



# CITY OF DONALD

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[www.donaldoregon.gov](http://www.donaldoregon.gov)

## Budget Committee Description of Service

The Budget Committee is a local government's fiscal planning advisory committee. The governing body of each local government must establish a Budget Committee (ORS 294.414, renumbered from 294.336). The Budget Committee is composed of the governing body and an equal number of electors appointed by the governing body. An elector is a qualified voter who, for example, has the right to vote for a ballot measure submitted by the local government.

The Budget Committee typically meets once a year in Donald. Donald's budgets are from July 1 to June 30. The Budget Committee is responsible for reviewing staff's proposed balanced budget.

You are applying to be an appointive member on the Donald Budget Committee. Appointive members of the Budget Committee are appointed for three-year terms. Appointed Budget Committee members may be reappointed for additional terms, at the discretion of the governing body.

- Spouses of officers, agents or employees of the local government may service on the Budget Committee if they are qualified electors and not themselves officers, agents or employees.
- All members of the Budget Committee have an equal authority. Each member's vote counts the same. Any member can be elected by the committee as its chair.
- No member of the Budget Committee (including governing body members) may receive any compensation for their services as a member of the Budget Committee [ORS 294.414(3), renumbered from 294.336(3)].

Budget Committee members should develop a general understanding of the budget process, the departments or programs included in the budget document, and the legal constraints imposed on the local government's tax levy after Budget Committee approval. "Local Budgeting in Oregon" (150-504-400) is recommended as a good source for Budget Committee members for information on the basics of taxation and budget law. You can request copies of the booklet by calling the Oregon Department of Revenue – Property Tax Division at 503-945-8293. This publication can also be found at:  
[https://www.oregon.gov/DOR/forms/FormsPubs/local-budgeting-oregon\\_504-400.pdf](https://www.oregon.gov/DOR/forms/FormsPubs/local-budgeting-oregon_504-400.pdf)

The City of Donald's Budget is available on the City's <http://www.DonaldOregon.gov> under the *Administration, Budgets & Audits* tab.

*By signing you acknowledge that you have read the Budget Committee Description of Service and meet the qualifications required to serve on the Budget Committee.*

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Signature

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Date