



Transparency Stars

TRADITIONAL FINANCES CHECKLIST

(see [guidelines](#) for further details)

| Required Elements | Self Check |
|---|------------|
| <p>Dedicated Webpage or Section of Website</p> <ul style="list-style-type: none"> • General narrative overview of the transparency area • 3 clicks or less from the homepage | |
| <p>Traditional Finance Summary</p> <ul style="list-style-type: none"> • Expenditures as total and per capita/per student • Total and per capita revenues from all funds • Total full-time equivalent positions for all personnel • Total and per capita revenue from property taxes • Total and per capita revenue from sales taxes • Explanations of terminology (if necessary) | |
| <p>Visualizations</p> <ul style="list-style-type: none"> • Revenues and expenditures per capita/per student for at least five years • Property tax per \$100 valuation for at least five years | |
| <p>Documents</p> <ul style="list-style-type: none"> • Budgets for last five fiscal years • CAFRs/AFRs for last five fiscal years | |
| <p>Downloadable Data</p> <ul style="list-style-type: none"> • Raw format budget • Check Register for the three most current years | |
| <p>Other Information</p> <ul style="list-style-type: none"> • Additional financial documents • General contact information for local government • Contact information for elected officials • Open records request instructions and contact information | |

