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**The 2020-21 ADOPTED BUDGET CHECKLIST**

To Be Filed with TSCC



#### TSCC Use Only

District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What to include:**

1. Budget Message - ORS 294.403
2. Proof of Publication of Public Hearing and Financial Summary - ORS 294.438

* Send a copy of the actual publication that includes the date published **OR** an affidavit of publication from the newspaper **which includes the notice and the date.**
* If mailed or hand delivered send a copy of the notification and an explanation of how delivery was accomplished.

1. All Budget Detail Sheets of Resources and Requirements - ORS 294.358
2. Resolutions: Adopt the Budget; Make Appropriations; Levy and Categorize Taxes - ORS 294.456
3. Response to any TSCC Objections or Recommendations - ORS 294.456(2)
4. LB-50, ED-50 or UR-50 - Certification to Assessor Form - ORS 310.060
5. Chart showing Requirements by Object, Total All Funds, 2020-21 Adopted Budget Column (only if requirements changed between Approved and Adopted)
6. Chart showing number of positions (FTE), Total All Funds, 2020-21 Adopted Budget column (only if number of positions changed between Approved and Adopted).

**When and how the budget should be filed:**

* + File your adopted budget with TSCC as soon as possible after adoption.
  + Contact us if you are unable to file it by July 31.
  + Email this checklist and the budget document to TSCC.
  + Budget documents greater than 100 pages should also be mailed to TSCC at:

## TSCC

PO Box 8428

## Portland, OR 97207