

# Clatsop Community College

Code: **3.005**  
Adopted: **1995**  
Revised: **2/14/06**

## COLLEGE BUDGET PREPARATION & MANAGEMENT

The College budget as adopted by the Board of Directors will serve as the financial plan of operation and will include estimates of revenues and expenditures for a given period.

The President has the overall responsibility for budget preparation and management. The President will develop procedures, as necessary, to ensure that the proposed budget is developed through the shared governance process and in accordance with local and State law.

The Board will designate a budget officer who will act under the direction of the President and will be responsible for the preparation of the budget document. The budget officer will be responsible for delivering information regarding the budget approval to the county assessor as required by law.

The Board will appoint seven community members to serve along with themselves as members of the district's Budget Committee. The Board will appoint a replacement to complete the term if any appointed member is unable to complete the term for which he/she was appointed.

The Board will conduct budget hearings in accordance with state and local budget law. After the public hearings, the Board will approve resolutions to adopt the budget, make appropriations, and impose and categorize taxes. It will complete this work no later than June 30.

The Board will authorize the President and his/her designees to make expenditures and commitments in accordance with the policies of the Board and the approved budget.

The President or his/her designee will notify the Board of substantial changes in expected revenues or unusual expenditures so the budget may be adjusted as necessary.

END OF POLICY

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Legal Reference:

ORS Chapter 341  
ORS Chapter 294