



**PHILOMATH SCHOOL DISTRICT 17J**  
**Philomath, Oregon**

**2023-2024 BUDGET PREPARATION CALENDAR**

- October 20, 2022 \* Board selects and fills by Appointment all Budget Committee Vacancies \*\*(vacancy extended to November 30, 2022. Board to appoint last committee member at December 12<sup>th</sup> board meeting)
- December 8, 2022 \* Fall Informational Meeting: DO Board Room, Thursday, 5:30 pm
- Ongoing \* Review of Enrollment/Staffing/Budget Issues by District and Site Staff
- January 19, 2023 \* Adoption of the Budget Calendar by the Board of Directors**
- March 9, 2023 \* Budget Work Session #1: ~~DO Board Room~~ High School Community Conference Room, Thursday, 6:00 pm**
- April 13, 2023 \* Budget Work Session #2: DO Board Room, Thursday, 6:00 pm (only if necessary)**
- April 27, 2023 \* Publication of first public notice of Budget Committee meeting (not more than 30 days before the meeting)
- May 4, 2023 \* Early Release of Draft Budget Document (7 days prior to Budget Meeting)
- May 11, 2023 \* First Budget Committee Meeting: Present proposed budget and budget message; DO Board Room, Thursday 6:00 p.m. - includes Community Listening Session & Budget Approval**
- May 25, 2023 \* Second Budget Committee Meeting: DO Board Room, Thursday 6:00 p.m. (only if necessary)**
- June 1, 2023 \* Publication of Notice of Budget Hearing, Financial Summary and Fund Summaries (not more than 30 days nor less than 5 days prior to the hearing)
- June 15, 2023 \* Regular Board Meeting & Public Budget Hearing on budget as approved by Budget Committee: DO Board Room, Thursday 7:00 p.m.**
- Adopt final budget and make appropriations. The amount of tax levy in the published budget may not be increased, a new fund added, or expenditures increased by more than 10 percent without full republication and another public hearing.**
- July 1, 2023 \* Levy Certified to Assessor (No later than July 15, 2023)
- December 2023 (TBD) \*Follow Up Meeting to Discuss Results/Begin Discussion on FY 2024-25 Budget