

# Prairie City School District 4

Code: **DBEA**  
Adopted: 10/12/92  
Readopted: 06/14/06  
Orig. Code(s): 6150.1-6150.7

## **Budget Committee**

### **Budget Committee Duties and Functions**

By law, the budget committee is charged with decision-making concerning financial priorities.

The budget committee will have the responsibility for reviewing the financial program of the district, reviewing the proposed district budget as presented by the superintendent and recommending an annual district budget in keeping with the provisions of applicable state laws.

Educational policy decisions, however, are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increase salaries. While the committee may, in effect, delete programs because of a fund decrease in arriving at a levy figure, the committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

### **Budget Committee Membership**

The budget committee consists of seven members appointed by the Board plus the elected Board members. To be eligible for appointment, the appointive member must:

1. Live in the district one year;
2. Not be an officer, agent or employee of the district.

No budget committee member may receive any type of compensation from the district.

### **Budget Committee Selection**

At its first meeting in July, the Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons during the month of July. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate.

At the first regular Board meeting in August, the Board will review the names of persons filing applications and names of those persons who have served previously and are willing to be reappointed. At the first regular meeting in September, the Board will appoint persons to fill the vacant positions.

## **Budget Committee Length of Office**

The appointive budget committee members will be appointed for three-year terms. The terms will be staggered so that approximately one-third of the appointive members' terms end each year. If any appointive member is unable to complete the term for which he/she was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at the next regular Board meeting.

## **Budget Committee Chairman Selection/Ground Rules**

At its first meeting after appointment, the budget committee will elect a chairman, vice chairman and secretary from among its members. It may also establish such other ground rules as necessary for successful operation of the committee.

## **Budget Committee Process**

A majority of the constituted committee is required for passing an action item. Majority for a 14-member budget committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action.

As provided by law, the committee will hear the budget message presented by the superintendent, receive the budget document, listen to comments and suggestions by patrons and announce the time and place for its future meetings. All meetings of the budget committee are open to the public.

The budget committee may request of the superintendent or business manager any information used in the preparation of or for revising the budget document. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the superintendent or as subsequently revised by the committee.

## **Final Action**

After approval of the original or revised budget document, the budget committee's duties cease. After a hearing on the approved budget is held by the Board, the Board may revise the approved budget or adopt the approved budget as is. Sole responsibility for the final budget adoption rests with the Board.

END OF POLICY

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### **Legal Reference(s):**

[ORS 174.130](#)

[ORS 192.610 - 192.710](#)

[ORS 294.305 - 294.565](#)

**Cross Reference(s):**

BDE - Public Hearings  
DBD - Budget Priorities  
DBG - Budget Hearing