

**Jefferson County
School District 509J**

Code: **DBE-AR**
Revised/Reviewed: 10/21/81; 6/12/06; 7/23/18
Orig. Code(s): DBE-AR

Budget Preparation

The district's budget officer shall:

1. Prepare a budget timeline leading to a date for Board adoption and appropriation prior to July 1.
2. Distribute budget forms to administrators and supervisors for requesting additional estimated expenditures and additional revenues for their areas of responsibility.
3. See that proper notification, publications, and if planned, any tax election procedures are implemented in accordance with Oregon law governing local budget law.
4. Prepare a proposed budget for presentation to the administration for review, revision and approval followed by presentation to the budget committee for approval.
5. Prepare a final proposed budget document for approval and adoption by the Board.
6. After the Board approves the budget adoption, appropriation and tax levy resolutions, file appropriate forms with the county assessor by July 15.