

AWARD FOR OUTSTANDING ACHIEVEMENT IN POPULAR ANNUAL FINANCIAL REPORTING

APPLICATION FORM

Participants in the Popular Annual Financial Reporting Program (PAFR) may submit their Annual PAFR using one of two formats. Accordingly, please indicate the format used for this submission of the annual financial report:

- Email Hardcopy (\$50.00 additional fee) *** **Submit report in only one format**

Please follow the submission instructions from Part IV on page 2 for your chosen format.

Submissions should be sent (postmarked) to GFOA within six months of the government's fiscal year end (or if that date falls on a weekend or holiday the next business day). If the government is unable to complete its PAFR within this deadline, an extension request can be sent to pafr@gfoa.org. Any questions concerning submissions should be addressed to the staff of the GFOA's Technical Services Center at 312-977-9700 or pafr@gfoa.org.

Part I: Participant Data

1. Name of entity: _____ State/Province: _____
(Provide name as you would like it to appear on the award plaque.)

2. Fiscal year end: Month _____ Day _____ Year _____

3. For cities, townships, villages and counties indicate the population of the jurisdiction; for school districts, please provide the total school enrollment: _____

4. Official submitting the report:

Name: (Mr./Ms./Dr./_) _____ City/State/Province: _____

Title: _____ E-mail: _____

Name of entity: _____ Telephone: _____

Street Address with Suite/Room # (required): _____

P.O. Box (if applicable): _____

Please provide your government's GFOA membership number _____
(Please note that this is not your personal or state GFOA membership number.)

5. Do you grant GFOA permission to reproduce and distribute all or portions of your report? Yes No

Part II: Eligibility

1. Since popular reporting is not a substitute for a Comprehensive Annual Financial Report prepared in conformity with GAAP, participants in the Popular Reporting Award Program must also submit their annual financial report to the Certificate of Achievement for Excellence in Financial Reporting Program (or CAnFR to the Canadian Award Program for Canadian Jurisdictions).

U.S. Jurisdiction: Has the government submitted its current fiscal year end report to the Certificate of Achievement for Excellence in Financial Reporting Program? Yes No

Canadian Jurisdiction: Has the government submitted its current fiscal year end annual financial report to the Canadian Award Program Program? Yes No

2. Does your popular annual report advise readers of the availability of the comprehensive annual financial report?
 Yes No

If yes, where can this information be found in the popular report? _____

3. **The financial data presented in the popular annual financial report should use the same measurement focus and basis of accounting as the Comprehensive Annual Financial Report (Report).** However, the presentation may depart from GAAP in other respects (e.g. the report may not encompass the entire GAAP financial reporting entity, may include only selected financial data rather than financial statements, and may include only abbreviated note disclosures).

- a. What is the measurement focus and basis of accounting used in the popular report?
- The same as the Comprehensive Annual Financial Report Cash basis
 A non-GAAP budgetary basis (e.g., GAAP plus encumbrances) Other – please describe
- b. If the popular annual financial report contains information from only selected funds, or if it does not include all component units, is that fact clearly indicated in the popular report? Yes No N/A

If yes, where can this information be found in the popular report? _____

- c. If the financial data in the popular annual financial report departs from GAAP in ways other than the definition of the reporting entity, does the report contain a statement to that effect (e.g. abbreviated note disclosures)?
- Yes No N/A

If yes, where can this information be found in the popular report? Does the popular annual financial report disclose how the presentation differs from GAAP? _____

4. Does the popular annual financial report contain some type of narrative or graphic analysis of items of potentially significant interest or concern? Yes No

Part III: Distribution

1. What is the target audience of the popular annual financial report?

2. How many copies of the popular annual financial report have been printed? _____

3. How many copies of the popular annual financial report have been distributed? _____

4. How have the popular annual financial reports been distributed?

5. To support the GFOA’s recommended practice titled *Using Websites to Improve Access to Budget Documents and Financial Reports*, the GFOA will provide a link to PAFRs that are available on a government’s website. Does your entity follow this recommendation and publish its PAFR on its website? Yes No

If yes, please provide the direct hyperlink address to the PAFR (rather than your government’s general home page information): <http://www.> _____

This link may be included with the list of award winners of the Popular Annual Financial Reporting Program that can be found in the “Awards program” area of GFOA’s website, www.gfoa.org.

Part IV: Submission Instructions

Email: Email one copy of the popular report, the completed application and responses to prior year comments (optional) in PDF format to pafr@gfoa.org. If the popular report is too big to attach, provide the **precise hyperlink address** to the specific page which contains the popular annual financial report in the email. The application fee for email submissions is **\$250 (in U.S. Dollars)**. If paying by check, indicate clearly in the email that payment will be sent separately. Also make sure the check indicates that it is payment for a Popular Annual Financial Reporting Program review and mail it with a copy of the application ONLY.

Hardcopy: Mail 4 hard copies of the popular annual financial report and 4 copies of the application, along with a check (if payment will be made by check). The application fee for hardcopy submissions is **\$300 (in U.S. Dollars)**.

Mailing address: Government Finance Officers Association
 Popular Annual Financial Reporting Program
 Technical Services Center
 203 North LaSalle Street, Suite 2700
 Chicago, IL 60601

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To pay for this review, please include a check payable to the GFOA with this application form, or provide the following information if you wish to pay by credit card:

Credit card type: _____ Account number: _____

Expiration date (**mandatory**): _____

Signature (**mandatory**): _____