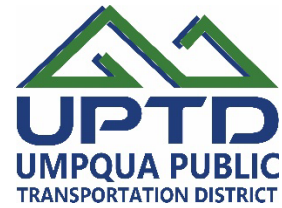


2024 UPTD Budget Timeline



1/8/2024 – UPTD Board will:

1. **Appoint a Budget Officer** in accordance with ORS 294.414 (renumbered from 294.336).
2. **Appoint Budget Committee**
3. Approve the timeline for the Budget process.

1/9/2024 - The approved Budget Timeline will be provided via email to the members of the Budget Committee as early notification in an effort to prevent scheduling conflicts.

2/12/2024– **Prepare proposed Budget.** Budget instructions shall be reviewed with the Management Team and issued to departments by February 12. These instructions will include base funding amounts and target allowances.

3/29/2024 – **Publish Notice for the Budget Committee meetings** (ORS 294.401) Notice is sent out to the Budget Committee members (via email), is posted to the UPTD website and is sent to the News Review to be posted to Public Meeting Notices. The requirement is to ensure Notice of the Budget Committee Meeting is published on or before April 5, which is 10 days prior to the first UPTD Budget Committee meeting. Posting on the UPTD website eliminates the need to publish twice.

Email an electronic copy of the budget to Budget Committee members with a reminder to look for the physical delivery. Committee members may request a mailed copy in place of delivery if they prefer.

4/01/2024 - Hand deliver hard copies of the proposed budget to Budget Committee members.

4/15/2024 - 5:30 PM **First Budget Committee Meeting**

4/16/2024 - 5:30 PM Second Budget Committee Meeting (If Needed)

4/22/2024 - 5:30 PM Third Budget Committee Meeting (If Needed)

4/23/2024 - 5:30 PM Fourth Budget Committee Meeting (If Needed)

4/24/2024 – **Publish budget summary and notice of budget hearing** (ORS 294.448, renumbered from 294.421). When Budget Committee approves the budget, Notice for the Budget Hearing is sent to News Review and posted to UPTD website.

5/13/2024 - **Hold Budget Hearing.** BUDGET HEARING TAKES PLACE ON THE AGENDA FOR THE MAY MEETING.

Adopt budget and make appropriations. The Board of Directors passes Resolution to Formally Adopt the Budget and Make Appropriations for the next Fiscal Year. Budget Adoption follows Budget Hearing.

5/14/2024 - News release on the adopted budget shall be provided to the District newspaper, by the Management, for publication in the next issue following adoption.