

BEND-LA PINE SCHOOLS
Administrative School District No. 1
Deschutes County, Oregon
ADMINISTRATIVE REGULATION

Name: District Budget
Section: Fiscal
Code: DB-AR

In conjunction with the selection by the Board of the seven citizen members of the budget advisory committee, the business office will:

1. Generate a budget timetable and, if needed, proper election date for presentation and action by the Board. The timetable and election date shall be in accordance with legislative guidelines;
2. Prepare and distribute budget forms to appropriate personnel for completion of estimated revenues and expenditures;
3. Summarize and prepare completed budget forms for review, revision and action by of the administration and the budget advisory committee;
4. Implement proper notifications, publications and election procedures in accordance with statutes governing local budgets upon the approval of the budget document by the Board.

The Board shall establish budget priorities for the ensuing year. The priorities will be based upon the needs identified through the district's budget planning process and by the Board. Once the goals and priorities have been established, the Board will explore means to provide adequate funds and resources for their accomplishment.

Following the public hearing on the budget, modifications of the budget deemed necessary as a result of the hearing and no later than June 30, the Board will adopt the budget, make appropriations and certify the property tax levy amount to the county assessor.

Changes in the budget document:

1. Object Codes: Over expenditures in budgeted object codes shall have the approval of the center manager (of the facility involved);
2. Object Classifications: Over expenditures in object classification shall have approval of the center manager;
3. Function Codes: Over expenditures in function codes shall require approval of the superintendent and the information shared with the Board;
4. Function Classification: Over expenditures in function classification shall require Board approval.