

## Web Transparency Checklist For Special Districts



Criteria	Features
<b>Overview</b>	Mission Statement (“What we do”), description of services/functions, and boundary of service area
<b>Budget</b>	Budget for current fiscal year, budget for the past three years, and financial reserves policy
<b>Meetings</b>	Board meeting schedule, and archive of Board meeting agendas & minutes for at least the last 6 months
<b>Elected &amp; Appointed Officials</b>	Board members (names, contact info, terms of office, compensation, and biography), election procedure and deadlines, and reimbursement and compensation policy
<b>Administrative Officials</b>	General manager and key staff (names, contact info, compensation, and benefits)
<b>Audits</b>	Current audit and audits for the past three years
<b>Contracts</b>	Current requests for proposals and bidding opportunities (more than \$25,000 in value), instructions on how to submit a bid or proposal, approved vendor contracts (more than \$25,000 in value)
<b>Public Records</b>	Online/downloadable Public Records Act (or FOIA) request form
<b>Revenue Sources</b>	Summary of fees received and summary of revenue sources
<b>District Specific</b>	Authorizing statute/enabling act (Principle Act or Special Act) and board member ethics training certificates