

Part C. FINANCIAL CAPACITY ASSESSMENT

1. Financial Planning			SCORE
203	a.	Do you have an annual budget? +/- Weight: 8	UNKNOWN 0.00
204	b.	Do you have within the annual budget a separate reserve account for equipment replacement and/or capital improvement? +/- Weight: 6	UNKNOWN 0.00
205	c.	Do you have a capital budget or capital improvement or facility plan that projects future capital investment needs some distance (at least five years) into the future? +/- Weight: 5	UNKNOWN 0.00
206	d.	Do you have a process for scheduling and committing to capital projects? +/- Weight: 4	UNKNOWN 0.00
207	e.	Do you have a capital facility or improvement plan that covers at least the next ten years? +/- Weight: 3	UNKNOWN 0.00
208	f.	Does your planning process take account of all the potential capital needs suggested by all of the preceding questions in these assessment worksheets? +/- Weight: 4	UNKNOWN 0.00
209	g.	Does your long-term planning include analysis of alternative strategies that might offer cost saving to customers, such as consolidation with other nearby systems or sharing of operations and management expenses with other nearby systems? +/- Weight: 4	UNKNOWN 0.00
210	h.	Do you have a financial management plan or does you strategic plan contain a financial management section? +/- Weight: 4	UNKNOWN 0.00
211	i.	Do you have an asset depreciation and/or replacement plan, and do you fund it? +/- Weight: 6	UNKNOWN 0.00
212	j.	Are future operational funding and staffing needs adequately planned for? +/- Weight: 7	UNKNOWN 0.00

2. Revenue Development				SCORE
213	a.	Do you regularly review your rates?	UNKNOWN	0.00
		+/- Weight: 7	If so - How often:	
214	b.	Do you have a plan in place for periodic increases in rates?	UNKNOWN	0.00
		+/- Weight: 6		
215	c.	Is your water rate structure based on metered watered use?	UNKNOWN	0.00
		+/- Weight: 7	If so -What is the average rate per 1,000 gallons:	
216	d.	Do users pay the same or higher rate per 1000 gallons as they use more water?	UNKNOWN	0.00
		+/- Weight: 7		
217	e.	Do you have an automated billing system?	UNKNOWN	0.00
		+/- Weight: 5		
218	f.	Do you have procedures for billing and collection?	UNKNOWN	0.00
		+/- Weight: 6		
219	g.	Do you know the average annual rate charged for an average customer or ERC?	UNKNOWN	0.00
		+/- Weight: 4	If so - What is the rate per year:	
220	h.	Is your billing collection rate greater than 95%?	UNKNOWN	0.00
		+/- Weight: 6	If not - what is the collection rate:	%
221	i.	Do you have collection procedures specifically for delinquent accounts?	UNKNOWN	0.00
		+/- Weight: 6		
222	j.	Do you assess impact or capital buy-in fees, and if so - have you adopted an impact fee analysis and associated capital facility plan?	UNKNOWN	0.00
		+/- Weight: 7		

223	k.	Do you know the average impact fee charged for an average customer or ERC?		UNKNOWN	0.00
		+/- Weight: 4	If so - What is the average fee:		
224	l.	Is the public (or your customers) involved in the rate setting process?		UNKNOWN	0.00
		+/- Weight: 6			
225	m.	Is the public (or your customers) regularly informed and/or educated of system operations and developments through newsletters or press releases?		UNKNOWN	0.00
		+/- Weight: 4			
3. Financial Management and Controls					SCORE
226	a.	Do you have a financial officer or advisor with your organization?		UNKNOWN	0.00
		+/- Weight: 6			
227	b.	If applicable - do you meet debt or bond coverage requirements, including the proper funding of bond sinking funds and obligations?		UNKNOWN	0.00
		+/- Weight: 7			
228	c.	Do you have annual audited financial statements?		UNKNOWN	0.00
		+/- Weight: 7			
229	d.	Does your water system presently operate on a break-even basis or better?		UNKNOWN	0.00
		+/- Weight: 6			
230	e.	Does the water system keep all the water revenues (i.e., water revenue does not support other municipal departments or unrelated activities)?		UNKNOWN	0.00
		+/- Weight: 8			
231	f.	Do you employ standardized accounting and tracking systems?		UNKNOWN	0.00
		+/- Weight: 6			
232	g.	Do you regularly track budget performance?		UNKNOWN	0.00
		+/- Weight: 7			

233	h.	Do you keep accurate records to substantiate depreciation of fixed assets and accounting for reserve funds?		UNKNOWN	0.00
			+/- Weight: 6		
234	i.	Do you keep an inventory and control plan of all assets, including spare parts and equipment?		UNKNOWN	0.00
			+/- Weight: 4		
235	j.	Are financial management record keeping systems accurate and well organized?		UNKNOWN	0.00
			+/- Weight: 5		
236	k.	Are adequate controls exercised over all expenditures?		UNKNOWN	0.00
			+/- Weight: 8		
237	l.	Are controls exercised to keep from exceeding your budget?		UNKNOWN	0.00
			+/- Weight: 8		
238	m.	Are there purchasing and procurement procedures in place and utilized?		UNKNOWN	0.00
			+/- Weight: 5		
239	n.	Is a computer accounting system utilized in the organization, and operated by trained staff?		UNKNOWN	0.00
			+/- Weight: 6		
240	o.	Is there a computer data backup policy in place, and utilized regularly?		UNKNOWN	0.00
			+/- Weight: 8		
241	p.	Does the organization maintain its financial stability, even in a drought situation, and when strict water conservation or rationing measures may be utilized?		UNKNOWN	0.00
			+/- Weight: 7		