# 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.

## 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**

<u>Balanced Budget</u> – Resources in each 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, review 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