

# ASBO INTERNATIONAL Meritorious Budget Awards (MBA) Program

## Frequently Asked Questions

### What is a “Meritorious” budget?

It is a document that serves many functions. It is a financial plan, a policy guide, an operations guide and a communications tool. It explains what is happening in the school system through narrative and charts/graphs and predicts what will happen with the school system over the next year.

### What is the mission of the program?

To help school business officials build solid skills in developing, analyzing, and presenting a budget via the program’s criteria and recognize school systems who have achieved excellence in their budget presentation via the Meritorious Budget Award.

### What is the application deadline?

School systems must submit their application to ASBO no later than 90 days after the budget’s legal approval.

### What is the fee to participate in the program?

The application fee is based on the school system’s total revenue, all funds. All school systems (regardless of ASBO International membership) may apply. Below is the fee schedule:

<b>Total Revenue, All Funds</b>	<b>ASBO International Member</b>		<b>Non-Member</b>	
Less than \$10 Million	\$ 350	<del>\$ 525</del>	\$ 500	<del>\$ 675</del>
\$10 Million – \$50 Million	\$ 550	<del>\$ 675</del>	\$ 750	<del>\$ 850</del>
Greater than \$50 Million	\$ 900		\$1,125	

### What does a school system need to submit to be considered for the program?

The application materials include:

- One copy of the completed application form
- Three copies of the budget
- Three copies of the completed Submitter Checklist
- Three copies of responses to last year’s comments (if applicable)
- Payment

### **How long does the review process take?**

The process takes approximately 12-16 weeks.

### **Who performs the review?**

The submitted budget is reviewed by 2-3 reviewers who have received training from ASBO International. None of the reviewers will be from your home state.

### **What are the benefits/features of the program?**

All applicants receive constructive comments about their budget from trained reviewers.

Those who receive the award also receive:

- Award plaque
- Certificate for school system's upcoming budget
- Award announcement letters from ASBO International executive director to ASBO's affiliate executive director or president, supervisors/colleagues
- Recognition in ASBO International publications (*Accents Online/ School Business Affairs*)
- Press Release sent to local newspapers/media
- Enhanced credibility with school board and community
- Professional recognition
- Increased visibility
- Professional growth

### **What are the criteria?**

It is a four-page document that is the guidelines upon which the program is founded. The criteria was created to: provide understandable and clear budget guidelines; define and encourage state of the art budget practices; promote short and long term goals; encourage sound fiscal management practices; and facilitate professional growth for the school system's budget staff.

### **Does ASBO publish detailed information about the Meritorious Budget Award criteria that includes presentation examples?**

Yes. ASBO publishes the *Standards of Excellence in Budget Presentation*, which is a hands-on practical guide to the MBA program. For more information, or to order the book, please click below:

<http://www.asbointl.org/Publications/PublicationCatalog/index.asp>

**How many school systems applied to the program for program year 2000-2001?**

64 districts applied in 2000-2001.

**How many school systems received the Meritorious Budget Award for program year 2000-2001?**

56 districts received the MBA in 2000-2001.

\* For a list of recipients, click below:

<http://www.asbointl.org/Recognition/index.asp?s=015351533933092000004&bid=368>

**How does someone become a reviewer for the MBA Program?**

If someone wants to be a reviewer for the program, they must be a member of ASBO International. They also must go through training by either attending the MBA reviewer Training Workshop at ASBO's Annual Meeting or participate in the MBA At-Home Training Program. To be a reviewer, it is not required that you have received the Meritorious Budget Award. For more information, please contact Pam Konde at 703/ 708-7069 or at [pkonde@asbointl.org](mailto:pkonde@asbointl.org)

\* For a list of reviewers, click below:

<http://www.asbointl.org/Recognition/index.asp?s=015351533933092000004&bid=374>

**Does a committee oversee this program?**

Yes, the Meritorious Budget Awards Committee is a group of dedicated school business officials who oversee all aspects of the Meritorious Budget Awards Program.

\* For a list of committee members, click below:

<http://www.asbointl.org/CommitteeDirectory/details.asp?i=18>