

March 27, 2023

Kimberly Holle
Budget Manager
City of San Angelo
72 West College Avenue
San Angelo, TX 76903

Dear Ms. Holle:

We are pleased to inform you, based on the examination of your budget by a panel of independent reviewers, that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. Information about how to submit an application for the Distinguished Budget Program application is posted on GFOA's website.

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. Enclosed is a Certificate of Recognition for Budget Preparation for:

Finance Department

Continuing participants will receive a brass medallion that will be mailed separately. First-time recipients will receive an award plaque within eight to ten weeks. Enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria. The following standardized text should be used:

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of San Angelo, Texas**, for its Annual Budget for the fiscal year beginning **October 01, 2022**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

Upon request, GFOA can provide a video from its Executive Director congratulating your specific entity for winning the Budget Award.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at www.gfoa.org. If we can be of further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink, reading "Michele Mark Levine". The signature is written in a cursive style with a large initial "M".

Michele Mark Levine
Director, Technical Services Center

Enclosure

FOR IMMEDIATE RELEASE

March 27, 2023

For more information, contact:

Technical Services Center

Phone: (312) 977-9700

Fax: (312) 977-4806

E-mail: budgetawards@gfoa.org

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **City of San Angelo, Texas**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Finance Department**.

There are over 1,700 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 22,500 members and the communities they serve.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of San Angelo
Texas**

For the Fiscal Year Beginning

October 01, 2022

Christopher P. Morill

Executive Director



**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Finance Department
City of San Angelo, Texas**



The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards

Executive Director

Christopher P. Morill

Date: **March 27, 2023**

BUDGET REVIEW COMPOSITE RATING FORM
GFOA Distinguished Budget Presentation Awards Program
For budgets beginning January 1, 2022 or later

Agency: **City of San Angelo,**
 Fiscal Year beginning: **10/1/2022**
 Document number: **B9948114**

At least 2 of the three reviewers must rate the document "proficient" or "outstanding" on all four overall categories and all mandatory criteria in order for the document to receive the award

Information Not Present (1)			Does Not Satisfy (2)			Proficient (3)			Outstanding (4)			
R1	R2	R3	R1	R2	R3	R1	R2	R3	R1	R2	R3	
						✓	✓	✓				Introduction and Overview
						✓	✓	✓				* C1 Table of contents (mandatory)
						✓	✓	✓				* P1 Strategic goals & strategies (mandatory)
						✓	✓	✓				* P2 Priorities and issues (mandatory)
						✓	✓	✓				* C2 Budget overview (mandatory)
												Financial Structure, Policy, and Process
						✓	✓	✓				* O1 Organizational chart (mandatory)
						✓	✓	✓				F1 Fund descriptions and fund structure
						✓	✓	✓				O2 Department/fund relationship
						✓	✓	✓				F2 Basis of budgeting
						✓	✓	✓				* P3 Financial policies (mandatory)
						✓	✓	✓				* P4 Budget process (mandatory)
												Financial Summaries
						✓	✓	✓				* F3 Consolidated financial schedule (mandatory)
						✓	✓	✓				F4 Three (four) year consolidated & fund financial schedules
	✓					✓	✓	✓				* F5 Fund balance (mandatory)
				✓		✓	✓	✓				* F6 Revenues (mandatory)
					✓	✓	✓	✓				F7 Long-range operating financial plans
												Capital & Debt
				✓		✓	✓	✓				* F8 Capital program (mandatory)
						✓	✓	✓				* F9 Debt (mandatory)
												Departmental Information
						✓	✓	✓				* O3 Position summary schedule (mandatory)
						✓	✓	✓				* O4 Departmental/program descriptions (mandatory)
						✓	✓	✓				O5 Departmental/program goals and objectives
						✓	✓	✓				* O6 Performance measures (mandatory)
												Document-wide Criteria
						✓	✓	✓				C3 Statistical/supplemental section
						✓	✓	✓				C4 Glossary
			✓			✓	✓	✓				C5 Charts and graphs
						✓	✓	✓				C6 Understandability and usability
												Overall
						✓	✓	✓				Overall as a policy document
				✓		✓	✓	✓				Overall as a financial plan
						✓	✓	✓				Overall as a operations guide
						✓	✓	✓				Overall as a communications device

- N Special Capital recognition (three "outstanding ratings on F8)
- N Special Performance Measure recognition (three "outstanding" ratings on O6)
- N Special Strategic Goals and Strategies recognition (three "outstanding" ratings on P1)
- N Special Financial Policies recognition (three "outstanding" ratings on P3)
- N Special Budget Process recognition (three "outstanding" ratings on P4)
- N Special Long Range Financial Plans recognition (three "outstanding" ratings on F7)

**GOVERNMENT FINANCE OFFICERS ASSOCIATION
DISTINGUISHED BUDGET PRESENTATION AWARDS PROGRAM
BUDGET REVIEWER'S COMMENTS AND SUGGESTIONS**

FOR: CITY OF SAN ANGELO, TX

YEAR: FY 2023

INTRODUCTION AND OVERVIEW:

The Table of Contents is included.

Strategic goals and strategies are included.

Budget message is included and informative.

FINANCIAL STRUCTURE, POLICY, AND PROCESS:

Organization chart is included.

The description of funds is included.

The department / fund relationship is explained.

Financial Policies along with a description of the Budget Process is included.

FINANCIAL SUMMARIES:

Consolidated financial schedules are included and include the requisite years.

Revenue sources are included.

Presentation of long range financial plans does not meet this criterion. This criterion requires the identification of long range financial plans that extend at least two years beyond the budget year. The impacts of the long range financial plan on the current budget and future years should be noted. Refer to GFOA best practices on Long Term Financial Planning.

CAPITAL & DEBT:

A presentation of Capital expenditures is included.

Debt information is included

**GOVERNMENT FINANCE OFFICERS ASSOCIATION
DISTINGUISHED BUDGET PRESENTATION AWARDS PROGRAM
BUDGET REVIEWER'S COMMENTS AND SUGGESTIONS**

FOR: CITY OF SAN ANGELO, TX

YEAR: FY 2023

DEPARTMENT INFORMATION:

The Position summary schedule is included.

Unit goals and objectives are included.

Performance measures are included.

DOCUMENT WIDE CRITERIA:

Interesting and informative statistical information.

A glossary is included.

Document includes relevant charts and graphs.

Reviewer I.D. # R909

Government Finance Officers Association
Budget Presentation Awards Program

City of San Angelo, TX (FY2022-23)

The Budget as a Policy Document:

The budget message is a brief overview of what is in the budget and includes references to some factors that are influencing the budget. Include in the budget message a reference to and the page numbers of the Long-term Vision and Strategic Goals to assist the reader in finding more details and understanding their relationship with the budget. Clearly and specifically identify examples of some budget decisions that support individual priorities so readers less familiar can better understand how the budget is developed to support the organization and community goals. Good inclusion of goal setting in the budget process and calendar. Incorporate capital planning and long-range financial planning into the budget process and the calendar as well. Brief financial policies. Consider including links to the full text for all financial policies including debt, investment, reserve, revenue collection, etc.

The Budget as a Financial Plan:

Present “Beginning Balance + Revenues – Expenditures = Ending Balance” for all major so reader can easily see scope and context of changes in fund balance. Describe major revenue sources including parameters and factors influencing major revenue sources to go up or down especially for the budgeted estimates. Consider adding trend graphs to illustrate individual revenue history. Good descriptions of capital projects. Estimate and describe potential operating costs or savings of significant current or proposed individual capital projects on future budgets, i.e. “may require ongoing rent, maintenance, or periodic updates” or “should result in lower maintenance and energy costs” even if the amount cannot be easily determined. Nearly all projects have some type of operating impact. Good presentation of the financial forecast graphically and including a brief explanation of assumptions. Consider presenting 2-3 years of revenue and expenditure forecasts by major category for each major fund. Expand the discussion of how forecasts are affected by or affect the budget and other plans and issues as well as the implications for current and future budgets and operations.

The Budget as an Operations Guide:

Maintain the good blend of performance measures including efficiency, effectiveness, input, and output measures. Clearly state what is being measured and the desired outcomes so readers know which direction the related performance measures should be going. Try to consistently include at least one “stretch” goal/ performance measure in every department that is not always reported at 100% or the same level. The progress toward challenging goals lends credibility to the effort toward improvement.

The Budget as Communications Device:

Be careful using tiny print, especially in charts and embedded images; copy quality may be affected, or the information rendered ineffective. Have someone outside the organization experience the budget with the intent to summarize for someone else in order to evaluate focus, clarity, and flow and to identify additional terms for the glossary and/or items that need further explanation. Great integration of acronyms with brief definitions into the glossary.

R931 – 2/2023

Introduction and Overview

C1-MANDATORY Table of Contents- The Table of Contents is included. The table of contents provides the required information. Proficient.

P1-MANDATORY: Provide a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. Long-term strategic plans are included in this document. Long-term organizational goals should be introduced early in the budget, and by doing so, you will develop a framework for budgetary decisions. The city has included future planning. Proficient.

P2-MANDATORY: Provide a budget message that articulates priorities and issues for the upcoming year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms (e.g., transmittal letter, budget summary section.) The budget message is included for operations and capital. Proficient.

C2 MANDATORY: An overview of significant budgetary items and trends should be provided. The overview should be presented within the budget as a separate section. (e.g., budget-in brief) or integrated within the transmittal letter. - The Budget Message contains useful information as it describes significant budgetary issues. Proficient.

Financial Structure, Policy, and Process

O1 MANDATORY: Provide an organization chart for the entire entity. – The organization charts are included. Proficient.

F1-Describe all funds that are subject to appropriation- It is essential to show the fund structure. The information is included and satisfies the criterion. A simple chart would be Proficient.

O2-Provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and non-major funds taken together. The fund structures are identified. Proficient.

F2-Explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. - The basis of budgeting is included. Proficient.

P3 Mandatory-Include a coherent statement of entity-wide long-term financial policies. - Any long-term financial policies that govern your entity should be included in this section. Financial policies should guide the budget process as well as help focus discussion on related issues. Also, they should include financial planning policies, revenue policies, and expenditure policies. The policies are included. Proficient.

P4 Mandatory-Describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget

Name of Entity: City of San Angelo, TX

REC 195524001

after adoption. The document includes useful and professionally written information on the budget process. Proficient.

Financial Summaries

F3-Mandatory-Present a summary of major revenues and expenditures and other financing sources and uses to provide an overview of the total resources budgeted by the organization. Revenues and expenditures are included in the summary form. Proficient.

F4-Mandatory- Include summaries of revenues and other financing sources and expenditures and other financing uses for the prior year actual, the current year budget and estimated current year actual, and the proposed budget year. – The revenues and financing sources are included. Proficient.

F5-Mandatory-Include projected changes in fund balances as defined by the entity for appropriated governmental funds included in the budget presentation (fund equity if not governmental funds are included in the document). Fund balance change is included. Proficient.

F6-Revenues-Describe major revenue sources, explain the underlying assumptions for the revenue estimates and discuss significant revenue trends. The revenues are included, and analytical information is available for each related section. Proficient.

F7-Long Range Financial Plans—Explain long-range operating financial plans and their effect upon the budget and budget process. The long-range planning should include the financial plans and the strategic goals and performance of services as well. The link to mission and vision would support and help provide this information. Proficient.

Capital and Debt

F8Mandatory-Include budgeted capital expenditures, whether authorized in the operating budget or acquisition. The capital plan is discussed. Proficient.

F9Mandatory- Include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations. - The budget includes information on debt service. Proficient.

O3 Mandatory-A schedule or summary table of personnel or position counts for prior, current, and budgeted years shall be provided. The Personnel section meets the requirement. The criterion requires a presentation of position counts or FTE's. Proficient.

O4 Mandatory-Include departmental programs and descriptions. The document shall describe activities, services, or functions conducted by organizational units-. The document includes a summary of departmental information. The core services of each department should be included. Proficient.

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O5-Include clearly stated goals and objectives of organizational units (e.g., departments, divisions, offices, or programs). The goals and objectives should link with the strategic plan. The number of goals seems few. However, sometimes they are more achievable. Proficient.

O6-Mandatory: Provide objective measures of progress toward accomplishing the government's mission and goals and objectives for specific units and programs. Service levels are discussed, and the effectiveness of each service is presented. Legislators and administrators rely on comparative, qualitative information to determine the success and funding needs of departments. Proficient.

Departmental Program Information

C3-Include statistical and supplemental data describing the organization, community, and population. It should also furnish other pertinent background information related to the services provided. - Statistical and demographic information is supplied. The profile of the community is presented in an interesting manner. Proficient

C4-A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to an informed lay reader. The glossary provides supportive information for the document. Make sure that this is updated annually and includes all changes in the operating verbiage. Proficient.

C5-Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the message conveyed by the graphs is not self-evident. The charts and graphs are included. I suggest that you add some comparative data in the bar graphs. See HR for example. One graph with comparisons would be more effective. Does not satisfy the criterion.

C6-The budget information should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent. The graphs are very large without really adding value to the document. The charts are not formatted for one page. They spill over to the following page. Proficient.

Congratulations on the budget submission to the Distinguished Budget Presentation Award The document needs some fine tuning. However, I want to recommend the city as a recipient of the award.