



OREGON COAST
COMMUNITY COLLEGE

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
- Plan for 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 community members (appointed members cannot be employees, agents, or officers of the District)
- Community Members 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.



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 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 Budget
- Seeks public input through public hearing (ORS 294.401)
- Approves **Preliminary** Budget

Board of Education

- Seeks public input through public hearing
- **Adopts Final Budget**



2024-25 Budget Committee Calendar

| Time | Activity | Responsible party | Engagement |
|---------------|---|--|----------------|
| May 6, 2024 | Publish notice of public Budget Committee Meeting; post notice on OCCC website | Budget Officer | |
| May 15, 2024 | Budget Committee Meeting: --Vote on a Chair of the Budget Committee --Hear the presentation of the Budget Message and Proposed Budget by the OCCC President and Budget Officer --Possibly vote to approve the Proposed Budget --If needed, review and vote on a supplemental budget for the current fiscal year | Budget Committee – 7 BOE directors and 7 appointed community members | Public Meeting |
| May 22, 2024 | Possible second Budget Committee Meeting if needed to approve the Proposed Budget | Budget Committee | Public Meeting |
| June 10, 2024 | Publish notice of public Budget Hearing; post notice on OCCC website | Budget Officer | |
| June 20, 2024 | Budget Hearing --Hear public comment on the Approved Budget Regular Board of Education Meeting --Possibly vote to adopt the Approved Budget | Board of Education | Public Meeting |
| June 26, 2024 | Possible additional Board of Education Meeting for the purpose of adopting the Approved Budget for the next fiscal year and any supplemental budget that might be needed for the current fiscal year | Board of Education | Public Meeting |
| July 15, 2024 | The Adopted Budget and Budget Resolutions are filed with Lincoln County | Budget Officer | |