

BUDGET DOCUMENT ASSESSMENT

Score	Title area	Point Range
	Does the budget include a table of contents?	0 - 1
	Does the budget include a glossary of terms?	0 - 1
	Does the budget include a summary of all-major revenues, and expenditures for the at least a three year period (prior year actual, current year budget...)?	0 - 3
	Does the budget message address major issues (assumptions, trends, problems and opportunities)?	0 - 4
	Does it include an overall mission statement?	0 - 2
	Does it include a goal statement?	0 - 3
	Is there a chart showing staffing by department?	0 - 2
	Does it include a table or narrative discussing reserves?	0 - 4
	Within department or program budgets does it include measurable objectives?	0 - 4
	Does the budget include financial data on current debt and further describe current debt levels to legal debt limits?	0 - 3
	Does the budget included all the budget capital and a list of major projects for the year including a description of to what extent capital improvements will impact future operating budgets?	0 - 4
	Within department or program budgets does it include performance measures or service indicators?	0 - 3
	Does the budget show an overall organizational chart?	0 - 2
	Does the budget include graphs placed throughout the document?	0 - 2
	Does the format add to or detract from the document?	0 - 2
	Would an elected official feel this is a user-friendly budget?	0 - 4
	TOTAL	(possible 44)