

WEST OREGON ELECTRIC COOPERATIVE, INC.  
VERNONIA, OREGON

**POLICY NO. 404**

**OPERATING BUDGET**

**I. Objective**

To provide the board and management with a document for sound fiscal management and to establish the budgeting process as a management priority.

**II. Policy content**

A. It shall be policy of WOEC to develop an operating budget annually. The budget shall be analyzed at least monthly to provide management with an effective planning and controlling tool.

B. The budgeting process will begin during the final quarter of the preceding budget year, and must be thoroughly reviewed by management prior to submittal to the budget review committee of the board. The budget committee will review the proposed budget with staff. The budget will then be recommended for Board approval at or before the December Board meeting.

C. The budget will be developed through a coordinated effort of each department supervisor with the general manager being responsible for developing the budgeting methodology required for a workable, consistent budgeting system. The budget will be used not only for planning but will also be analyzed monthly to compare actual operational accounting data with budgeted amounts.

D. In the event of rate cases or other matters where a revised budget is required, the budget will be modified to the extent considered necessary to reflect changes in budget data and submitted to the Board for approval.

E. It is the board's intent that the operating budget is WOEC's official short-term planning tool and all reasonable efforts will be made to operate within its scope.

**III. Responsibility**

The general manager or his/her designee shall have responsibility for implementing this policy and advising the board of directors of any material changes in circumstance or opportunity which would make a change in this policy appropriate.

#### IV. Review Date

The provisions of this policy should be reviewed at the first board of directors' meeting two years after last revision or review.

Date Adopted:	08/20/91	Attested: s/ Sam Hearing, Secretary
Date Reviewed:	09/23/97	Attested: s/ Sam Hearing, Secretary
Date Reviewed:	11/16/99	Attested: s/ Sam Hearing, Secretary
Date Revised:	11/20/01	Attested: s/ Sam Hearing, Secretary
Date Reviewed:	11/18/03	Attested: s/ Joe Riley, Secretary
Date Reviewed:	11/15/05	Attested: s/ Randall Aultman, Secretary
Date Reviewed:	11/20/07	Attested: s/ Dixie London, Secretary
Date Reviewed:	11/24/09	Attested: s/ Bob Paleck, Secretary
Date Reviewed:	11/15/11	Attested: s/ Bob Paleck, Secretary
Date Reviewed:	11/19/13	Attested: s/ Marty Van Dyken, Secretary
Date Revised:	11/24/15	Attested: s/ Larry Averitt, Secretary
Date Reviewed:	11/14/17	Attested: _____ Rosemary Lohrke, Secretary