



DISTINGUISHED BUDGET PRESENTATION AWARD

On behalf of the Government Finance Officers Association of the United States and Canada, I am honored to have been invited here today to present to the _____, GFOA's ***Distinguished Budget Presentation Award***.

This award represents a significant achievement by your organization. It indicates that your document has been reviewed and rated favorably by an expert panel of independent budgeting professionals.

In order to receive the award, the _____ had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines were designed to assess how well the budget document fulfills four major purposes.

First, the budget document should serve as a policy tool. At a minimum, the document should list the organization's programmatic and fiscal goals for the upcoming year.

Second, the budget should present a clear financial plan. It should list all expenditures and revenue sources for the prior year(s) and the current year, and project the organization's financial condition through the end of the proposed fiscal year.

Third, the budget should be a guide for the organization's operations. It should explain the relationship between organizational components and measure the efficiency and effectiveness of each individual component.

Finally, the budget should serve as a communications medium, providing summary information about the organization's programs, services, and finances, in a manner suitable for use by the media and general public.

A budget document is reviewed using a comprehensive evaluation checklist containing twenty-six (26) criteria in each of four categories. Thirteen (13) of these criteria are mandatory items outlining the basic elements that any good budget document should contain.

Documents given a unanimous, proficient, or better rating (two out of three reviewers must rate the document proficient or better) on all of the criteria will receive the distinguished budget presentation award. Documents given an outstanding rating by all three of the reviewers in any of the four major overall criteria categories will receive an outstanding designation. Documents receiving outstanding ratings on specific criteria items pertaining to capital will receive special recognition.

One important goal of the program is to encourage improvement in an organization's overall budgeting procedures. It is hoped that by improving the process underlying the budget's development, the organization's budgeting procedures will also be improved.

Another important goal is to continuously improve the quality of the budget document itself. The detailed list of comments and suggestions accompanying the budget review should aid in this improvement.

Since the inception of the GFOA's distinguished budget presentation awards program in 1984, only approximately 900 entities out of more than 4,800 GFOA member units in the United States and Canada have received the award. The GFOA's distinguished budget presentation awards program is the only national awards program in governmental budgeting. Award recipients have pioneered efforts to improve the quality of budgeting and to provide an excellent example for other entities throughout North America to follow.

On behalf of the Government Finance Officers Association, I applaud your efforts and ask that you continue your commitment to excellence in governmental budgeting.

I now would like to present the award to the _____.

Congratulations.