CRFR 2023-24 Budget Calendar

ORS 294.426 Dates Prepare Proposed Budget 3/1/23 Budget worksheets to Departments. ORS 294.426 3/31/23 Departments return completed budget request forms to Finance. Prepare Proposed Budget 3/1023 Departments return completed budget request forms to Finance. ORS 294.426 3/31/23 Departments return completed budget committee Members at Board Meeting. Appoint Budget Officer 4/11/23 Appoint acting Budget Committee meeting notice for publication on 5/15/23. The publication date should list the first date of the actual meeting and any additional dates if necessary. Publish <u>no more</u> than 30 days before the meeting. Obtain affidavit of publication from newspaper. ORS 294.401 Submit 2nd meeting and any additional dates if necessary. Publish <u>no later</u> than 6/7/23 or 5 days before the meeting OR post on website at least 10 days before the meeting. Obtain affidavit of publication from newspaper. ORS 294.426 6/13/23 Committee meets to receive the 2023-24 budget message and budget presentation of the proposed budget. Proposed budget presentation. ORS 294.428 When the Budget Committee is satisfied with the budget, including any additions or deletions, it is approved and forwarded to the Board for the adoption process. ORS 294.438 6/14/23 LB-1 - Submit newspaper publication of financial summary, notice of budget hearing. Publish <u>no later</u> than 06/21/23 or 5 days before the hearing. Obtain affidavit of publication from	ORS Requirement	Timeline / Due	<u>City Process</u>
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Updated as of March 14, 2023