

February 05, 2023

Jennifer Waggoner
Finance Division
City of Arkansas City
118 W. Central Ave.
Arkansas City, KS 67005

Dear Ms. Waggoner:

We are pleased to inform you, based on the examination of your budget document 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. In addition to receiving the award, your entity's budget received the following special recognition:

Special Performance Measures Recognition

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. Also 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 Arkansas City, Kansas**, for its Annual Budget for the fiscal year beginning **January 01, 2023**. 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, flowing style.

Michele Mark Levine
Director, Technical Services Center

Enclosure

FOR IMMEDIATE RELEASE

February 05, 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 Arkansas City, Kansas**, 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 Arkansas City
Kansas**

For the Fiscal Year Beginning

January 01, 2023

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 Arkansas City, Kansas**



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:

February 05, 2023

BUDGET REVIEW COMPOSITE RATING FORM
GFOA Distinguished Budget Presentation Awards Program
For budgets beginning January 1, 2023 or later

Agency: **City of Arkansas, K**

Fiscal Year beginning: **1/1/23**

Document number: **B9947904**

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)
- Y** Special Performance Measure recognition (three "outstanding" ratings on O6)
- Y** 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)

Name of Entity: City of Arkansas City
Reviewer ID R 203
Fiscal Year:

State/Province: KS
Document Number B9947904
Record Number 16252004

Introduction and Overview

- C1. **Mandatory:** Include a table of contents that makes it simple to locate information. **4 – outstanding – The budget document includes a good table of contents including links to relevant parts of the document.**
- P1. **Mandatory:** Provide a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. **4 – outstanding – The budget includes a statement of organization wide policy goals for the city. The strategic plan is a strong policy framework.**
- P2. **Mandatory:** Provide a budget message that articulates priorities and issues for the upcoming year. **3 – proficient – The budget describes the challenges, and goals of the city for the budget period and beyond.**
- C2. **Mandatory:** The document should provide an overview of significant budgetary items and trends. **3 – proficient - The budget includes good summary information that compliments the message and leads into the rest of the document.**

Financial Structure, Policy, and Process

- O1. **Mandatory:** The document shall include an organization chart for the entire entity. **3 – proficient – The document includes an entity wide organization chart.**
- F1. The document should include and describe all funds that are subject to appropriation. **3 – proficient – The document describes the funds and fund structure clearly.**
- O2. The document should provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and non-major funds in the aggregate. **3 – proficient – The document includes information that makes the relationship between the financial structure and the organizational structure clear.**
- F2. The document shall explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. **3 – proficient – The budget describes the basis of budgeting and contrast it to the accounting / reporting basis.**
- P3. **Mandatory:** The document should include a coherent statement of entity-wide long-term financial policies. **3 – proficient – the budget includes summaries and descriptions of the financial policies.**
- P4. **Mandatory:** The document shall 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 after adoption. **3 – proficient – the budget describes the process and includes charts and a schedule to visually illustrate the budget process.**

Financial Summaries

- F3. **Mandatory:** The document shall present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization. **3 – proficient – the budget provides a good financial summary of revenues and expenditures by major revenues and major expenditures for the city as a whole. The financial plan for the city is clear.**

- F4. The document must include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and / or estimated current year actual, and the proposed budget year. **3 – proficient - the budget includes financial histories in the context of the financial schedules.**
- F5. **Mandatory:** The document shall include projected changes in fund balances for appropriated governmental funds included in the budget presentation. **3 – proficient - the budget includes clear illustrations of the fund balances including an analysis of the uses and expectations for fund balances.**
- F6. **Mandatory:** The document shall describe major revenue, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. **3 – proficient – the budget includes descriptions, discussions and analysis of the major revenues.**
- F7. The document should explain long-range plans and its affect upon the budget and the budget process. **3 – proficient - The budget includes a good discussion about long-range financial plans for the operating budget including forecasts, trends or other data reflective of the city General Fund budget for at least three years beyond the budget period.**

Capital & Debt

- F8. **Mandatory:** The document should include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. **4 – outstanding – A discussion about the capital needs and plans for the city is provided, including very good descriptions of planned, major capital projects.**
- F9. **Mandatory:** The document shall 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. **3 – proficient – The budget describes the debt management plan for the city.**

Departmental Information

- O3. **Mandatory:** A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided. **3 – proficient – A personnel summary for the organization as a whole covering at least three years of comparison is included in the document along with descriptions of the personnel issues and changes contemplated.**
- O4. **Mandatory:** Include departmental/program descriptions. **3 – proficient – the budget includes descriptions for each of the major operating units in the budget.**
- O5. The document should include clearly stated goals and objectives of organizational units (*e.g., states, divisions, units or programs*). **4 – outstanding – The organizational unit goals are included in the budget. The connection to the strategic plan and performance measures is a good approach.**
- O6. **Mandatory:** Provide objective measures of progress toward accomplishing the government’s mission as well as goals and objectives for specific departments and programs. **4 – outstanding – The budget includes operational performance information and metrics. The connection to the strategic plan and performance measures is a good approach.**

Document-wide Criteria

- C3. The document should include statistical and supplemental data that describe the organization, its community, and population. **3 – proficient – good statistical and supplemental information about the community is included in the document.**
- C4. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader. **3 – proficient – a glossary of terms unique to budgeting and to the city's budget is included.**
- C5. Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident. **3 – proficient – The document includes good charts and graphs to help provide better understanding of the budget trends and allocations.**
- C6. The document should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs. **4 – outstanding – The budget document looks very good and was easy to follow.**

Nice job!

GOVERNMENT FINANCE OFFICERS ASSOCIATION

DISTINGUISHED BUDGET PRESENTATION AWARDS PROGRAM BUDGET REVIEWER'S COMMENTS AND SUGGESTIONS

For: CITY OF ARKANSAS CITY, KANSAS Fiscal Year: 2023

The Budget as a Policy Document:

The Statement of Organizational Values, Commitments, Strategic Goals and Priorities help to form the Budget Policies and Strategies for the City. This strategic management plan lays the groundwork for the Policy Plan for the City.

The Manager's Message includes the policy goals and provides a policy overview of the City's financial management and operational plan. It has short and long-term policy initiatives.

The Financial Policies include Operating Budget Policy, Debt Financing Fund Policy, Regunding of Debt Policy, Conduit Financing Policy, Arbitrage Liability Management Policy, Credit Rating Policy, Purchasing Policy, and Investment Policy.

The Budget Process Chart includes the budgeted fund structure, budget process, financial planning process, summary of the budgetary guidelines, and the budget calendar.

The Department/Office Summaries include important policy guidelines. For each Department/Office, the following information is provided: Organization Chart, Department/Division Description, Staffing Summary, Achievements, Priorities, Goals, Strategies, Performance Measurement Indicators, and Department Expenditure Summaries by Department.

Overall, this document is an Outstanding Policy Plan.

The Budget as a Financial Plan

The Budget Summary includes the following financial schedules: Short-Term Factors and Fund Overview, General Fund Revenue Summary, General Fund Expenditures Summary, Changes in Fund Balance Summary, Capital Improvements and Financial Planning Summary, and Budgeted Capital Improvements Defined.

The Major Revenue Sources Presentation includes the revenue analysis including a definition of each significant revenue source. Multi-year comparisons of revenues identify major changes and factors that have occurred in the past few years. Also, recent economic trend analysis and history are provided. This analysis contains important economic data that impact the fiscal conditions within the City.

The Capital Improvements and Financial Planning Presentation lists all major infrastructure and capital projects proposed. The Operating Budget Impacts define operating costs associated with the capital purchases.

The Debt Service presentation includes all relevant principal and interest repayment schedules,

Overall, this document is a proficient financial plan

The Budget as an Operations Guide:

The Department/Office Summaries include important policy guidelines. For each Department/Office, the following information is provided: Organization Chart, Department/Division Description, Staffing Summary, Achievements, Priorities, Goals, Strategies, Performance Measurement Indicators, and Department Expenditure Summaries by Department.

The strategic planning process incorporates Performance Measurement Indicators. The Elected Officials and Management have a more significant opportunity to evaluate the success of each Department/Division's productivity.

The short-and-long-range planning includes organization-wide policy priorities and goals.

Middle-level management has direction and guidance to proceed with the strategic planning process. The quantitative performance measures appropriately gauge program effectiveness.

The Operations Guide presentation identifies and helps to determine if the Department Directors are meeting the Strategic Plan defined by the Mayor and City Commissioners.

Overall, this is an Outstanding Operations Guide.

The Budget as a Communication Device:

Charts and graphs are located throughout the document. They convey the fiscal circumstances within the City government.

The indexing and Table of Content are easy to use, making the document user-friendly.

More importantly, the strategic management plan defined within the budget document is a real working plan designed to deliver results. Short- and long-range planning is incorporated into the Mayor and City Commissioner's Strategic Plan.

The Elected Officials and Management should be commended for producing a program budget that incorporates goals at the organization-wide and organization-unit level.

Overall, the budget is a Proficient Communication Device.

General Comments and Suggestions for Improving the Budget Presentation:

Noted above are specific comments on the budget presentation. Short-and-long-term planning is emphasized throughout the planning process. The Budget Summary presents major budget highlights.

The Mayor and City Commissioners have developed a short and long-term management plan. The policy commitments are clearly defined in the Short-and Long-Term Policy Priorities, Goals, Strategies, and Commitments.

Policy initiatives are identified at the organization-wide level. The evolution of the policy plan enhances service delivery while managing the resources available.

The Elected Officials and Management have carefully evaluated the policy and financial priorities. This advancement will lead the City into the future with confidence and assurance of prudent financial management.

Introduction and Overview

- C1. **Mandatory:** Include a table of contents that makes it simple to locate information. **Proficient**
- P1. **Mandatory:** Provide a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. **Outstanding, the narrative addresses the major goals for the city and plans to address.**
- 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*). **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. **Proficient. The use of charts, narratives and graphs provides the citizens with an overview of the operations.**

Financial Structure, Policy, and Process

- O1. **Mandatory:** Provide an organization chart(s) for the entire entity. **Proficient, the color coded chart provided will help citizens to understand the organization.**
- F1. Describe all funds that are subject to appropriation. **Proficient**
- O2. Provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and nonmajor funds in the aggregate. **Proficient**
- F2. Explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. **Proficient.**
- P3. **Mandatory:** Include a coherent statement of entity-wide long-term financial policies. **Proficient, it appears that the major policies are included.**
- 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 after adoption. **Proficient**

Financial Summaries

- F3. **Mandatory:** Present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization. **Proficient**
- F4. Include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and the proposed budget year. **Proficient**
- F5. **Mandatory:** Include projected changes in fund balance/net position for appropriated funds included in the budget presentation. **Proficient, the city should consider have a consolidated summary of all funds in one place.**
- F6. **Mandatory:** Describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. **Proficient, city chart, tables and graphs provide the required information.**
- F7. Explain long-range operating financial plans and its effect upon the budget and the budget process. **Proficient, city charts, tables and graphs provide the required information.**

Capital & Debt

- F8. **Mandatory:** Include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. **Outstanding, the city use of project progress summary, pictures, and narrative is well done.**
- F9. **Mandatory:** 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. **Outstanding, the required information is presented in detail, with amortization schedules for the obligations.**

Departmental/Program Information

- O3. **Mandatory:** A schedule or summary table of personnel or position counts for prior, current, and budgeted years shall be provided. **Proficient.**
- O4. **Mandatory:** Include departmental/program descriptions. **Outstanding, the city presented a comprehensive overview of the department, programs, mission statement, goals, and progress on goals.**
- O5. Include clearly stated goals and objectives of the department or program. **Outstanding, the city presented a comprehensive overview of the department, programs, mission statement, goals, and progress on goals.**
- O6. **Mandatory:** Provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific departments and programs. **Outstanding, the city presented a comprehensive overview of the department, programs, mission statement, goals, and progress on goals.**

Document-wide Criteria

- C3. Include statistical and supplemental data that describe the organization, its community, and population. It should also furnish other pertinent background information related to the services provided. **Proficient,**
- C4. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader. **Proficient.**
- C5. Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident. **Proficient, clarity and consistency of the narrative, charts and tables are provided in the document. The city included a Reader's Guide, which is a great summary as to why they prepare a budget and short definitions for each section of the budget.**
- 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, and oriented to the reader's needs. **Proficient.**