





Oregon Budget Process

for (most) Public Entities



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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.

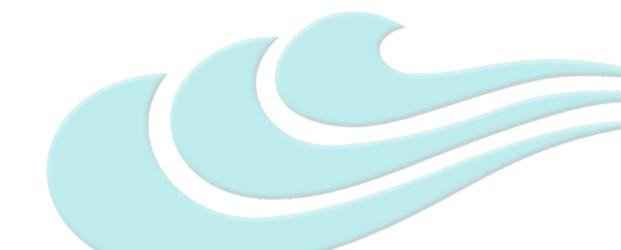
The Budget Committee is:

- 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

<u>Balanced Budget</u>

Resources in each must fund must be equal to the expenditures and other requirements in that fund ORS 294.426

<u>Proposed vs. Adopted Budget</u> 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

<u>Budget Committee</u>

- 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

