

**West Multnomah Soil & Water Conservation District
Budget Calendar FY2023-24**

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.	December and January
Post notice of Budget Committee openings on website and other media	There is not a specific requirement to publish/post, but it is helpful for recruiting public members.	January
Prepare Budget Calendar	Calendar posted on website and sent to the Tax Supervising & Conservation Commission (TSCC).	1/13/2023
Appoint Budget Officer by resolution at Board Meeting	Required by Oregon Revised Statutes (ORS) 294.331. Controller to serve as Budget Officer.	2/21/2023
Appoint new public members of Budget Committee at Board Meeting (ORS 294.414)	Budget Committee consists of all Board members plus an equal number (7) of public members.	3/21/2023
Publish Notice of Budget Committee Meeting (ORS 294.401)	Per Local Budget Law, the first notice is published in a newspaper (5-30 days prior to meeting date); if second notice is posted on District website, the newspaper notice must give the website address where the notice will be posted.	3/22/2023
Publish 2 nd Notice of Budget Committee Meeting	At least 10 days prior to the meeting. The second notice may be published on our website. There is not a requirement that it be published in a newspaper a second time.	3/29/2023
Prepare Proposed Budget and Budget Message	Prepared by Budget Officer. Post on Website and send link to Budget Committee Members.	4/17/2023
Budget Committee Meeting 1	Public Comments taken at this time.	4/18/2023
Budget Committee Meeting 2	Second meeting, if necessary, to approve budget.	4/25/2023
File Approved Budget with TSCC	At least 30 days before Budget Hearing and no later than May 15th; TSCC reviews and prepares Certification Letter.	5/15/2023
Publish Notice of Budget Hearing (ORS 294.448)	To be published in widely distributed newspaper 5 to 30 days before hearing.	5/25/2023
Budget Hearing (ORS 294.453)	For acceptance of Public Comment on the Budget.	6/20/2023
Enact Resolutions (ORS 294.456)	Adopt budget, make appropriations, impose & categorize tax by June 30. These may be adopted the same day as the Budget Hearing, but it's possible to delay adoption, if necessary, in order to consider any public testimony given at the Hearing and make appropriate adjustments.	6/20/2023
File Adopted Budget with TSCC	Due within 15 days of adoption. Include response, if applicable, to Certification Letter.	7/5/2023
Submit resolutions and tax certification documents to County Assessor's Office (ORS 294.458)	Copies must be sent to Multnomah, Columbia, and Washington Counties by July 15.	7/15/2023
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.	9/30/2023