

June 23, 2022

Annmarie Mampe
Financial Consultant
Village of Burr Ridge
7660 S. County Line Road
Burr Ridge, IL 60504

Dear Ms. Mampe:

We are pleased to inform you, based on the examination of your budget 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.

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:

Village of Burr Ridge, Illinois

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. 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 **Village of Burr Ridge, Illinois**, for its Annual Budget for the fiscal year beginning **May 01, 2022**. 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 that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services Center

Enclosure

FOR IMMEDIATE RELEASE

June 23, 2022

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 **Village of Burr Ridge, Illinois**, 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 **Village of Burr Ridge, Illinois**.

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

**Village of Burr Ridge
Illinois**

For the Fiscal Year Beginning

May 01, 2022

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

**Village of Burr Ridge, Illinois
Village of Burr Ridge, Illinois**



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: **June 23, 2022**

BUDGET REVIEW COMPOSITE RATING FORM
GFOA Distinguished Budget Presentation Awards Program
For budgets beginning January 1, 2022 or later

Agency: **Village of Burr Ridge**

Fiscal Year beginning: **5/1/22**

Document number: **B9946634**

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)
- N Special Performance Measure recognition (three "outstanding" ratings on O6)
- N 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:
Village of Burr Ridge
Reviewer ID
254
Fiscal Year: 2021-2022

State/Province:
Illinois
Document Number:
B9946634
Record Number

Introduction and Overview

- C1. **Mandatory:** Include a table of contents that makes it easier to locate information in the document. **4 - Comments:** *The table of contents is good; easy to locate the information; nice and clear.*
- P1. **Mandatory:** Provide a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. **3 - Comments:** *Good discussion of strategic goals and priorities, addressing the long-term issues and concerns of the government, although brief.*
- 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). **3 - Comments:** *The budget message is good, as it highlights the issues, concerns, and priorities for the upcoming budget year.*
- C2. **Mandatory:** An overview of significant budgetary items and trends should be provided. The overview should be presented within the budget document either in a separate section (e.g., *budget-in-brief*) or integrated within the transmittal letter. **3 - Comments:** *Good overview of significant budgetary items and trends.*

Financial Structure, Policy, and Process

- O1. **Mandatory:** Provide an organization chart(s) for the entire entity. **4 - Comments:** *Good organizational charts; nice and clear.*
- F1. Describe all funds that are subject to appropriation. **4 - Comments:** *Good discussion of funds the government currently maintains; nice and clear.*
- O2. Provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and non-major funds in the aggregate. **3 - Comments:** *Good use of narratives, tables, and schedules throughout the document.*
- F2. Explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. **3 - Comments:** *Good discussion of basis of budgeting; although brief.*
- P3. **Mandatory:** Include a coherent statement of entity-wide long-term financial policies. **4 - Comments:** *Good discussion of organization-wide long-term financial policies; nice and clear.*
- 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. **3 - Comments:** *Good discussion of the budget process, including the calendar, but needs to*

highlight a little on post-adoption amendment.

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. **3 - Comments:** *Good summary of major revenues and expenditures.*
- 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. **3 - Comments:** *Good summary of revenues and other financing sources, as well as of expenditures and other financing uses; covers the requisite years.*
- F5. **Mandatory:** Include projected changes in fund balance/net position for appropriated governmental funds included in the budget presentation. **3 - Comments:** *Good discussion of changes in fund balances; covers the requisite years.*
- F6. **Mandatory:** Describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. **3 - Comments:** *Good discussion of major revenue sources and their underlying assumptions and trends.*
- F7. Explain long-range operating financial plan and its effect upon the budget and the budget process. **4 - Comments:** *Good discussion of long-range financial plan, including a good summary of revenues and expenditures, including a multiyear forecast through 2028; nice and clear.*

Capital & Debt

- F8. **Mandatory:** Include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. **4 - Comments:** *Good discussion of capital improvement projects, their projected costs, and sources of funding; nice and clear.*
- 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. **4 - Comments:** *Good discussion of debt policy, debt obligations, payment schedule, and legal debt limit; would be useful to highlight a little on the effect the existing debt levels have on current operations of the government; overall, nice and clear.*

Departmental/Program Information

- O3. **Mandatory:** A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided. **3 - Comments:** *Good summary of position counts; covers the requisite years.*
- O4. **Mandatory:** Include departmental/program descriptions. **3 - Comments:** *Good description of programs and activities, as carried out by various units of the government.*

[Page 3. Village of Burr Ridge.II]

- O5. Include clearly stated goals and objectives of the department or program. **3 - Comments:** *Good discussion of mission, goals, and objectives.*

- O6. **Mandatory:** Provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific units and programs. **4 - Comments:** *Good summary of performance measures; covers the requisite years; nice and clear.*

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. **3 - Comments:** *Good supplementary information about the government and the community it serves.*

- C4. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader. **4 - Comments:** *The glossary of terms is good; nice and clear.*

- 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 - Comments:** *Good mixture of graphs and charts.*

- 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. **4 - Comments:** *Good document, overall; well-structured and presented.*

GOVERNMENT FINANCE OFFICERS ASSOCIATION
DISTINGUISHED BUDGET PRESENTATION AWARDS PROGRAM
BUDGET REVIEWER'S COMMENTS AND SUGGESTIONS

For: VILLAGE OF BURR RIDGE, IL

Fiscal Year: 2022-23

Introduction and Overview:

The Village of Burr Ridge presented a linked table of contents, their priorities, focus areas, initiatives, issues and challenges that guided them in the budget development process.

Financial Structure, Policy and Process:

All criteria were rated at least proficient. Department organization charts enhanced the overall chart. A funds chart enhanced fund descriptions. A departments to funds chart enhance O2. The budget process was enhanced with a detailed calendar.

Financial Summaries:

All criteria were rated at least proficient. A multi-year categorized summary with fund balances was presented. Fund balances were projected and discussed. Revenues were enhanced with trend charts.

Capital and Debt:

Each criterion was rated proficient. Capital was presented. Debt information was provided.

Departmental Information:

All criteria were rated at least proficient. Departments presented mission, objectives, organization chart, highlights and accomplishments, budget-year strategic goals linked to Village priorities, 2017 – 2021 measures of input and output linked to the Village goals (project them through the proposed budget year), and multi-year financial summary and line-item detail. Provide a one-line, multi-year total of FTEs within the departments to earn outstanding on O3 from this reviewer.

Document-Wide Criteria

All criteria were rated at least proficient. Extensive and informative economic and demographic information was presented. Add balanced budget, fiduciary fund, full-time equivalent, governmental fund, major fund, non-major fund, and proprietary fund to the glossary and list of acronyms. Charts and graphs were effectively presented.

Comments/Suggestions:

The GFOA publication, Building A Better Budget Document, 2nd edition, by John Fishbein and the GFOA website under Best Practices are valuable resources available to assist you in further enhancing your budget document to earn additional outstanding ratings. Staff is to be commended for their efforts.

Control: B9946634

Record #26321002

Reviewer: S411

JUN 2022

Introduction and Overview

- C1. **Mandatory:** Include a table of contents that makes it simple to locate information. **Proficient, page links and bookmarks provided the appropriate navigation.**
- P1. **Mandatory:** Provide a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. **Proficient, provided goals and measurements.**
- 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, trends are included throughout the document.**

Financial Structure, Policy, and Process

- O1. **Mandatory:** Provide an organization chart(s) for the entire entity. **Proficient**
- 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, presentation was in chart.**
- F2. Explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. **Proficient, the village addressed the various method of accounting and the difference between the audit and budget statements.**
- P3. **Mandatory:** Include a coherent statement of entity-wide long-term financial policies. **Does not meet requirements, the town should include the following policies, capital planning, debt. Long-term forecasting, reserves, one-time revenues, and budgeting policy.**
- 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, in the document the processes are presented.**

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, presentation includes tables and narrative, which is provide the detail.**
- 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, the charts are well done with the narrative.**
- F5. **Mandatory:** Include projected changes in fund balance/net position for appropriated funds included in the budget presentation. **Proficient.**
- F6. **Mandatory:** Describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. **Proficient, well prepared and charts are utilized.**

- F7. Explain long-range operating financial plans and its effect upon the budget and the budget process. **Proficient, please refer to [Long-Term Financial Planning \(gfoa.org\)](http://gfoa.org) for all of the required information.**

Capital & Debt

- F8. **Mandatory:** Include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. **Proficient, very nice presentation, village should consider adding pictures.**
- 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. **Proficient, provided legal debt limits, village should add debt servicing schedule to maturity.**

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, provided the changes in personnel and table for budgeted years.**
- O4. **Mandatory:** Include departmental/program descriptions. **Proficient, it appears that each department is identified and the functions are described.**
- O5. **Include clearly stated goals and objectives of the department or program. Proficient, goals and measurements are provided with each department.**
- O6. **Mandatory:** Provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific departments and programs. **Proficient, the goals and objectives are stated in the department summary, which includes the measurement and status.**

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, provide the statistical information for the area.**
- 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, the charts and graphs are well done, and complements the narrative, the history graphs are useful for the trends of the village.**
- 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.**