

# BUDGET PROCEDURES ORDINANCE

Siletz Tribal Code § 4.001

## Table of Contents

§ 4.001	PURPOSE AND AUTHORITY.....	1
§ 4.002	BUDGET COMMITTEE .....	1
§ 4.003	INITIAL BUDGET DEVELOPMENT.....	1
§ 4.004	PRELIMINARY REPORT.....	2
§ 4.005	COUNCIL REVIEW AND DELIBERATION.....	2
§ 4.006	BASE BUDGET AND SPENDING GROWTH.....	2
§ 4.007	MODIFICATION.....	2
§ 4.008	SUPPLEMENTAL APPROPRIATIONS .....	2
§ 4.009	CARRY OVER.....	3
§ 4.010	EFFECTIVE DATE .....	3

## **BUDGET PROCEDURES ORDINANCE**

Siletz Tribal Code § 4.001

---

**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; Resolution No. 2025-321, dated September 19, 2025.

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, Chief Executive Officer 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 1<sup>st</sup> until December 31<sup>st</sup>, including EPR. The Chief Executive Officer 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.

---

Adopted 2/21/87

Amended: 9/19/25

## BUDGET PROCEDURES ORDINANCE

Siletz Tribal Code § 4.001

---

### § 4.004 PRELIMINARY REPORT

On or before October 31<sup>st</sup> 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 Chief Executive Officer shall present the preliminary budget together with a detailed justification for each line item submitted.

### § 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 Chief Executive Officer 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 Chief Executive Officer 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

---

Adopted 2/21/87

Amended: 9/19/25

# BUDGET PROCEDURES ORDINANCE

Siletz Tribal Code § 4.001

---

supplemental appropriation does not raise the total budget above the ceiling established by STC §4.006. Requests for supplemental appropriations must be submitted by the Chief Executive Officer, 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**

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.

---

–

Adopted 2/21/87

Amended: 9/19/25