

**Budget and Elections Calendar  
For Fiscal Year 2016-2017  
(For the Development of FY 2017-2018 Budget)**

## **2016**

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**July 13th**

Board declared budget committee vacancies  
Zone 1 - 3 years  
Zone 2 - 1 year  
Zone 4 - 3 years  
Zone 6 - 2 years  
Zone 7 - 1 years

**September 14th**

Board Resolution Adopting Budget and Elections Calendar for Fiscal Year 2016-2017

**September 15th Post on District Website ([www.esd108.org](http://www.esd108.org))**

Submit vacancies and application due dates for budget committee vacancies to the Estacada News  
Zone 1 & 4 - 3 year term  
Zone 6 - 2 year terms  
Zone 2 & 7 - 1 year term

**September 22nd**

Vacancies for budget committee members published in the Estacada News

**October 12th**

Board appoints budget committee members (if necessary)

**November 9th**

Board appoints budget committee members (if necessary)

**December 1-31st**

Building and program managers verify staffing and current budget.  
Develop budget requests

**December 14th**

Board Appoints budget committee members (if necessary)

## **2017**

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**January 1st - April 14th**

Update revenue forecast for FY 16-17 and FY 17-18 based upon January ADMr reports  
Management team works through budget requests to bring revenue and expenditures into line.

**January 11th**

Board appoints budget committee members (if necessary)

**February 8th**

Board workshop to review FY 15-16 Audit

**March 8th**

Budget committee workshop and orientation  
Overview of District's financial status as of June 30, 2016  
Status of budget development activities  
Orientation regarding roles and responsibility of budget committee

**April 6th**

Submit publication for budget committee meetings to the Estacada News to be published in their April 13th edition. Note in publication that the second notice will be posted on the Estacada Web Site.

**April 12**

Budget committee program workshop and orientation  
Building/Program administrators will share with the budget committee how budget discussions are impacting their programs  
Revenue/Expenditure update

**April 21st**

Post the 2nd notice of budget committee meetings on the Districts website.  
(ORS 294.426 (5)(c), ORS 294.311 (35))

**April 24th**

All final decisions regarding proposed budget determined

**April 25th - May 1st**

Proposed budget in production

**May 3rd**

Proposed Budget is distributed to budget committee (ORS 294.426 (6))

**May 4th**

Proposed Budget is available for review at District Office

**May 10th**

First budget committee meeting (public comment invited) (ORS 294.426 (1))

**May 15th, 17th and 22nd**

Additional budget committee meetings if necessary.

**May 25th**

Publish Notice of Budget Hearing and a Summary of the Approved Budget (ED1) in the Estacada News to be published in their June 1st edition. (ORS 294.438)

**June 14th**

Hold Budget Hearing (ORS 294.453 and ORS 294.456)  
Enact Resolutions to:  
Adopt Budget (ORS 294.456)  
Make Appropriations (ORS 294.456 (3))  
Impose and Categorize Taxes (ORS 294.456 (1))

**July 15th**

Tax Levy Certified to County Assessor (ORS 310.060 (1))