

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 category

	<i>Policy</i>	<i>Financial</i>	<i>Operations</i>	<i>Communications</i>	<u>Criteria Description</u>
	Grade				
* C1					Introduction and Overview
P1					Table of contents (mandatory)
P2					Strategic goals & strategies
* P3					Short-term organization-wide factors influencing decisions
* C2					Priorities and issues (mandatory)
					Budget Overview (mandatory)
					Financial Structure, Policy, and Process
* O1					Organization chart (mandatory)
F1					Fund descriptions and fund structure
O2					Department/fund relationship
F2					Basis of Budgeting
* P4					Financial policies (mandatory)
* P5					Budget process (mandatory)
					Financial Summaries
* F3					Consolidated financial schedule (mandatory)
* F4					Three (four) year consolidated and fund financial schedules (mandatory)
* F5					Fund balance (mandatory)
* F6					Revenues (mandatory)
F7					Long-range financial plans
					Capital & Debt
* F8					Capital expenditures (mandatory)
F9					Impact of capital investments on operating budget
* F10					Debt (mandatory)
					Departmental Information
* O3					Position summary schedule (mandatory)
* O4					Department descriptions (mandatory)
O5					Unit goals and objectives
O6					Performance measures
					Document-wide Criteria
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)