



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; and • Three (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/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; and • 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; and • 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; and • CAFRs/AFRs for last five fiscal years. 	
<p>Downloadable Data</p> <ul style="list-style-type: none"> • Raw format budget for the current fiscal year; and • Raw format check register for three complete fiscal years, ending with the most current (no older than 90 days). 	
<p>Other Information</p> <ul style="list-style-type: none"> • General contact information (i.e., address and phone or email) for local government; • Contact information for elected officials (i.e., phone or email); and • Open records request instructions and contact information. 	

