



## DETAILED LOCATION CRITERIA GUIDE

Budgets with a Fiscal Year Beginning 1/1/25 or later

### CITE SPECIFIC PAGE REFERENCES ON THE LINES IN THE RESPONSE TO EACH QUESTION

(Citations may include links or section titles for online budget books)

Name of Entity: Hernando County

State/Province: Florida

First Submission? Yes ☐ No ☒

#### #C1. | Table of Contents

**Mandatory:** Include a table of contents that facilitates easy access to information.

1. Is a comprehensive table of contents provided for easy navigation (may take a variety of forms related to the approach used to present budgetary information)?  
Yes, the link is included with the supplemental letter.
2. Do all pages in the table of contents electronically link to the corresponding content location (pages in a traditional document or other content in an electronic form)?  
Yes, the Budget Book is linked throughout.
3. Are the page numbers or similar reference points in the table of contents consistent with the referenced page numbers? Yes, they are organized in sections & sub-sections.

#### #P1. | Strategic Goals and Strategies

**Mandatory:** Provide a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues.

1. Are strategic goals included? Yes, current goals & a reference to the Strategic Plan.
2. Is the process for creating the strategic goals explained? Yes, in Strategic Plan link.
3. Are action plans and/or strategies included to show how these goals will be accomplished? Yes, in the Strategic Plan link.

#### #P2. | Priorities and Issues

**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).

1. Does the message highlight the principal issues facing the governing body in developing the budget (e.g., policy issues, economic factors, regulatory, and legislative challenges)?  
Sections I - B8 & I - B15 provide insight on this.
2. Does the message describe the actions to be taken to address these issues?  
Yes, along with the Strategic Plan link information.

- Does the message explain how the priorities for the budget year differ from the priorities of the current year? In some instances, plus the CIPs that cross the fiscal year.
- Are major changes in service levels, fees, and/or taxes presented? If applicable in depts.

## #C2. | Budget Overview

**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.**

- Is an overview contained in the budget message/transmittal letter, executive summary, or in a separate budget-in-brief? Budget Overview, section I - B15.
- Is summary information on significant budgetary items conveyed in an easy to consume format? Yes, and summarized in section "0 - A2: Introduction"
- Is summary information on budgetary trends provided? Yes, "II - Financial summaries"
- Is a summary of changes presented between the proposed to adopted budget? Yes, in the "I - Overview" section the process and changes are provided.

## #O1. | Organization Chart

**Mandatory: Provide an organization chart for the entire entity.**

- Is a legible organization chart provided that shows the entire entity? Yes, Sections "0 - A8: Citizen Org chart" & "0 - A9: BOCC Org chart".

## #F1. | Fund Descriptions and Fund Structure

**Describe all funds that are subject to appropriation.**

- Are a narrative and/or a graphic overview of the entity's budgetary fund structure included in the document? Yes, "II - C2 Department/Fund Matrix"
- Do the materials indicate which funds are appropriated? (*Other funds for which financial plans are prepared also may be included in the document.*) Yes, "II - C3"
- Is each individual major fund described? Yes, "II - C2 Department/Fund Matrix"
- If additional or fewer funds are included in the audited financial statements, is this indicated? If applicable

## #O2. | Department/Fund Relationship

**Provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and nonmajor funds in the aggregate.**

- Is the relationship between the entity's functional units, major funds, and nonmajor funds in the aggregate explained or illustrated? Yes, the introduction letter & departments.

## #F2. | Basis of Budgeting

**Explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis.**

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1. Is the basis of budgeting defined (e.g., *modified accrual, cash, or accrual*) for all funds?  
Yes, in the "I - Overview" section.
2. If the basis of budgeting is the same as the basis of accounting used in the entity's audited financial statements, is that fact clearly stated? Yes, same as historically used.
3. If the basis of budgeting is not the same as the basis of accounting used in the entity's audited financial statements, are the differences described? If applicable

### #P3. | Financial Policies

**Mandatory: Include a coherent statement of entity-wide long-term financial policies.**

1. Is there a summary of financial policies? Yes, Section "VII: Fiscal Policy" at the end.
2. Do the financial policies include the entity's definition of a balanced budget?  
Yes, revenues = expenses (including balance forward cash and reserves).
3. Does the budget comply with relevant financial policies? Yes

### #P4. | Budget Process

**Mandatory: Describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. Also, describe the procedures for amending the budget after adoption.**

1. Is a description of the process (including amendments) used to develop, review, and adopt the budget included? Yes, included in the "I - Overview" section.
2. Is a budget calendar provided to supplement (not replace) the narrative information on the budget process? Yes, included in section "I - B3" Budget Process".
3. Is there a discussion of how the public is involved in the budget process?  
Yes, the process is summarized in the introduction and references to agendas/minutes

### #F3. | Consolidated Financial Schedule

**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.**

1. Is an overview of revenues and other financing sources and expenditures and other financing uses of all appropriated funds included? Section "II - Financial Summaries"
2. Are revenues and other financing sources and expenditures and other financing uses presented either (1) together in a single schedule or (2) in separate but adjacent/sequential schedules or (3) in a matrix? Section "II - Financial Summaries"
3. Are revenues presented by major type in this schedule (e.g., property taxes, intergovernmental, sales taxes, fees and charges)? Section "II - Financial Summaries"
4. Are expenditures presented by function, program, or spending component in this schedule? Section "II - Financial Summaries" & "III - Budget by Department"

### #F4. | Three Year Consolidated and Fund Financial Schedules

**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.**

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1. Are revenues and other financing sources and expenditures and other financing uses for the prior year, the current year, and the budget year presented together on the same schedule(s) or on schedules presented on adjacent/sequential pages? Yes
2. Is this information presented for the appropriated funds in total? "II - C6: Fund Balance"
3. Is this information also presented at a minimum for each major fund and for other (i.e. nonmajor) funds in the aggregate (or for each significant fund and other funds in the aggregate if no appropriated funds are included)? Yes
4. Are revenues presented by major type in this schedule (e.g., *property taxes, intergovernmental, sales taxes, fees and charges*)? Yes
5. Are expenditures presented by function, program, or spending component in this schedule? Section "II - Financial Summaries" & "III - Budget by Department"

## #F5. | Fund Balance

**Mandatory: Include projected changes in fund balance/net position for appropriated funds included in the budget presentation.**

1. Is the entity's definition of fund balance/net position included? Yes
2. Is the fund balance/net position information presented for the budget year?  
"II - C6: Fund Balance"
3. Is there a schedule showing (1) beginning fund balances/net positions, (2) increases or decreases in total fund balances/net positions, and (3) ending fund balances/net positions for appropriated governmental funds? "II - C6: Fund Balance"
4. Is this information presented at a minimum for each major fund and for nonmajor governmental funds in the aggregate? Yes
5. If the fund balances of any major fund or the nonmajor funds in the aggregate are anticipated to increase or decline by more than 10%, does the document include a discussion of the causes and/or consequences of these changes in fund balance?  
Yes, below financial tables, as applicable.
6. If an entity has no governmental fund, is the change in net position presented for (1) the entity as a whole, (2) the main operating fund, and (3) each significant fund?  
The main operating fund.
7. If an entity has no governmental funds and the net position is anticipated to change by more than 10%, do the materials include a discussion of the causes and/or consequences of those changes? The Budget Book includes comments on variances of + or - 10%

## #F6. | Revenues

**Mandatory: Describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends.**

1. Are individual revenue sources described? Yes
2. Do the revenue sources that are described represent at least 75% of the total revenues of all appropriated funds? Yes, and other revenue sources too.

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3. Are the methods used to estimate revenues for the budget year described (e.g., *trend analysis, estimates from another government or consulting firm*)? As applicable
4. If revenues are projected based on trend information, are both those trends and the underlying assumptions adequately described? As applicable

## #F7. | Long-range Operating Financial Plans

**Explain long-range operating financial plans and their effect upon the budget and the budget process.**

1. Do your long-range financial plans for major funds (beyond just the General Fund) extend out at least two years beyond the budget year? Yes
2. Are the assumptions used in the long-range operating financial plans identified?  
As applicable, in process with Strategic Plan.
3. Is there a concise explanation of the significance of the long-range operating financial plans in its relation to achieving strategic goals? In process with Strategic Plan.

## #F8. | Capital Program

**Mandatory: Include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget.**

1. Are "capital expenditures" defined? Yes, Section "V - T2"
2. Do the materials indicate the total dollar amount (for both sources and uses) of the capital program for the budget year(s) and/or multi-year capital plan? Yes
3. Are significant nonrecurring capital expenditures described along with dollar amounts?  
Yes, in the Budget Book CIP summary & the separate CIP Table of Contents
4. What is the process to identify funded projects? Section "V - T2"
5. Is there a description and quantification of how specific nonrecurring capital projects will affect the entity's current and future operating budget? Section "V - T2"

## #F9. | Debt

**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.**

1. Are debt limits and coverage requirements described and calculated? \_\_\_\_\_
2. Is the amount of principal and interest payments presented through maturity for each fund? Yes, Section "II - G"
3. Are bond ratings shown? Yes, Section "II - G1"
4. Is the purpose of the different debt obligations included? Yes, Section "II - G1"

## #O3. | Position Summary Schedule

**Mandatory: A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided.**

1. Is a summary table of position counts provided for the entire entity? Section "II - F"

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2. Does the table include the prior year, the current year, and budget year position counts?  
Yes, Section "II - F: Personnel" & applicable department stories
3. Are changes in staffing levels for the budget year explained? Yes, Section "II - F"

#### #O4. | Departmental/Program Descriptions

**Mandatory: Include departmental/program descriptions.**

1. Are organizational units clearly presented (e.g., divisions, departments, offices, agencies, or programs)? Yes, Section "III - Budget by Department"
2. Are descriptions provided along with major priorities in each organizational program?  
Yes, Section "III - Budget by Department"

#### #O5. | Departmental/Program Goals and Objectives

**Include clearly stated goals and objectives of the department or program.**

1. Are departmental/program goals and objectives described? Yes, by department
2. Are departmental/program goals clearly linked to the strategic goals of the entity?  
Yes, Section "III - Budget by Department"
3. Are objectives quantifiable? As applicable and listed as performance measures.
4. Are time frames on objectives noted? As applicable, Strategic Plan

#### #O6. | Performance Measures

**Mandatory: Provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific departments and programs.**

1. Are performance data for individual departments or programs included in the document?  
Yes, Section "III - Budget by Department"
2. Are performance data directly related to the strategic goals and objectives of the department or program? Yes, as applicable & Strategic Plan in process
3. Do performance measures focus on results and accomplishments (e.g., output measures, efficiency and effectiveness measures) rather than inputs (e.g., dollars spent)?  
Yes, as applicable

#### #C3. | Statistical/Supplemental Section

**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.**

1. Is statistical information that defines the community included (e.g., population, composition of population, land area, and average household income)? Section "0 - Title & Introduction"
2. Is supplemental information on the local economy included (e.g., major industries, top taxpayers, employment levels, and comparisons to other local communities)? Section 0
3. Is other pertinent information on the community (e.g., local history, location, public safety, education, culture, recreation, transportation, healthcare, utilities, and governmental structure) included? Section "03 - Hernando County History"

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## #C4. | Glossary

A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to an informed lay reader.

1. Is a glossary that defines technical terms related to finance and accounting, as well as non-financial terms related to the entity? Section "VI: Index"
2. Are acronyms or abbreviations used in the document defined in the glossary? Section "VI: Index"
3. Is the glossary written in non-technical language? Yes

## #C5. | Charts and Graphs

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.

1. Are charts and graphs used in the document to convey essential information (e.g., key policies, trends, choices and impacts)? Yes, throughout the Budget Book
2. Are graphics explained? Yes, as needed

## #C6. | Understandability and Usability

The budget information should be produced and formatted in such a way as to enhance its understanding for the average reader. It should be attractive, consistent, and oriented to the reader's needs.

1. Are page formatting and font consistent? Yes
2. Is the level of detail appropriate? Yes, an introduction is provided to guide the reader.
3. Are text, tables, and graphs legible and accurate? Yes, automated via Open Gov
4. Are links included to other forms of budget communication, like videos, social media, etc.? A separate website for strategic plan information and other links, as needed.

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