

Malheur Education Service District

Code: **DBE-AR**
Revised/Reviewed: 8/16/05; 7/15/14
Orig. Code(s): DBE-AR

Budget Preparation

1. An annual budget calendar shall be developed by the ESD administration and presented to the budget committee for approval.

2. The Budget Committee shall be comprised of the ESD Board and Board members of component districts, pursuant to ORS 334.240.

The superintendent shall solicit assistance from local school superintendents to identify candidates. Applications will be reviewed by the Board with equitable representation as an important criterion.

3. The budget committee, with recommendations from the superintendent, shall determine parameters to be considered when developing the annual budget.

4. The program directors shall obtain recommendations from advisory committees prior to the development of a program budget.

5. The proposed budget shall provide appropriations to provide for such programs as:

- a. A Local Service Plan as defined in Oregon Revised Statutes;
- b. Mandated services;
- c. ESD operating expenses;
- d. Federal, state, intermediate and local contracts or grants; and
- e. Other programs as allowed by local budget law.

6. If, after the approval and prior to the adoption of the budget, a Local Service Plan as defined in Oregon Revised Statutes is not approved according to ORS 337.175(2), the superintendent shall obtain recommendations from the component district superintendents. The superintendent will present to the Board, for their adoption, a recommended appropriation transfer to maintain a balanced budget.

7. If, after the approval or adoption of the budget, projected resources are less than that amount approved or adopted, the superintendent shall obtain recommendations from the component district superintendents about which services are to be reduced or eliminated. The superintendent will present to the Board, for their adoption, the recommended appropriation reductions to maintain a balanced budget.