

**GRAYS HARBOR  
COUNCIL OF GOVERNMENTS  
RESOLUTION #696**

**A resolution of the Grays Harbor Council of Governments (GHCOG)  
approving Amendment No. 2 to the 2025 Budget.**

**WHEREAS**, the Grays Harbor Council of Governments has provided members with a description of the changes in the beginning and ending fund balance for the year 2025;

**NOW THEREFORE, BE IT RESOLVED** that the GHCOG hereby amends the Year 2025 Budget to include:

- Budgeted beginning fund balance of \$588,657
- Total budgeted revenue of \$731,351
- Total budgeted expenses of \$904,947
- Budgeted ending fund balance of \$370,566

**APPROVED AND ADOPTED this 17th day of July 2025.**

ATTEST: \_\_\_\_\_  
Vicki Cummings, Executive Director

\_\_\_\_\_  
Troy Meyers, Chairman

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

# Resolution #696 Support

## **CHANGES IN ANTICIPATED REVENUE:**

- Member Dues Revenue is reduced by \$61,467 due to Grays Harbor County non-payment of member dues.
- Total Special Assessment - Operating is decreased from \$242,818 to \$181,351.
- Total Estimated Revenue is decreased from \$792,818 to \$731,351.

## **CHANGES IN ANTICIPATED EXPENDITURES/ENDING FUND BALANCE:**

- Estimated Ending Fund Balance is adjusted to \$370,566, reflecting updated expenditure estimates.
- Staff Salaries is increased from \$281,224 to \$296,824 to allow for part-time staff through year end.
- Personnel Benefits and Taxes is decreased from \$105,658 to \$103,049 to reflect actual.
- Operating Expenditures is decreased from \$515,074 to \$504,974 due to reductions in Professional Services and Office Supplies categories.
- Total Estimated Expenditures is increased from \$901,956 to \$904,947.

**2025 AMENDMENT BUDGET**

**FUND #648.000.000**

**REMOVED GHC MEMBER DUES & MODIFIED EXPENDETURES**

REVENUE		CURRENT 2025 BUDGET	2025 AMENDED BUDGET (2)
<b>308.80.00.00</b>	<b>Estimated Beginning Fund Balance</b>	<b>\$544,162.00</b>	<b>\$544,162.00</b>
368.58.03.00	Port of Grays Harbor*	\$15,315.00	\$15,315.00
368.58.04.00	Grays Harbor PUD	\$0.00	\$0.00
368.58.06.00	City of Cosmopolis	\$9,417.00	\$9,417.00
368.58.07.00	City of Elma	\$11,424.00	\$11,424.00
368.58.08.00	City of Hoquiam	\$21,550.00	\$21,550.00
368.58.09.00	City of McCleary	\$7,828.00	\$7,828.00
368.58.10.00	City of Montesano	\$12,235.00	\$12,235.00
368.58.11.00	City of Oakville	\$6,263.00	\$6,263.00
368.58.12.00	City of Ocean Shores	\$21,529.00	\$21,529.00
368.58.13.00	City of Westport	\$10,333.00	\$10,333.00
368.58.14.00	Grays Harbor County	\$61,467.00	\$0.00
368.58.15.00	Grays Harbor Transit	\$18,332.00	\$18,332.00
368.58.17.00	Quinault Indian Nation	\$6,550.00	\$6,550.00
368.58.19.00	Timberland Regional Library	\$3,780.00	\$3,780.00
368.58.20.00	City of Aberdeen	\$31,991.00	\$31,991.00
368.58.21.00	Chehalis Tribe	\$4,804.00	\$4,804.00
	<b>TOTAL SPECIAL ASSESSMENT - OPERATING</b>	<b>\$242,818.00</b>	<b>\$181,351.00</b>
333.66.81.80	EPA Brownsfield	\$450,000.00	\$450,000.00
333.20.20.98	Surface Transportation Program	\$65,000.00	\$65,000.00
333.20.20.51	Regional Transportation Planning Org	\$35,000.00	\$35,000.00
	<b>TOTAL EST. INDIRECT FEDERAL GRANT REVENUE</b>	<b>\$550,000.00</b>	<b>\$550,000.00</b>
	<b>TOTAL ESTIMATED REVENUE</b>	<b>\$792,818.00</b>	<b>\$731,351.00</b>
	<b>TOTAL EST. REVENUE/FUND BALANCE</b>	<b>\$1,336,980.00</b>	<b>\$1,275,513.00</b>
<b>508.80.00.00</b>	<b>Estimated Ending Fund Balance</b>	<b>\$435,024.00</b>	<b>\$370,566.00</b>
558.61.10.00	Staff Salaries	\$281,224.00	\$296,824.00
558.61.20.00	Personnel Benefits and Taxes	\$105,658.00	\$103,149.00
558.61.40.00	Operating Expenditures	\$515,074.00	\$504,974.00
	<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$901,956.00</b>	<b>\$904,947.00</b>
	<b>TOTAL APPROPRIATED EXPENDITURES</b>	<b>\$1,336,980.00</b>	<b>\$1,275,513.00</b>

\*Only the cash portion of the dues anticipated from the Port of Grays Harbor in 2025 are reflected on this schedule.

**GRAYS HARBOR  
COUNCIL OF GOVERNMENTS  
RECEIPT PROCESS  
POLICY AND PROCEDURE  
Approved \_\_\_\_\_**

**This process is made part of the internal policies of the Grays Harbor Council of Governments. This policy replaces all previous policies relating to this subject.**

1. When payment is received by the Grays Harbor Council of Governments (GHCOG), whether in cash or a check, the Planner/GIS Coordinator must receipt it in. In the absence of the Planner/GIS Coordinator any staff person may receipt in funds, except the Office Coordinator (OC).
2. If the transaction is cash, a receipt is immediately provided to the payee and a copy of that receipt is transmitted to the OC with the cash. At the time the cash is transmitted to the OC, he/she initials the receipt of the same number in the receipt book as acknowledgement of cash received. If the transaction is a check, it is immediately stamped with the "Deposit Only" stamp and the same procedure is followed.
3. The OC creates a Key Bank deposit slip to deposit the checks and/or cash at the Aberdeen Branch, ~~Ron Strabbing~~ Grays Harbor County Treasurer account. The OC emails a copy of the transmittal document to the Grays Harbor County Treasurer.
4. The Grays Harbor County Treasurer's office will then send GHCOG a copy of the transmittal form. ~~that is stamped by the Grays Harbor County Treasurer's office with a "GR" number.~~ The OC compares the transmittal document to the receipt book noting on each receipt in the book when the funds are deposited ~~and the GR No. that is written on each receipt.~~
5. The transmittal form received from ~~that is stamped by~~ the Grays Harbor County Treasurer's office is then kept with the accounting records and verified against the cash report received from the Grays Harbor County Treasurer's office on a monthly basis.
6. The receipt books are kept on file by the OC until the audit of the GHCOG is complete.
7. Deposits are made the same day the checks and/or cash are received unless total receipt is less than \$500 or a waiver is granted by the Office of Financial Management. However, if no one is available to sign receipt of check/cash it is to be placed in secure location until the next day when it can be verified and the receipt is signed. Regardless of amount, all receipts must be deposited weekly.