

DALLAS SCHOOL DISTRICT NO. 2
Dallas, Oregon

PROCEDURES FOR BUDGET COMMITTEE MEMBERS

In order to assure interested patrons of Dallas School District No. 2 of the right to be heard concerning budget matters and to receive information requested, the following procedures will be followed for all budget committee meetings:

1. An agenda will be printed for each work session to identify areas of the budget that will be considered at that session.
2. Within the agenda, a period of time not to exceed 45 minutes, generally, will be allocated for questions, comments, etc. from visitors. If this time is not needed, the work session shall precede.
3. The question period shall precede the work session or may be interspersed within the work session at the direction of the budget committee chairperson.
4. Comments, questions or points of view shall be related to the areas of the budget under consideration and shall be confined to the time period(s) identified in these procedures.
5. Please allow adequate time to research questions prior to the budget committee meeting. Andy Bellando or Tami Montague may be contacted to request research topics.

DUTIES OF THE BUDGET COMMITTEE

1. The committee hears the budget message, receives the budget document and announces the time and place for its subsequent meetings.
2. Minutes are kept and made available upon request.
3. The committee reviews the budget as proposed and makes needed changes.
4. The committee may request information for the preparation or revision of the budget document.
5. The committee does not approve new personnel, employee contracts or salary schedules.
6. The budget committee may direct the administration to make increases or decreases in the approved budget.
7. The committee approves the budget document as submitted or revised and recommends a level of spending for the year. It also specifies the property tax rate of amount for all funds in the approved budget.
8. After budget approval, the duties of the budget committee cease. The document is presented as approved to the board at the budget hearing.
9. The board may make additional adjustments as necessary, however, the amount of estimated expenditure may not be increased by more than 10% or \$5,000 whichever is greater.
10. The board may reconvene the budget committee at a later date if financial conditions in the district change.