



## Budget Committee Roles & Responsibilities

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Oregon school budget law requires a local budget committee to recommend a district's budget to the school board, with the school board having final approval authority. The committee is made up of the district's board of directors and an equal number of registered voters appointed by the board. The school board appoints citizen members of a budget committee. Members of the budget committee serve for a three-year term and receive no compensation for their services.

Budget committees are an important part of the district decision-making processes in setting local budget priorities. The budget committee process provides an ideal forum to discuss priorities for maintaining good schools, programs, and facilities.

### Membership

All Budget Committee Members have equal authority and responsibility. Members establish their own operating procedures as a committee. The board appoints budget committee members for terms of three years. The terms are staggered so that one-third (or approximately one-third) of the appointed members' terms end each year. The board may reappoint members for additional terms.

### Budget Committee Meetings

Budget Committee meetings are open to the public. A majority of committee members must be present to convene a meeting, and discussions are limited to budget-related matters. Any motion requires approval by a majority, defined as one more than half of the committee members.

During meetings, the committee reviews the budget message, receives the budget document, gathers public input, and announces future meeting details. Meeting minutes are recorded and available upon request. The committee examines the proposed budget and makes necessary adjustments. It may also request information from district

officers or employees and invite employees to attend meetings. Such requests should be directed through the superintendent or budget officer.

### Members' Responsibilities

The Budget Committee may direct the administration to adjust the proposed budget by making increases or decreases as needed. It is responsible for approving the budget document as submitted by the budget officer or as revised by the committee.

Additionally, the committee recommends a spending level for the year and specifies the property tax amount or rate for all funds in the approved budget.

### Next Steps

Following the committee's approval, the board holds a public hearing on the budget.

The board may make further adjustments; however, the estimated expenditure for each fund cannot increase by more than 10% or \$5,000 (whichever is greater). Additionally, the total property tax levy cannot exceed the amount published in the budget financial summary.

If necessary, the board may republish the budget summary and hold another hearing. The budget committee may also be reconvened at a later date if financial conditions in the district change.

