

**RUBRIC & SCORING ELEMENTS**

Using the *Judging Criteria*, each *Element* will be rated from 1 to 5 stars. A score of five is outstanding and a score of one needs significant improvement. The *Task Alignment* identifies the associated curriculum tasks for each section.

ELEMENT	JUDGING CRITERIA
Company Overview	<p><i>How well does the company provide an overview of the business?</i></p> <ul style="list-style-type: none"> Provides a brief description of the company and its business. Identifies the key products/services. Includes information on company history and corporate structure.
Management Report <i>Most recent fiscal quarter is from 1/15/2022 to 3/15/2022 or later</i>	<p><i>How well does the company understand and execute the financial reports using QBO?</i></p> <ul style="list-style-type: none"> Uses QBO to prepare a management report that includes the profit and loss report, balance sheet, and cash flow statement as of the most recent fiscal quarter (1/15/2022 - 3/15/2022 or later). Presents 2 key financial results (for each report) achieved by the business to date as seen in the balance sheet, profit and loss, and cash flow statements. Indicates the rationale for the selection of the key financial results and adequate explanation for the highlighted results.
Bank Reconciliation Preparation and Review	<p><i>How well does the company understand and execute the bank reconciliation process and review?</i></p> <ul style="list-style-type: none"> Describes the purpose of the bank reconciliation and explains the common reconciling items found on most bank reconciliations. Provides the proper bank reconciliation report and explains any abnormal reconciling items. Discusses the specific reconciling items listed and if these are normal or abnormal.
Internal Controls	<p><i>How well does the company understand and implement internal controls in their Accounting and Finance department?</i></p> <ul style="list-style-type: none"> Provides an overview of the accounting workflow and reflects management practices that ensure oversight and internal controls in the firm's finance and accounting operations. Account Access: Identifies who has access to the QBO account and how this is decided and monitored. Training: Shares how each member of the department develops the necessary skills to use QBO. Separation of Duties: Explains how roles are distributed to each member of the department and how the department ensures oversight of roles and responsibilities. Reconciliations: Outlines how the firm ensures transactions reported match the transactions in the bank account and the process to ensure accuracy of the financial figures presented.
Quality of Presentation	<p><i>How well does the company present the material?</i></p> <ul style="list-style-type: none"> Design: Logical organization, well designed and branded, free of errors, quality writing, effective use of charts, graphs and graphics, font is easy to read, legible. Includes applicable footnotes or citations to research. Delivery: Presenter(s) speak clearly, articulately, with appropriate voice projection and eye contact. Presenter(s) are dressed professionally and display appropriate body language. Presentation is engaging and effective.
Q&A	<p><i>How well does the team effectively answer questions based on the presented materials?</i></p> <ul style="list-style-type: none"> Provides additional context or clarity that enhances the information presented. Responses are consistent with the information that was presented.