



Texas Comptroller

TRADITIONAL FINANCES

DOCUMENTATION CHECKLIST

*This optional checklist can help you prepare the elements required for the **Traditional Finances Transparency Star**. See the [guidelines](#) for further details.*



Webpage or Section of Website

- General narrative overview of the transparency area.
- Three (3) clicks or less from the homepage.

Traditional Finances Summary

- Expenditures as total and per capita/per student.
- Total and per capita/per student revenues from all funds.
- Total full-time equivalent positions for all personnel.
- Total and per capita/per student revenue from property taxes.
- Total and per capita/per student revenue from sales taxes.
- Explanations of terminology (if necessary).

Visualizations

- Revenues and expenditures per capita/per student for at least five years.
- Property tax per \$100 valuation for at least five years.

Documents

- Budgets for last five fiscal years.
- CAFRs/AFRs for last five fiscal years.

Downloadable Data

- Raw format budget for the current fiscal year.
- Raw format check register for three complete fiscal years, ending with the most current (no older than 90 days).

Other Information

- General contact information (i.e., address and phone or email) for local government.
- Contact information for elected officials (i.e., phone or email).
- Open records request instructions and contact information.