

Reviewer ID
 Name of Entity
 Record Number

Document Number
 State/Province
 Order Rec'd Number

1 = Information not present, 2= Does not satisfy criterion, 3=Proficient, 4= Outstanding

Please rate each criterion and each overall

		Policy	Financial	Operations	Communications	
		Grade				Criteria Description
* C1						<u>Introduction and Overview</u>
* P1						Table of contents (mandatory)
* P2						Strategic goals & strategies (mandatory)
* C2						Priorities and issues (mandatory)
						Budget Overview (mandatory)
						<u>Financial Structure, Policy, and Process</u>
* O1						Organization chart (mandatory)
F1						Fund descriptions and fund structure
O2						Department/fund relationship
F2						Basis of Budgeting
* P3						Financial policies (mandatory)
* P4						Budget process (mandatory)
						<u>Financial Summaries</u>
* F3						Consolidated financial schedule (mandatory)
F4						Three year consolidated and fund financial schedules
* F5						Fund balance (mandatory)
* F6						Revenues (mandatory)
F7						Long-range operating financial plans
						<u>Capital & Debt</u>
* F8						Capital program (mandatory)
* F9						Debt (mandatory)
						<u>Departmental Information</u>
* O3						Position summary schedule (mandatory)
* O4						Departmental/program descriptions (mandatory)
O5						Departmental/program goals and objectives
* O6						Performance measures (mandatory)
						<u>Document-wide Criteria</u>
C3						Statistical/supplemental section
C4						Glossary
C5						Charts and graphs
C6						Understandability and usability
						Overall as a policy document
						Overall as a financial plan
						Overall as an operations guide
						Overall as a communications device

Return this rating sheet and your narrative comments to the Budget Awards Program (budgetawards@gfoa.org)