

**ARCH CAPE SANITARY DISTRICT  
POLICY 15-02 SD - BUDGET POLICIES**

Arch Cape Sanitary District (ACSD) is subject to Oregon's Local Budget Law, ORS 294.305 – 294.565. It is the policy of ACSD to comply with Local Budget Law.

ACSD will prepare a schedule for budget preparation each year, to be completed and available for public review no later than the second Friday of March. The schedule will include dates by which the following will be completed:

- Appointment of budget officer
- Appointment of budget committee
- First meeting of budget committee and release of the Proposed Budget (including the legally-required budget message)
- Preliminary schedule of subsequent budget committee meetings
- Budget committee approval of the budget
- Board adoption of the budget and other required resolutions, which must be more than 5 and less than 30 days after budget committee approval.

ACSD relies on the Special Districts Association of Oregon's Management & Policy Resource Guide, Chapter 3 – Budgeting, as a summary of Oregon Local Budget Law and a practical guide for its implementation.

**Adopted : February 13, 2015**