

Individual or Team Members _____

Budget Reviewed: _____ Date _____

URL _____

Local Government Budget Review Analysis Assignment Sheets

1. Summarize the organization of the budget by briefly describing its major sections. What are some of the major assumptions (e.g., economic growth, revenue, significant cost issues) in the budget?

2. Does the budget document identify goals to guide the jurisdiction over the fiscal period? What are they?

3. What opportunities and challenges does the document identify for the jurisdiction?

4. What approaches are recommended to address the opportunities and challenges?

5. What issues are discussed and presented for guidance from the elected policy-makers?

6. What approaches are taken to monitor, measure, and evaluate performance?

7. What types of information are presented on public service operations?

8. How are capital improvements presented and funded?

9. How are recommended staffing and equipment changes handled?

10. Explain how the document is user-friendly or user-unfriendly.

11. How are reserves listed and discussed in the document?

12. Are recommended budgetary changes clear?

13. What improvements would you or your team recommend? For example, what would make the budget more understandable and user-friendly? Are the jurisdiction's goals/objectives clear, and are there plans to meet them? Can you obtain a feel for how an individual agency or department is performing from the budget presentation? Is the terminology clear throughout the document?