

CSMFO MERITORIOUS AWARD SECTION
Items Required For CSMFO Meritorious Award and Excellence Award
For Capital Budgets Beginning July 1, 2017

1. Is there a table of contents? Are the budget document's pages numbered?
2. Does the budget contain a transmittal letter or budget message?
3. Does the transmittal letter or budget message highlight the policy, economic, and/or legislative issues facing the jurisdiction and their impact on the budget and are recommended actions included to resolve these issues?
4. Does the transmittal letter and/or budget message highlight major capital project priorities and their funding sources?
5. Is the basis for key capital revenue estimates described?
6. Is the jurisdiction's capital budgeting process explained?
7. Is there a summary schedule of capital revenue sources, by fund?
8. Is there a summary schedule of capital expenditures, by fund?
9. Is there a summary schedule of capital expenditures, by major type of improvement?
10. Are specific projects identified in the budget document?
11. Does each project have specific revenue sources identified?
12. Are prior year appropriations or expenditures shown, where applicable, for each capital project?
13. Does each capital project reflect appropriations or estimated expenditures for at least the budget year?
14. Does each capital project reflect appropriations or estimated expenditures in the future through its proposed completion?
15. For multi-year projects, is total cost for the project identified?
16. Have overall operating cost impacts been discussed?
17. Is the capital budget accounting method consistent with generally-accepted accounting principles?
18. Does the execution of the document appear consistent with the audience and purpose to which it is directed?
19. Is the budget clearly enough organized and presented as a document?
20. Do the budget numbers and format appear to be accurate and consistent throughout the document?

Note: For reference purposes only. Not an application. To submit an application, use the Award Force software at csmfo.awardsplatform.com.

CSMFO EXCELLENCE AWARD SECTION
Additional Items Required For CSMFO Excellence Award
For Capital Budgets Beginning July 1, 2017

1. Is there an in-depth description of how capital project scheduling meets jurisdiction's goals and/or financial and budget policies?
2. Does budget process include a rating or ranking process to prioritize projects?
3. Are individual capital projects appropriately described?
4. Does each project include a location map, where applicable?
5. Does each project include a narrative discussing project status and/or timeline for project completion?
6. Does each project identify the person or department acting as project manager?
7. Does each project identify, where applicable, operating budget impacts and/or contains estimates of future annual operating & maintenance costs?
8. Are individual project costs/appropriations broken down by major objects or types?
9. Have alternative funding sources been explored for individual projects?
10. Are project costs identified based on current year dollars and are future appropriations increased by inflationary index?
11. Is there a summary of individual projects by funding source?
12. Is there a summary of individual projects by major type of improvement?
13. Is debt issuance supporting the capital program clearly identified by project or by summary?
14. Have additional future years of forecasted revenues and project expenditures been included?
15. Does the document include an index?
16. Does the document include a glossary of terms?
17. Is document generally readable and attractive in format and presentation?
18. Is there good use of graphics, artwork, maps and charts?
19. Does the document demonstrate the use of current computer technology in document development and/or production?

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