

Winters Cemetery District

Audit completed: (01/28/20)	Score:	Link:	Notes:
1. Overview (10 points)			
a. Description of Services/functions (5 pts)	5	https://www.winterscemetery.org/services	
b. Service Boundary (5 pts)	5	https://www.winterscemetery.org/service-area-map	
Total	10		
2. Budget (10 points)			
a. Current FY + 3 years prior (5 pts)	5	https://www.winterscemetery.org/current-year-budget	
b. Financial Reserve Policy (5 pts)	5	https://www.winterscemetery.org/winters-cemetery-district-re	
Total	10		
3. Meetings (10 points)			
a. Schedule (5 pts)	5	https://www.winterscemetery.org/board-meetings	Minutes should be approved (signed) and in pdf (2018 only).
b. Archive of agendas/mintutes (5 pts)	5	https://www.winterscemet	
Total	10		
4. Elected & Appointed Officials (10 points)			
a. Board member information (3.33 pts)	3.33	https://www.winterscemetery.org/board-members	Suggest also having a link to the BOS advisory bodies page.
b. Election procedures/deadlines (3.33 pts)	3.33	https://www.winterscemet	
c. Reimbursement/Compensation policy (3.33 pts)	3.33	https://www.winterscemetery.org/winters-cemetery-reimburs	
Total	10		
5. Administrative Officials (10 points)			
a. General Manager and Key Staff Information (10 pts)	10	https://www.winterscemetery.org/staff	
Total	10		
6. Audits (10 points)			
a. Current audit? (5 pts)	5	https://www.winterscemet	In Progress: FYE 2019 & 2018 (2yr. Cycle) FYE 2017 & 2016 only
b. Last 3 years? (5 pts)	3.33	https://www.winterscemet	
Total	8.33		
7. Contracts (10 points)			
a. Current RFPs & bidding opportunities? (5 pts)	5	https://www.winterscemetery.org/contracts	
b. Submittal Instructions? (5 pts)	5	https://www.winterscemetery.org/contracts	
Total	10		
8. Public Records (10 points)			
a. Request for public records? (10 pts)	10	https://www.winterscemetery.org/public-records-request-poli	
Total	10		
9. Revenue Sources (10 points)			
a. Summary of Fees (5 pts)	5	https://www.winterscemetery.org/services	
b. Summary of Revenue Sources (5 pts)	5	https://www.winterscemetery.org/current-year-budget	
Total	10		
10. Agency Specific Criteria: Special Districts (10 points)			
a. Authorizing statute/enabling act (5 pts)	5	https://www.winterscemetery.org/public-cemetery-districts-p	
b. Board ethics training certificates (5 pts)	5	https://www.winterscemetery.org/ethics-certificates	
Total	10		
Total Score	98		

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Score: 98%

Overview	✓
Budget	✓
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	⊘
Contracts	✓
Public Records	✓
Revenue Sources	✓
Agency Specific	✓