

**Lane County - Service Option Sheet - FY 21-22 Adopted**

SOS R1: **General Fund Reserve & Contingency**  
 Dept: Non-Departmental  
 Contact: Christine Moody, 682-3766

**Service Category: Reserves**

<b>Mandate</b>	<b>None</b>	Related	SHALL
<b>Leverage</b>	<b>None</b>	Some	HIGH

**Executive Summary**

Lane Manual Chapter 4 establishes a reserve consisting of at least 20% of General Fund operating revenues. While there is no legal mandate related to level of reserves, this reserve policy enables to County to provide services prior to receipt of Property Tax and Timber payments which do not occur until November of the fiscal year at the earliest; and enables the County to maintain its bond rating from Moody's Investors Services. Best Practices indicate the minimum General Fund unassigned reserve should be not less than 2 months of operating revenue (17.00%). Lane County has established a higher reserve level based upon service stabilization needs. Additional reserve within the General Fund are for Extra Help fluctuations within Elections based upon types of elections held in fiscal year (moved to Elections if spent); and a General Fund contingency.

**Service Descriptions**

	Revenue	Expense Total	General Fund	FTE
<b>Adopted Budget Total</b>	\$0	\$23,978,364	\$23,978,364	0.00

General Fund maintains a reserve of 17% of operating revenue as an emergency reserve with an additional 3% of operating revenue designated as a service stabilization reserve to reach the minimum 20% policy reserve level. This reserve provides cash flow needed to pay for general fund services prior to receipt of property tax in November, protects against revenue volatility, economic fluctuations and maintenance of county assets. This SOS form also contains the vacancy variance contingency, an Elections Extra Help Reserve estimated future reserves and a Board of Commissioners Contingency.

**State/Federal Mandate**

N/A

**Leverage Details**

The General Fund portion of this program leverages the following:

_____ \$0	back to the Discretionary General Fund
_____ \$0	into other non Discretionary County Funds
_____ \$0	directly to community members