

Grading for this assignment will be based on answer quality, logic/organization of the paper, and language and writing skills, using the following rubric.

Points: 150	Assignment 1: The Operating Budget			
Criteria	Unacceptable	Fair	Proficient	Exemplary
	Below 70% F	70-79% C	80-89% B	90-100% A
1. Provide background information about the agency, mission, goals, objectives, departments, and strategic plan. (Title this section Introduction.) Weight: 15%	Did not submit or incompletely provided background information about the agency, mission, goals, objectives, departments, and strategic plan.	Partially provided background information about the agency, mission, goals, objectives, departments, and strategic plan.	Satisfactorily provided background information about the agency, mission, goals, objectives, departments, and strategic plan.	Thoroughly provided background information about the agency, mission, goals, objectives, departments, and strategic plan.
2. Describe the budget of the agency by addressing the following items: (a) Financial Summary, including Revenue and Expenditures, (b) Department Budgets, (c) Funding, (d) Capital Projects, and (e) Debt Administration. (Title this section Budget Overview.) Weight: 15%	Did not submit or incompletely described the budget of the agency by addressing the following items: (a) Financial Summary, including Revenue and Expenditures, (b) Department Budgets, (c) Funding, (d) Capital Projects, and (e) Debt Administration.	Partially described the budget of the agency by addressing the following items: (a) Financial Summary, including Revenue and Expenditures, (b) Department Budgets, (c) Funding, (d) Capital Projects, and (e) Debt Administration.	Satisfactorily described the budget of the agency by addressing the following items: (a) Financial Summary, including Revenue and Expenditures, (b) Department Budgets, (c) Funding, (d) Capital Projects, and (e) Debt Administration.	Thoroughly described the budget of the agency by addressing the following items: (a) Financial Summary, including Revenue and Expenditures, (b) Department Budgets, (c) Funding, (d) Capital Projects, and (e) Debt Administration.
3. Perform a Cost Analysis. The costs should include the following: (a) Fixed Costs, (b) Step-fixed Costs, and (c) Variable Costs. (Title this section Cost Analysis.) Weight: 15%	Did not submit or incompletely performed a Cost Analysis. The costs should include the following: (a) Fixed Costs, (b) Step-fixed Costs, and (c) Variable Costs.	Partially performed a Cost Analysis. The costs should include the following: (a) Fixed Costs, (b) Step-fixed Costs, and (c) Variable Costs.	Satisfactorily performed a Cost Analysis. The costs should include the following: (a) Fixed Costs, (b) Step-fixed Costs, and (c) Variable Costs.	Thoroughly performed a Cost Analysis. The costs should include the following: (a) Fixed Costs, (b) Step-fixed Costs, and (c) Variable Costs.
4. Identify and explain one to two (1-2) challenges you will have in managing the budget. (Title this section Budget Challenges). Weight: 15%	Did not submit or incompletely identified and explained one to two (1-2) challenges you will have in managing the budget.	Partially identified and explained one to two (1-2) challenges you will have in managing the budget.	Satisfactorily identified and explained one to two (1-2) challenges you will have in managing the budget.	Thoroughly identified and explained one to two (1-2) challenges you will have in managing the budget.
5. Recommend two to three (2-3) strategies the agency should review regarding new initiatives and budget cuts over the next five (5) years. (Title this section Budget Recommendations.) Weight: 15%	Did not submit or incompletely recommended two to three (2-3) strategies the agency should review regarding new initiatives and budget cuts over the next five (5) years.	Partially recommended two to three (2-3) strategies the agency should review regarding new initiatives and budget cuts over the next five (5) years.	Satisfactorily recommended two to three (2-3) strategies the agency should review regarding new initiatives and budget cuts over the next five (5) years.	Thoroughly recommended two to three (2-3) strategies the agency should review regarding new initiatives and budget cuts over the next five (5) years.
6. Include the agency's most recent budget or financial plan. Weight: 10%	Did not submit or incompletely included the agency's most recent budget or financial plan.	Partially included the agency's most recent budget or financial plan.	Satisfactorily included the agency's most recent budget or financial plan.	Thoroughly included the agency's most recent budget or financial plan.
7. Provide the agency's Website name, URL, and any other sources used to support the assignment's criteria. Weight: 5%	No references provided	Does not meet the required number of references; some or all references poor quality choices.	Meets number of required references; all references high quality choices.	Exceeds number of required references; all references high quality choices.
8. Clarity, writing mechanics, and formatting requirements Weight: 10%	More than 6 errors present	5-6 errors present	3-4 errors present	0-2 errors present