



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

FY23 Budget Calendar

Action	Due Date	Complete
1. Appoint Budget Officer, approve Budget Calendar <ul style="list-style-type: none"> • Appoint Fiscal Manager as Budget Officer • Budget Calendar: Prepared by Budget Officer. Minutes of January board meeting should reflect receipt of Budget Calendar from Budget Officer 	January 11	
2. Appoint Budget Committee (BC) <ul style="list-style-type: none"> • Review Budget Committee recommendations from Budget Officer • Budget Committee consists of all elected Board members plus community members appointed by the Board. Community members serve a 3-year staggered term 	February 8	
3. Prepare proposed budget <ul style="list-style-type: none"> • Budget Officer works with District Manager to prepare FY23 proposed budget • Must be posted on website by March 11th 	March 4	
4. Publish notice of BC meeting in newspaper and on website <ul style="list-style-type: none"> • Newspaper notice must be published 5-30 days before first meeting, and must include website address • Website notice must be published at least 10 days before first meeting 	March 11	
5. Budget Committee meeting 1 <ul style="list-style-type: none"> • No public questions or comments taken at this meeting • A quorum of the Budget Committee is required • Appoint Presiding Officer of Budget Committee • Review budget message and make revisions in budget if needed 	March 22	
6. Budget Committee meeting 2 <ul style="list-style-type: none"> • A quorum of the Budget Committee is required • Public questions and comments welcome • Final discussion and revisions to budget if needed • Approve expenditures for each fund • Approve overall budget • Approve property tax rate to be levied 	April 5	

<ul style="list-style-type: none"> Forward the budget and tax rate to the District Board 		
7. Publish notice of budget hearing <ul style="list-style-type: none"> Publish in Register Guard and on District website 	May 3	
8. Hold budget hearing <ul style="list-style-type: none"> Board will receive public comment and respond to questions about the budget and the fiscal policy decisions reflected in the budget A quorum of the Board is required Hearing will be held prior to monthly BOD meeting 	May 10	
9. Enact Resolutions to adopt, etc <ul style="list-style-type: none"> Resolutions to adopt budget, make appropriations, impose and categorize tax All tasks must be finished by June 30 	June 14	
10. Submit tax certification documents <ul style="list-style-type: none"> LB-50 Budget Resolution 	By July 15*	
11. Send copy of all budget documents to county clerk <ul style="list-style-type: none"> Complete budget document (pg 64 of LBM) 	By Sept 30*	

**ORS 305.820(2) states that if any deadline that needs to be filed to tax collector or county falls on a weekend or holiday, then the deadline is extended to the next business day.*

NOTE: No member of the Budget Committee, including Board members, may receive compensation for serving on the Committee.

All board meetings, Budget Committee meetings, and the Public Hearing will be held virtually due to ongoing pandemic conditions. For information, meeting times and login information email admin@uwsxcd.org.