

Budget Committee Training
Wednesday, April 15, 2026 5:00 PM

Kalmiopsis Elementary/Room 51
650 Easy St
Brookings, Oregon 97415

Agenda

1. Call Meeting to Order
2. Budget Committee Work Session (Orientation & Training)
3. Adjournment



BUDGET DEVELOPMENT WORK SESSION

BUDGET COMMITTEE MEMBERS

Board Members

❖ Jay Trost (Chair)	June 30, 2027
❖ Trish Walker (Vice Chair)	June 30, 2027
❖ Janece Payne	June 30, 2029
❖ Alan Nidiffer	June 30, 2029
❖ Katherine Johnson	June 30, 2029


Term Ends

Appointed Community Members


❖ Dona Dotson	June 30, 2028
❖ Nathan Hanscam	June 30, 2026
❖ Kelsey Bozman	June 30, 2028
❖ DeAnne Varitek	June 30, 2026
❖ Sonya Billington	June 30, 2026

Term Ends

TODAY'S OUTCOMES

- Understanding what is a Budget
 - Understanding the Role of the Budget Committee
 - Understanding Account Codes
 - Understanding the Budget Process
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WHAT IS A BUDGET?

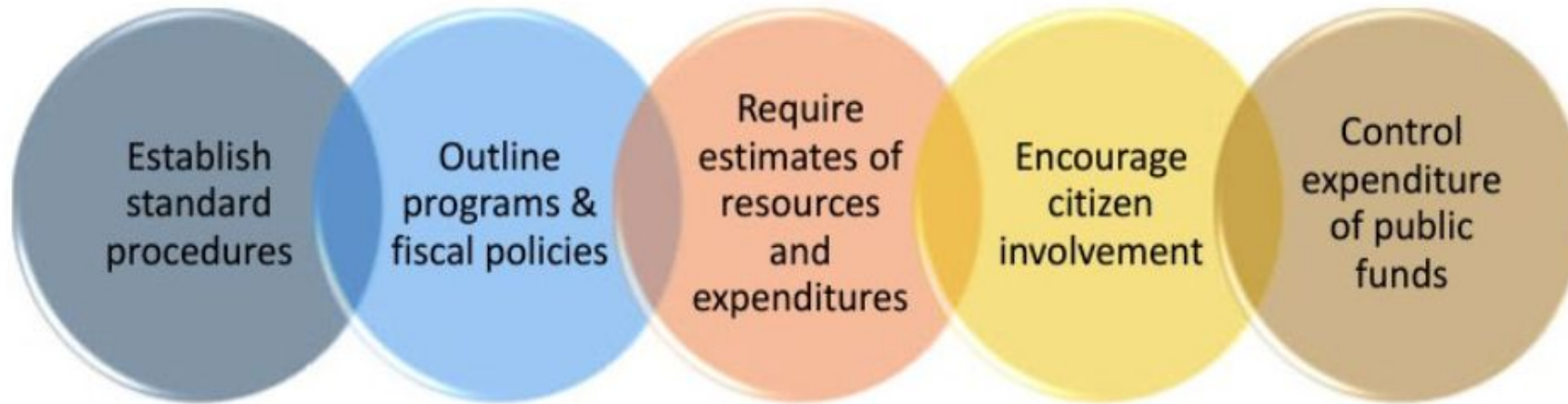
- A written report showing the district's comprehensive financial plan for one fiscal year.
 - Provides an estimate for the current and upcoming budget periods.
 - The budget is the basis for appropriations, which create the authority to spend public money.
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LOCAL BUDGET LAW

Oregon Department of Revenue




PURPOSE OF THE BUDGET LAW



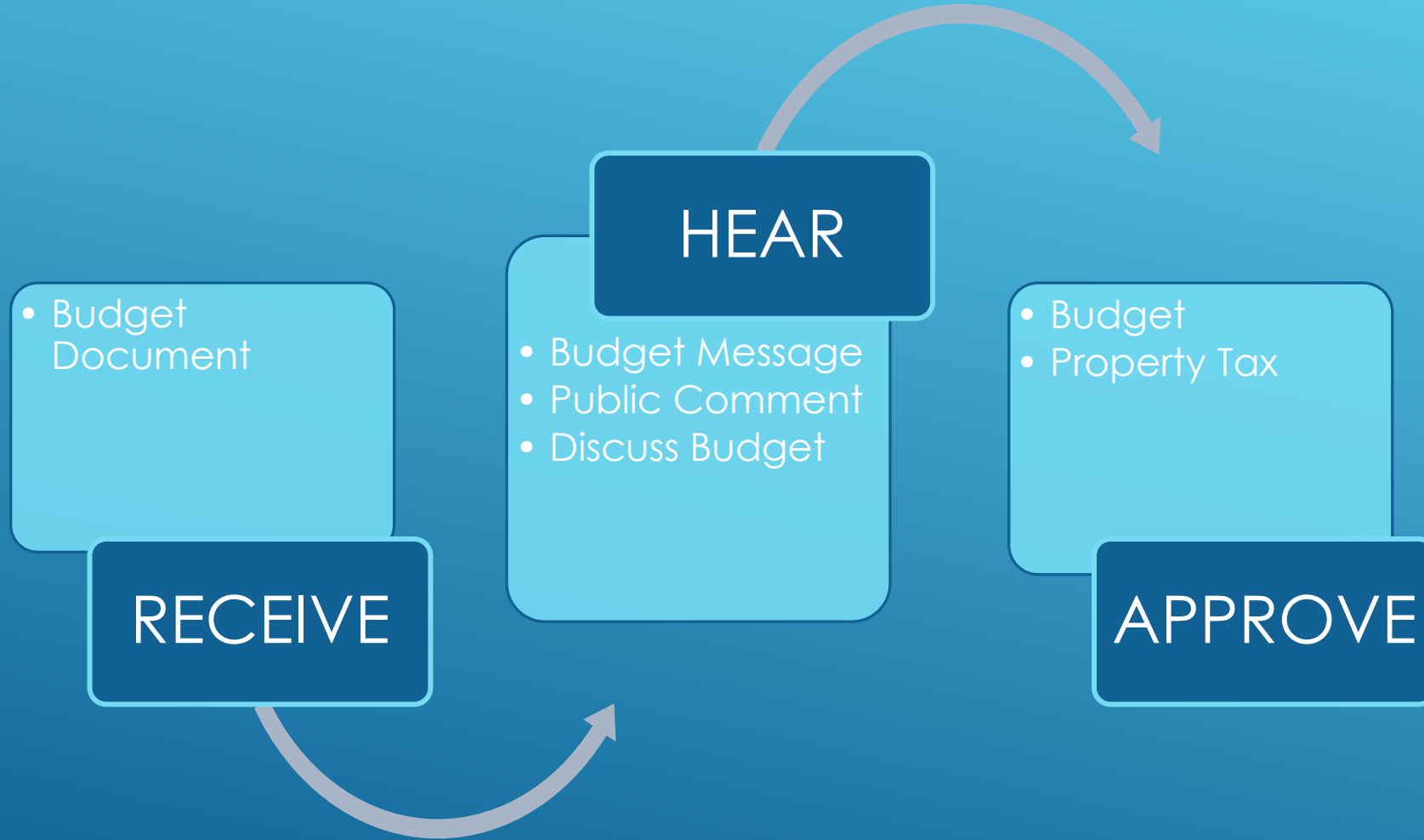
LOCAL BUDGET LAW

- Estimating Resources
 - Each District shall estimate in detail its budget resources for the ensuing year by funds and sources
 - An estimate is an approximate calculation or an opinion formed from imperfect data
 - All resource and requirement estimates should be based on “good faith”
 - They should be reasonable and be reasonably likely to prove correct, based on the known facts at the time


WHAT HAPPENS DURING A BUDGET COMMITTEE MEETING?

- Elect Officers
 - Superintendent presents the budget message
 - Budget committee members:
 - Asks questions
 - Request information for clarification
 - Receive input from citizens
 - Approve the Budget
 - Establish property tax rate for all funds
- 


WHAT DOES THE BUDGET COMMITTEE DO?



WHAT THE BUDGET COMMITTEE DOES NOT DO

- Determine Salaries
 - Add or Delete Programs
 - Adopt Polices
 - Determine Staffing Levels
 - Adopt the Budget
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WHAT DO THE NUMBERS MEAN?

- The budget is developed using a Chart of Accounts developed by the Oregon Department of Education.
 - The numbers are taken from the Program Budgeting and Accounting Manual (PBAM)
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ACCOUNT CODE STRUCTURES

Fund

- 100 General Fund
- 200 Special Revenue Funds
- 299 Nutrition Services Fund
- 300 Debt Service Funds
- 400 Capital Projects Fund

Function

- 1000 Instruction
- 2000 Student Services
- 3000 Enterprise and Community Services
- 4000 Facilities and Construction
- 5000 Other Uses
- 6000 Contingencies
- 7000 Unappropriated Ending Fund Balance

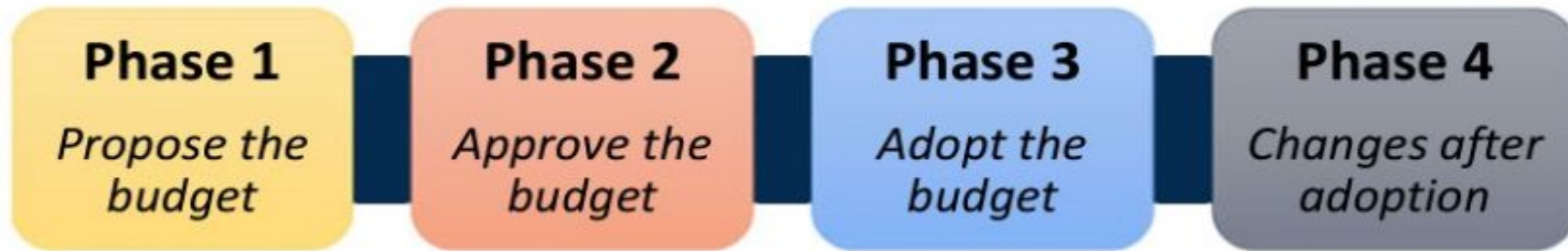
Object

- 100 Salaries
- 200 Associated Payroll Cost
- 300 Purchased Services
- 400 Supplies and Materials
- 500 Capital Outlay
- 600 Other Objects
- 700 Transfers
- 800 Other Uses of Funds

REVENUE


- Revenue or Resources collected by school districts are classified into 5 categories.
 - 1000 Local Sources
 - 2000 Intermediate Sources
 - 3000 State Resources
 - 4000 Federal resources
 - 5000 Other Sources
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THE BUDGET PROCESS




THE BUDGET PROCESS

Phase 1: Propose the Budget

- Actual Information for two prior years (audited #'s)
 - Budget amount for the current fiscal year
 - Proposed amount for next year
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THE BUDGET PROCESS

Phase 2: Approve the Budget

- Budget Committee Meeting: Consists of the Board and other community members appointed by the Board.
 - The Budget Committee approves the budget.
 - Could be one or multiple meetings.
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THE BUDGET PROCESS


Phase 3: Adopt the Budget

Action Changes from the Budget Committee to the Board.

- Board
 - Adopts the Budget (Must occur before July 1 of each year)
 - Makes appropriations
 - Impose each tax levy
 - Categorize the Tax

THE BUDGET PROCESS

Phase 4: Changes after the Adoption

- Does not require the Budget Committee
 - Action is taken by the Board
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Resources

[Oregon Local Budgeting Manual](#)

[PBAM](#)

[BHSD 2526 Adopted Budget](#)

QUESTIONS?

Helena Chirinian- Superintendent
541-469-7443 ext. 5106

Dede Corpening- Director of Fiscal Services
541-469-7443 ext. 5104

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