

**Oregon Budget Process
for (most) Public Entities**

- ♦ Budgeting is governed in Oregon by Local Budget Law
- ♦ Purpose of Local Budget Law is to:
 - ♦ Standardize procedures
 - ♦ Provide opportunity for public input
- ♦ The budget is specifically for:
 - ♦ Creating a financial plan
 - ♦ Estimating revenue and expenditures
 - ♦ A single year or biennium (OCCC submits an annual budget)
 - ♦ Allowing lawful appropriations, i.e. the authority to spend public money between July 1 and June 30.

Budget Committee

- ♦ All Budget Committee meetings are open to the public.
- ♦ The Budget Committee is:
 - ♦ Composed of the members of the governing body plus an equal number of appointed electors (appointed members cannot be employees, agents, or officers of the District)
 - ♦ Electors are appointed for staggered 3-year terms
 - ♦ All members of the budget committee have the same authority
 - ♦ A quorum (designated as 50% of committee plus one) must be present to conduct business. A majority of the committee is required to take action

Budget Committee

- ♦ The Budget Committee does the following
 - ♦ Elects a chair
 - ♦ Establishes rules of order
 - ♦ Receives the budget message which must explain the document, financial policies, and changes in the budget
 - ♦ Reviews the proposed budget
 - ♦ Make needed changes to the recommended budget
 - ♦ Hear public comment in at least one meeting
 - ♦ Approve a balanced budget and forward approved document to the Board of Education

BUDGET LAW

- ♦ **BALANCED BUDGET** – Resources in each must fund must be equal to the expenditures and other requirements in that fund ORS 294.426

- ♦ **PROPOSED VS. ADOPTED BUDGET**

Changes can be made after approval of the budget through the adoption of the budget. There is no limit if the budget is decreasing and a 10% limit if the budget is increasing. The budget can be amended after adoption through the supplemental budget process.

BUDGET ROLES

- ♦ **PRESIDENT AND BUDGET OFFICER**

- ♦ SEEKS INPUT, DEVELOPS, REVIEWS OPTIONS, PROVIDES INFORMATION
- ♦ DEVELOPS PRELIMINARY BUDGET AND BUDGET MESSAGE (ORS 294.403)
- ♦ FINALIZES BUDGET AFTER PROPOSED AND BEFORE ADOPTION OF FINAL

- ♦ **BUDGET COMMITTEE**

- ♦ REVIEWS AND PROVIDES INPUT ON PRELIMINARY
- ♦ SEEKS PUBLIC INPUT THROUGH PUBLIC HEARING (ORS 294.401)
- ♦ APPROVES **PRELIMINARY** BUDGET

- ♦ **BOARD OF EDUCATION**

- ♦ SEEKS PUBLIC INPUT THROUGH PUBLIC HEARING
- ♦ **ADOPTS FINAL BUDGET**
