

Ordinance Number 4.001. Amended by Resolution No. 88-61, dated February 9, 1988; Resolution No. 93-133, dated May 15, 1993; Resolution No. 495, dated December 17, 2004; Resolution No. 2005-361, dated September 16, 2005.

Original Date: February 21, 1987
Subject: Budget Procedures

BUDGET PROCEDURES ORDINANCE

Siletz Tribal Code § 4.001

§ 4.001 PURPOSE AND AUTHORITY

The purpose of this ordinance is to provide a method to develop, adopt, and modify the Tribal budgets. The provisions of this ordinance apply to the expenditures of all revenues. This ordinance is not intended to modify federal, state, or other governmental or private grant program requirements.

§ 4.002 BUDGET COMMITTEE

There is hereby established a permanent Budget Committee consisting of the Tribal Chairman, Tribal Vice-Chairman, Tribal Treasurer, General Manager and two tribal members at large. The Committee shall have responsibility for advising the Council on fiscal matters and for preparing a preliminary budget for submission to the Tribal Council as set forth below.

§ 4.003 INITIAL BUDGET DEVELOPMENT

The Tribal fiscal year shall be from January 1st until December 31st, excluding EPR, which has a fiscal year of July 1st through June 30th. The General Manager shall notify all Tribal Council members, programs, committees and other interested parties of their right to submit proposals as set forth in the annual Tribal Calendar. Requests must be submitted in writing and include a detailed budget and justification for the utilization of funds.

§ 4.004 PRELIMINARY REPORT

On or before October 31st of each year, the Budget Committee shall review the requests for funding and shall prepare a preliminary budget for Council review. At the regular Tribal Council meeting in November, the General Manager shall present the preliminary budget together with a detailed justification for each line item submitted.

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§ 4.005 COUNCIL REVIEW AND DELIBERATION

The Tribal Council shall take the preliminary budget and recommendation under advisement. No later than the regular Council meeting in November, the Council shall adopt its final budget. If the Council fails to adopt a final budget, the previous fiscal year's budget shall be in effect until a new budget is adopted. During the time for consideration and deliberation, the Council may request further information and justification from the General Manager and/or the Budget Committee regarding the recommendations.

§ 4.006 BASE BUDGET AND SPENDING GROWTH

(a) The final Tribal Council Timber budget adopted for fiscal year 1987 shall be deemed the Council's base budget. The Council is authorized to change line items and modify the amounts in the existing line items but may not increase the total expenditures beyond 2-1/2 percent of the previous year's budget.

(b) A fifth quarter (transition quarter) shall be established for the 1993 fiscal year. This quarter of operation was funded at 25% of the annual budget established for the 1993 fiscal year. For this quarter, only the Council may appropriate supplemental funding for those programs with high activity during this quarter.

§ 4.007 MODIFICATION

The General Manager is authorized to modify budgets; modifications that exceed \$50,000 or more require Tribal Council approval. Modifications in excess of the foregoing must include timely submission and detailed justification.

§ 4.008 SUPPLEMENTAL APPROPRIATIONS

Additions to the budget may be approved by a majority of the entire Council, provided the supplemental appropriation does not raise the total budget above the ceiling established by Section 4.006. Requests for supplemental appropriations must be submitted by the General Manager, together with a detailed justification for the request, on or before the regular Tribal Council meeting in November of each year. No supplemental appropriations may be approved by the Council after its November meeting

§ 4.009 CARRY OVER

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Amounts not expended from funding sources must go through budget process set forth in previous sections of this ordinance. All carry over funding sources must be identified.

§ 4.010 **EFFECTIVE DATE**

This ordinance shall become effective on February 21, 1987.