

Budgeting
(Chapter 6)
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INTRODUCTION

The District's budget is a financial plan containing estimates of revenues and expenditures for a single fiscal year, beginning on July 1 and ending the following June 30.

LOCAL BUDGET LAW PROCESS

Local budget law process requires that the below listed specific actions happen on an annual basis as we prepare our operating budget.

Budget Officer Appointed

The board of directors shall appoint a budget officer at the first regularly scheduled meeting in July every year. The budget officer is responsible for the preparation of the budget document.

Budget Committee Appointed

The budget committee is made up of the governing body and an equal number of appointed registered voters from throughout the county. Members are appointed for three-year terms. The terms must be staggered so that, as near as practicable, one-third or one-fourth of the terms will end each year. The appointed members cannot be officers, agents or employees of the District. All members of the budget committee have equal authority.

District policy Chapter 3, section 3-10 applies to budget committee members.

Proposed Budget Prepared

- The budget officer will prepare a budget process timeline
- The budget officer will prepare the proposed budget documents to present to the budget committee
- The budget officer will publish a Notice of Budget Committee Meeting at least twice, 5 to 30 days before the scheduled budget committee meeting

Budget Committee Meetings

Local budget law requires that the budget committee hold at least one meeting for the purpose of:

- Receiving the budget message and budget document, and
- Providing members of the public with an opportunity to ask questions about and comment on the budget

Budget Committee Approves Budget

When the budget committee is satisfied with the budget it will be approved at the amount or rate of ad valorem taxes and a motion will be recorded in the minutes of the meeting.

Budget Summary and Notice of Budget Hearing Published

After the budget is approved, a budget hearing must be scheduled. ORS 284.416 requires that a budget summary, financial summary, hearing notice, and basis of accounting be published not less than five or more than 30 days before the hearing. Only one publication is needed.

Budget Hearing Held

The governing body must hold the budget hearing on the date specified in the public notice. The purpose of the hearing is to listen to citizens' testimony on the approved budget. Additional hearings may be held if deemed necessary.

Adopting the Budget

The board will adopt the budget by a resolution, at which time the board will also specify the appropriations and imposed category of property taxes.

Filing

The resolution which states this intent to impose tax must accompany a copy of the budget documents to the county assessor by July 15.

CHANGING THE ADOPTED BUDGET

If it is required to make changes in appropriated expenditures during the fiscal year, a resolution authorizing the transfer and supplemental budget will change the adopted budget; these changes will be in accordance with local budget law.