



The 2024-25 ADOPTED BUDGET DOCUMENTS CHECKLIST To Be Filed with TSCC

District _____ **Date Submitted:** _____

What it should include:

- _____ 1. Budget Message - ORS 294.403
- _____ 2. Proof of Publication of Public Hearing and Financial Summary - ORS 294.438
Include proof of publication in the newspaper. If notice was mailed or hand delivered, attach a copy of the notification and an explanation of how delivery was accomplished.
- _____ 3. All Budget Detail Sheets of Resources and Requirements* - ORS 294.358
- _____ 4. Resolutions: Adopt the Budget ___ Making Appropriations ___ Levy and Categorize Taxes ___ - ORS 294.456
- _____ 5. Response to any TSCC Objections or Recommendations - ORS 294.456(2) or N/A
- _____ 6. LB-50, ED-50 or UR-50 - Certification to Assessor Form - ORS 310.060
- _____ 7. Chart showing Requirements by Object, Total All Funds, 2024-25 Adopted Budget column completed
- _____ 8. Chart showing number of positions (FTE), Total All Funds, 2023-24 Adopted column (*only if number of positions changed between Approved and Adopted*).

**Please note this requirement is for the budget numbers, not the full budget document. Budget detail sheets in an Excel format are preferred. If your official adopted budget document contains the items above and is ready by the July deadline, you may submit that rather than submitting each item individually.*

When it should be filed:

File your adopted budget related documents with TSCC by **July 15, 2024**. The complete budget book is due September 30 and can be submitted to TSCC electronically. If you need additional time, please request an extension by e-mail.

Email this checklist and the budget documents to TSCC.