Sample Budget Calendar

	Sample Dates
1. Appoint budget officer.	December 7
2. Appoint budget committee members.	January 5
3. Prepare proposed budget.	February 28
4. Print 1st notice of budget committee meeting (not more than 30 days before the meeting).	March 16
5. Print 2nd notice of budget committee meeting (at least 5 days after 1st notice, but not less than 5 days before the meeting).	March 24
6. Budget committee meets.	March 30
7. Budget committee meets again, if needed.	April 6
8. Publish notice of budget hearing (5 to 30 days before the hearing).	April 19
9. Hold budget hearing (governing body).	May 4
10. Enact resolutions to: Adopt Budget Make appropriations Impose and categorize taxes.	June 29
11. Submit tax certification documents to the assessor by July 15.	July 12

The Budget Process

According to Oregon Law (ORS 294), the City of Ashland must prepare and adopt a balanced budget annually.

In December, meetings are held with department heads, the Mayor, and City Council to set goals and priorities for the upcoming year. In April, a preliminary budget is prepared and presented to the Budget Committee, which, by law, comprises the Mayor, City Councilors, and seven citizen members.

A summary of the recommended budget is published in the local newspaper. The City Council holds a public hearing prior to July 1, which may result in further changes. If a change will increase property taxes or increase expenditures within a fund by more than ten percent or $5,000, whichever is greater, the budget must be referred back to the Budget Committee. The City Council adopts the budget and levies taxes prior to June 30 each year. The adopted budget is filed with the county clerk and State of Oregon, and the Property Tax Levy is certified to the County Assessor by July 15 each year.

The Budget Amendment Process

Oregon Budget Law allows for amendments to the City budget for reasons unforeseen at the time of adoption. The City Council may adopt resolution changes that decrease one existing appropriation and increase another. Certain changes of ten percent or less to any fund require a supplemental budget. Changes over ten percent to any fund require a supplemental budget process similar to the annual budget requiring a public hearing. Further detail may be found in (ORS 294).

The Budget Committee

The Budget Committee is composed of the Mayor, City Councilors, and seven citizen members appointed by the governing board.

The appointed members:

- Must live in the City of Ashland,
- Cannot be officers, agents, or employees of the local government,
- Serve three-year terms that are staggered so that approximately one-third of the terms end each year, and
- Can be spouses of officers, agents, or employees of the Municipality.

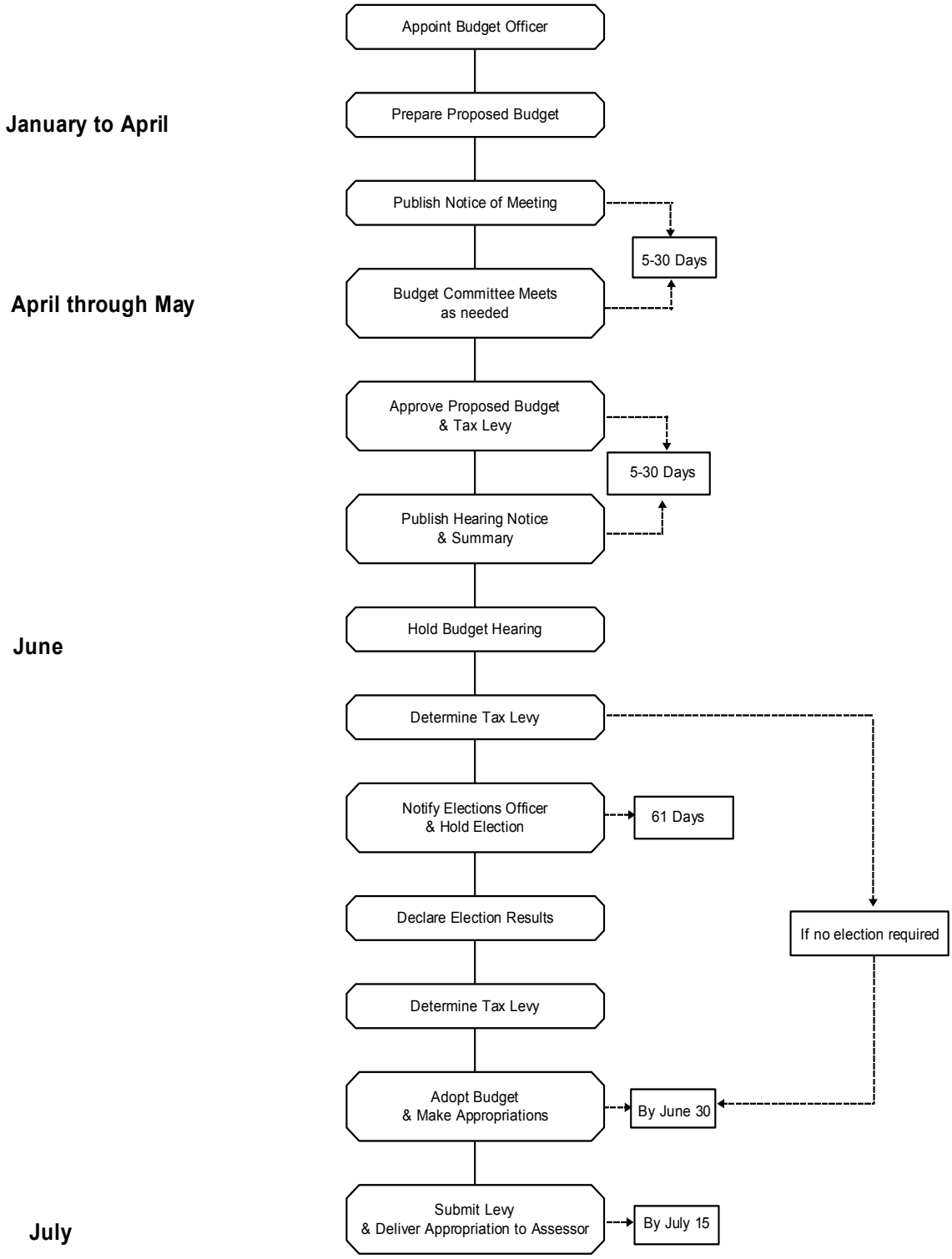
The Budget Basis

The budgets of the General Fund, special revenue funds, capital projects funds, debt service funds, trust funds, and the Parks and Recreation Department (with the exception of the Golf Course Fund) are prepared using the *modified accrual*

method of accounting. This means that obligations of the City are budgeted as expenses when the related goods or services are available for use rather than when invoices are paid. However, revenues are recognized only when they are actually received. The enterprise funds, internal services funds, and the Golf Course Fund are accounted for using the *accrual basis of accounting*, under which revenues are recorded when earned and costs and expenses are recorded when the related goods and services are received or used in operations.

The City of Ashland manages its finances according to generally accepted accounting principles (GAAP). During the year, expenditures and revenues are closely monitored to ensure compliance with the adopted budget and state law. Monthly budget comparisons are distributed to management. Quarterly financial reports, prepared on the budgetary basis of accounting, are distributed to the Budget Committee, the Audit Committee, and the general public. Annually, an audit is performed and filed with the State of Oregon by an independent certified public accountant. The City of Ashland publishes an annual financial report that documents the City's budgetary performance and the financial health of the City. This report compares budgeted to actual revenues and expenditures, thus documenting the City's budgetary compliance.

The Budget Process



City of Ashland
Budget Committee Meeting History

	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07
Social Service Grant Subcommittee	NA	3/12, 3/13	NA	3/9, 3/10	NA
Economic & Cultural Development Grant Subcommittee	3/13, 3/14	3/5	5/20, 5/26	3/30, 3/31	4/5, 4/6
Budget Message, Departmental Presentation	4/11	4/24	4/29	5/2	4/20
Departmental Presentation	4/18	4/26*	5/3	5/5	4/24
Departmental Presentation	4/25	5/3*	5/5	5/11	4/27
Departmental Presentation	5/2	NA	5/6	5/12	5/4
Departmental Presentation	5/9	NA	5/12	5/16	5/10
Departmental Presentation	NA	NA	NA	NA	5/18
Departmental Presentation	NA	NA	NA	NA	5/22
Wrap Up and Approval, Set Tax Rate	5/16	5/8	5/13	5/19	5/24
Number of Meetings	6	4	6	6	8

*Meeting was on Saturday beginning at 8am

Total Budget Meetings in hours	13.75	15.75	11	15.5	17.25
Average per meeting (excluding Grants)	2.29	3.94	1.83	2.58	2.16

The last subcommittee meetings were held in May 2000.