

**West Multnomah Soil & Water Conservation District
Budget Calendar FY2017-18**

| Item | Notes | Dates |
|---|---|-----------------------|
| Confirm budget committee members and solicit new public members if necessary | The budget committee is composed of the elected governing board and an equal number of electors appointed by the governing body. | Now through 1/30/2017 |
| Post notice of Budget Committee openings on website and other media if openings | There is not a specific requirement to publish/post, but it would be helpful for recruiting public members. | 1/11/2017 |
| Appoint Budget Officer at Board Meeting | Required by ORS 294.331. Controller to serve as Budget Officer. | 1/11/2017 |
| Prepare Budget Calendar and send copy to TSCC | Budget Officer to prepare. | 1/11/2017 |
| Appoint public members of Budget Committee at Board Meeting | Budget Committee consists of all Board members plus an equal number (7) of public members. | 3/8/2017 |
| Publish Notice of Budget Committee Meeting | Local Budget Law allows the notice be published one time in a newspaper (5-30 days prior to meeting date) and posted on our website. The newspaper notice (usually Oregonian) must give the website internet address where the notice is posted. | 3/15/2017 |
| Publish 2 nd Notice of Budget Committee Meeting | At least 10 days prior to the meeting. The second notice can be published on our website. It does not need to be published in a newspaper a second time. | 3/15/2017 |
| Prepare Proposed Budget and Budget Message | To be prepared by Budget Officer. | 4/10/2017 |
| Budget Committee Meeting 1 | Public Comments taken at this time. | 4/12/2017 |
| Budget Committee Meeting 2 | Second meeting, if necessary, to approve budget. This is a continuation of the Budget Committee meeting. | 4/26/2017 |
| File Approved Budget with TSCC | The sooner of May 15 th , or at least 30 days before Budget Hearing. | 5/15/2017 |
| Publish Notice of Budget Hearing | To be published in The Oregonian 5 to 30 days before hearing. | 5/18/2017 |
| Budget Hearing | For acceptance of Public Comment on the Budget. | 6/14/2017 |
| Enact Resolutions | Adopt budget, make appropriations, impose & categorize tax. By June 30. These MAY be adopted the same day as the Budget Hearing, but it is best to allow time between the Hearing and adoption in order to consider any public testimony given at the Hearing and make appropriate adjustments. | 6/14/2017 |
| File Adopted Budget with TSCC | Due within 15 days of adoption. Include response, if applicable, to Certification Letter. | 6/28/2017 |
| Submit resolutions and tax certification documents to County Assessor's Office | Copies must be sent to Multnomah, Columbia and Washington Counties by July 15. | 7/15/2017 |
| File copies of budget with County Clerk | Copies must be sent to TSCC (in lieu of Multnomah County), Columbia and Washington Counties by September 30. | 9/30/2017 |