gold Beach in the aforesaid county and state;

Notice of Budget Committee Meeting of the Curry  
County Public Transit District

a copy of which is here annexed, was published in the entire  
issue of said newspaper for One ( 1 ) successive and  
consecutive weeks in the following issues:

May 9, 2018

Signed Ruby Wagner .....  
By: Ruby Wagner- Assistant to Publisher

Subscribed and sworn to before me this

9 day of May, 2018

Dannielle Aliss Glines

Dannielle Aliss Glines  
Notary Public of Oregon

(My Commission expires 11/29/19)



## Legal and Public Notice



### NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the Curry County Public Transit District, Curry County, State of Oregon, to discuss the budget for the fiscal year July 1, 2018 to June 30, 2019, will be held at the Commissioners Hearing Room, Courthouse Annex, located at 94235 Moore Street, Gold Beach, Oregon 97444. The meeting will take place on Wednesday, May 16, 2018 at 10:30 a.m.

The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget.

This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

A copy of the budget document may be inspected or obtained on or after May 16, 2018 at the County Clerk's Office in the County Courthouse, 29821 Ellensburg Avenue, Gold Beach, Oregon 97444 from 9:00 a.m. to Noon and 1:00 p.m. to 4:00 p.m. weekdays.

This notice is also available on the Curry County website: [www.co.curry.or.us/Departments/Finance.php](http://www.co.curry.or.us/Departments/Finance.php)

Published: May 9, 2018  
in the Curry County Reporter, Gold Beach, Curry County, Oregon.

place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

Employee Directory

A copy of the budget document may be inspected or obtained at the County Clerk's Office in the County Courthouse, 29821 Ellensburg Avenue, Gold Beach, Oregon 97444 from 9:00 a.m. to Noon and 1:00 p.m. to 4:00 p.m. weekdays.

[Agenda](#)   [Schedule](#)   [2018-2019 Proposed Budget](#)



MAY 09, 2018

### Notice of Curry County Public Transit Service District Budget Committee Meeting

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Published Curry Coastal Pilot / Curry County Reporter

May 9, 2018



**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the CURRY COUNTY PUBLIC TRANSIT SERVICE DISTRICT BOARD OF COMMISSIONERS will be held on June 20, 2018 at 10:00 AM at COMMISSIONERS HEARING ROOM, 94235 Moore Street, Gold Beach, OR 97444. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018 as approved by the Curry County Public Transit Service District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Curry County Clerk's Office, between the hours of 9:00 a.m. and noon and 1:00 - 4:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Louise Kallstrom, Curry County Accountant

Telephone: 541-247-3232 Email: kallstroml@co.curry.or.us

**FINANCIAL SUMMARY - RESOURCES**

TOTAL OF ALL FUNDS	Actual Amount Year 2016-17	Adopted Budget Year 2017-18	Approved Budget Next Year 2018-19
Beginning Fund Balance/Net Working Capital	3,518	2,800	4,540
Federal, State and All Other Grants, Gifts, Allocations and Donations	529,460	516,257	685,537
All Other Resources Except Property Taxes	33,647	60,200	60,200
Property Taxes Estimated to be Received			
<b>Total Resources</b>	<b>566,625</b>	<b>579,257</b>	<b>750,277</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

Personnel Services			427,697
Materials and Services	403,254	481,507	
Capital Outlay	157,000	97,750	322,580
Unappropriated Ending Balance and Reserved for Future Expenditure			
<b>Total Requirements</b>	<b>560,254</b>	<b>579,257</b>	<b>750,277</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM \***

Name of Organizational Unit or Program FTE for that unit or program			
2.39 Curry County Public Transit Service District	560,254	579,257	750,277
FTE			
<b>Total Requirements</b>	<b>560,254</b>	<b>579,257</b>	<b>750,277</b>
FTE	0.00	0.00	0.00

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

No changes in activities or sources of funding. The primary source of funds are Federal transportation grants passing through Oregon Department Of Transportation - Public Transit Division. The Secondary source is State general funds passing through the State ODOT - PTD.

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit \$0.00 per \$1,000)	0	0	0

**STATEMENT OF INDEBTEDNESS**

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
Total	\$0	\$0

# Affidavit of Publication

STATE OF OREGON, COUNTY OF CURRY

I, **Angel Brewer**, a citizen of the United States and a resident of the county aforesaid; I am over the age of eighteen years, and not party to or interested in the above-entitled matter. I am the principal clerk of the printer of

## Curry Coastal Pilot

a daily newspaper of general circulation, published in the aforesaid county and state as defined by ORS 193.010 and ORS 193.020, that NO.71184809

**Acct Name:** CURRY CO FINANCE DEPT.

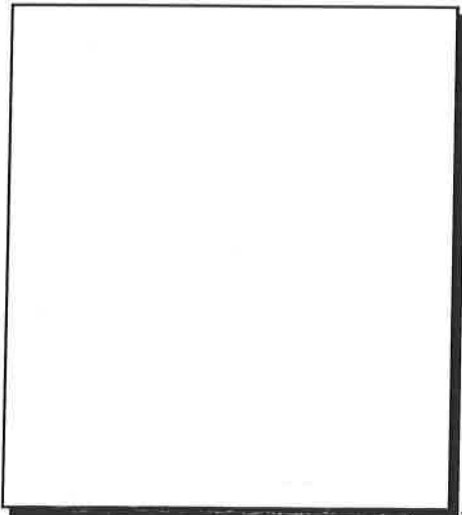
**Legal Description:**

a printed copy of which is hereto affixed was published in each regular and entire issue of the said newspaper and not in any supplement thereof on the following dates, to wit:

06/13/2018

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Brookings, Oregon, this 2 day of July, 2018.



Angel Brewer  
Signature

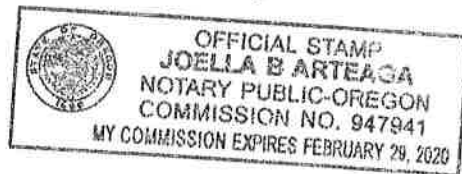
By: Angel Brewer  
Principal Clerk

Subscribed and sworn to before me this

day of July, 2018

Joella B. Arteaga  
Notary Public - Oregon

My commission expires: Feb 29 2020



### AFFIDAVIT OF PUBLICATION

Filed \_\_\_\_\_

By \_\_\_\_\_

From the Office of \_\_\_\_\_

Attorney for \_\_\_\_\_

No. \_\_\_\_\_

In the \_\_\_\_\_ Court of the

STATE OF OREGON  
for the  
COUNTY OF CURRY

# Affidavit of Publication

STATE OF OREGON

COUNTY OF CURRY } ss

I, Ruby Wagner .....  
being first duly sworn, depose and say that I am the *Publisher*  
of the *Curry County Reporter*, a newspaper of general  
circulation, as defined by sections  
193.010 and 193.020 O.R.S.; and published at  
Gold Beach in the aforesaid county and state;

Notice of Budget Hearing of the Curry County Public  
Transit District

a copy of which is here annexed, was published in the entire  
issue of said newspaper for One (1) successive and  
consecutive weeks in the following issues:

June 13, 2018

Signed *Ruby Wagner* .....  
By: Ruby Wagner- Assistant to Publisher

Subscribed and sworn to before me this  
13 day of June, 2018



*Dannelle Aliss Glines* .....  
Notary Public of Oregon  
(My Commission expires 11/29/2019)

# Legal and Public Notice

FORM LB-1

## NOTICE OF BUDGET HEARING

A public meeting of the CURRY COUNTY PUBLIC TRANSIT SERVICE DISTRICT BOARD OF COMMISSIONERS will be held on June 20, 2018 at 10:00 AM at COMMISSIONERS HEARING ROOM, 94235 Moore Street, Gold Beach, OR 97444. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018 as approved by the Curry County Public Transit Service District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Curry County Clerk's Office, between the hours of 9:00 a.m. and noon and 1:00 - 4:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Louise Kalstrom, Curry County Accountant Telephone: 541-247-3232 Email: kalstroml@coo.curry.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount Year 2016-17	Adopted Budget Year 2017-18	Approved Budget Next Year 2018-19
Beginning Fund Balance/Net Working Capital	3,518	2,800	4,340
Federal, State and All Other Grants, Gifts, Allocations and Donations	525,480	516,257	685,537
All Other Resources Except Property Taxes	33,647	60,200	60,200
Property Taxes Estimated to be Received	566,626	579,257	750,277
<b>Total Resources</b>			

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	403,254	481,507	427,697
Materials and Services	157,000	97,750	322,590
Capital Outlay			
Unappropriated Ending Balance and Reserved for Future Expenditure	560,254	579,257	750,277
<b>Total Requirements</b>			

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program			
FTE for that unit or program	560,254	579,257	750,277
2.38 Curry County Public Transit Service District			
FTE	560,254	579,257	750,277
<b>Total Requirements</b>			

**STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCINGS \***  
 No changes in activities or sources of funding. The primary source of funds are Federal transportation grants passing through Oregon Department of Transportation - Public Transit Division. The Secondary source is State general funds passing through the State ODOT - PTD.

PROPERTY TAX LEVIES			
Permanent Rate Levy (rate limit \$0.00, per \$1,000)	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
	0	0	0
STATEMENT OF INDEBTEDNESS			
LONG TERM DEBT	Estimated Debt Outstanding on July 1		Estimated Debt Authorized But Not Incurred on July 1
Total	\$0	\$0	\$0

Published: June 13, 2018  
 in the Curry County Reporter, Gold Beach, Curry County, Oregon.

**IN THE BOARD OF CURRY COUNTY  
PUBLIC TRANSIT SERVICE DISTRICT**

IN THE MATTER OF ADOPTING THE )  
2018-2019 FISCAL YEAR BUDGET )

**RESOLUTION R2018-18**

**WHEREAS**, Curry County Public Transit Service District needs to adopt a budget by July 1, 2018 to have legal spending authority;

**THEREFORE, BE IT RESOLVED** that the Curry County Public Transit Service District Board of Directors hereby adopts the budget for the 2018-2019 Fiscal Year in the amount of \$750,277 available in the County Clerk's Office; and,

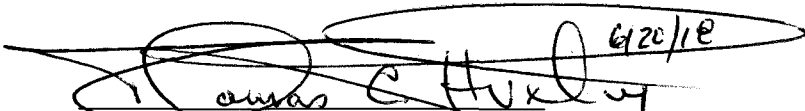
**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2018, and for the purposes shown are hereby appropriated as stated.

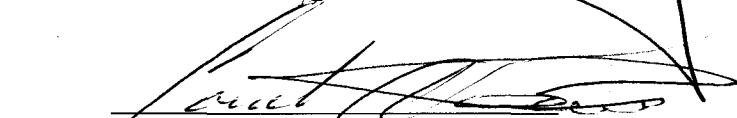
<b>Materials and Services</b>	<b>\$427,697</b>
<b>Capital Outlay</b>	<b>\$322,580</b>

Dated this 20th day of June 2018.

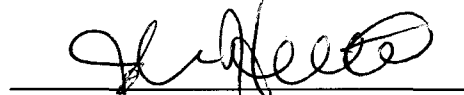
CURRY COUNTY PUBLIC TRANSIT SERVICE DISTRICT  
BOARD OF DIRECTORS

  
Sue Gold, Chair

~~ 6/20/18~~  
Thomas Huxley, Vice Chair

~~ 6-20-18~~  
Court Boice, Commissioner

Approved as to form:

  
John Hutt  
Curry County Counsel

**2018-2019 CURRY COUNTY PUBLIC TRANSIT DISTRICT**  
**ADOPTED FUND DETAILED RESOURCES/REQUIREMENTS**

<u>Fund/Department</u> <u>Fund</u>	<u>Personal</u> <u>Services</u>	<u>Materials &amp;</u> <u>Services</u>	<u>Capital</u> <u>Outlay</u>	<u>Debt</u> <u>Service</u>	<u>Interfund</u> <u>Transfers</u>	<u>Operating</u> <u>Contingencies</u>	<u>Other Expenses</u>	<u>Total</u> <u>Appropriations</u>
Public Transit Service District Fund		427,697	322,580					- 750,277
District Fund Total	-	427,697	322,580	-	-	-	-	- 750,277

***FISCAL YEAR 2018-2019  
OPERATING BUDGET***

**CCPTD Budget FUND DETAILED RESOURCES/REQUIREMENTS**

L I N E #	HISTORICAL DATA			L I N E #	2018-2019 CURRY COUNTY PUBLIC TRANSIT DISTRICT		Grant Number	Range	Budget for Year 2018-2019			L I N E #	
	Actual		Adopted Budget Year 2017-18		RESOURCE/REQUIREMENT DESCRIPTION Adopted Budget	Account Number			Account Description	Proposed by Budget Officer	Approved by Budget Committee		Adopted by Governing Body
	Second Preceeding Year 2015-16	First Preceeding Year 2016-17											
1	80,000	80,000	67,000	1	2.39-415.16-331.10-000-00	State - ODOT-STF/STO			67,000	67,000	67,000	1	
2	-	157,000	97,750	2	2.39-415.16-331.10-000-02	State - ODOT-STF Discretionary			322,580	322,580	322,580	2	
3	-	-	55,550	3	2.39-415.16-331.20-000-00	State - ODOT-STF Discretionary			-	-	-	3	
4	396,206	-	-	4	2.39-415.16-334.00-000-10	Grant-ODOT-5339 - 5 buses			-	-	-	4	
5	114,654	114,654	109,725	5	2.39-415.16-335.00-000-30	ODOT-5310-Dial A Ride ..CFDA 20.513			109,725	109,725	109,725	5	
6	178,340	177,806	186,232	6	2.39-415.16-336.00-000-30	ODOT-5311-Coastal Exp...CFDA 20.509			186,232	186,232	186,232	6	
7	42,581	26,736	60,000	7	2.39-415.16-380.00-000-00	Misc Revenue- Fuel Reimb			60,000	60,000	60,000	7	
8	129	181	200	8	2.39-415.16-391.99-000-00	Allocated Interest			200	200	200	8	
9	682	6,730	-	9	2.39-415.16-392.20-000-00	Sales of Vehicles			-	-	-	9	
10	6,305	3,518	2,800	10	2.39-415.16-399.02-000-00	Committed Fund Balance			4,540	4,540	4,540	10	
11	<b>818,897</b>	<b>566,625</b>	<b>579,257</b>	<b>11</b>		<b>TOTAL RESOURCES</b>			<b>750,277</b>	<b>750,277</b>	<b>750,277</b>	<b>11</b>	
12	4,625	5,320	4,460	12	2.39-415.16-490.00-325-00	Pro Svcs - Audit Fees			6,000	6,000	6,000	12	
13	78,000	78,000	65,000	13	2.39-415.16-490.00-480-00	Intergov-ODOT - STF/STO			65,000	65,000	65,000	13	
14	178,340	177,806	186,232	14	2.39-415.16-490.00-480-07	Intergov-ODOT - Coastal Express			186,232	186,232	186,232	14	
15	114,654	114,654	109,725	15	2.39-415.16-490.00-480-10	Intergov-ODOT - DIAL A Ride			109,725	109,725	109,725	15	
16	-	-	55,550	16	2.39-415.16-490.00-480-21	Intergov-ODOT - 2016/18 #31363			-	-	-	16	
17	736	500	300	17	2.39-415.16-490.00-541-00	Advertising - Legal			500	500	500	17	
18	-	-	-	18	2.39-415.16-490.00-615-00	Other Materials & Services			-	-	-	18	
19	31,871	15,912	39,000	19	2.39-415.16-490.00-626-00	Sup-Gas			39,000	39,000	39,000	19	
20	10,710	10,824	21,000	20	2.39-415.16-490.00-627-00	Sup-Diesel			21,000	21,000	21,000	20	
21	238	238	240	21	2.39-415.16-490.00-650-00	Membership-Dues			240	240	240	21	
22	419,173	403,254	481,507	22		<i>TOTAL MATERIALS &amp; SERVICES</i>			427,697	427,697	427,697	22	
23	396,206	157,000	97,750	23	2.39-415.16-490.00-742-00	CAPITAL OUTLAY - VEHICLE			322,580	322,580	322,580	23	
24	396,206	157,000	97,750	24		<i>TOTAL CAPITAL OUTLAY</i>			322,580	322,580	322,580	24	
25	<b>815,379</b>	<b>560,254</b>	<b>579,257</b>	<b>25</b>		<b>TOTAL REQUIREMENTS</b>			<b>750,277</b>	<b>750,277</b>	<b>750,277</b>	<b>25</b>	
26	<b>3,518</b>	<b>6,371</b>	-	26		<i>CONTRIBUTION TO/(FROM) FUND</i>			-	-	-	26	



**Budget Legend FUND DETAILED RESOURCES/REQUIREMENTS**

L I N E #	HISTORICAL DATA			L I N E #	HISTORICAL DATA IS LOCATED TO THE	FUTURE DATA IS LOCATED TO THE	Budget for Next Year 2010-2011			L I N E #	
	Actual		Adopted Budget This Year 2009-2010				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2007-08	First Preceding Year 2008-09									
Account Number	Account Description	Grant Number	Range								
1	40,000	40,000	40,000	1	2.39-415.16-331.10-000-00	State - ODOT-STF	#25674		40,922	40,922	1
2			42,000	1	2.39-415.16-331.10-000-02	State - ODOT-STO	#26359		42,139	42,139	1
1			28,035	1	2.39-415.16-331.11-000-00	State - ODOT - Senior & Dis	#25929		28,035	28,035	1
1			102,000	1	2.39-415.16-331.11-000-06	State - ODOT - JTA.....CFDA 20.51	#26502		190,705	190,705	1
6			5,840	6	2.39-415.16-334.00-000-04	ODOT- ARRA .....CFDA 20.509	#25712		5,840	5,840	6
7			271,069	7	2.39-415.16-334.00-000-05	ODOT- 5311 - ARRA.....CFDA 20.509	#25626		25,000	25,000	7
ED	111,326	125,995	80,406	10	2.39-415.16-335.00-000-30	ODOT-5310-Dial A Ride ..CFDA 20.510	#26048		-	-	10
13			150,784	13	2.39-415.16-336.00-000-30	ODOT-5311-Formula.....CFDA 20.5C	#25814		100,000	100,000	13
15	9,053	6,154	4,850	15	2.39-415.16-399.00-00-00	Unrestricted Fund Balance			5,550	5,550	15
16	160,379	172,149	724,984	16	<b>TOTAL RESOURCES</b>				438,191	438,191	- 16
17		2,750	2,900	17	2.39-415.16-490.00-325-00	Pro Svcs - Audit Fees			3,400	3,400	17
18			38,000	18	2.39-415.16-490.00-480-00	Intergov-ODOT - STF	#25674		38,000	38,000	18
18			42,000	18	2.39-415.16-490.00-480-02	Intergov-ODOT - STO	#26359		40,139	40,139	18
18			28,035	18	2.39-415.16-490.00-480-05	Intergov-ODOT - SR&D	#25929		28,035	28,035	18
18			102,000	18	2.39-415.16-490.00-480-06	Intergov-ODOT - JTA CFDA	#26502		190,705	190,705	18
18	302,983	309,094	150,784	18	2.39-415.16-490.00-480-07	Intergov-ODOT - Coastal	#25814		100,000	100,000	18
18			80,406	18	2.39-415.16-490.00-480-10	Intergov-ODOT - DIALA	#26048		-	-	18
18			126,101	18	2.39-415.16-490.00-480-20	Intergov-ODOT - ARRA	#25626		25,000	25,000	18
18			5,840	18	2.39-415.16-490.00-480-30	Intergov-ODOT - ARRA	#25712		5,840	5,840	18
19	2,888	552	3,950	19	2.39-415.16-490.00-615-00	Other Materials & Services			7,072	7,072	19
20		3		20	2.39-415.16-490.00-626-00	Sup-Gas					20
21				21	2.39-415.16-490.00-627-00	Sup-Diesel					21
3 - 2	305,871	312,399	580,016	23	<b>TOTAL MATERIALS &amp; SERVICES</b>				438,191	438,191	- 23
			144,968	24	2.39-415.16-490.00-742-00-	CAPITAL OUTLAY - VEHICLE					24
25	-	-	144,968	25	<b>TOTAL INTER-FUND TRANSFERS</b>				-	-	- 25
24	-	-		24	2.39-415.16-491.14-000-00	Tran To-Road					24
25	-	-	-	25	<b>TOTAL INTER-FUND TRANSFERS</b>				-	-	- 25
26	305,871	312,399	724,984	26	<b>TOTAL REQUIREMENTS</b>				438,191	438,191	- 26
27	(145,492)	(140,249)	-	27	<b>CONTRIBUTION TO/(FROM) FUND</b>				-	-	- 27

LINE NUMBERS APPEAR IN THREE POSITIONS  
TO HELP LOCATE DETAILS FOR EACH ACCOUNT

**BUDGET FORM LEGEND**