

Section A

Question 19



OPERATING BUDGET SAMPLE BOOK: FY 2000-2001

- Is the budget clearly enough organized and presented as a document? [NO SAMPLE]
 - Use common sense to make the document easy to navigate.
 - Keep in mind that your readers may be reading the document for the first time.
 - Solicit feedback from other departments about your existing format.
 - Have you made your reviewer happy by providing good direction to answers?