



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 (OCCCO 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**

