Meritorious Budget Award

Encouraging Excellence in School District Budget Presentation

Budget Year 2012/2013

New MBA Application Materials and Revised Criteria Checklist

www.asbointl.org/MBA

The MBA is *proudly sponsored by*

ING

Association of School Business Officials International

Confidence Commitment Credibility

The Meritorious Budget Award (MBA) was designed to recognize school entities that demonstrate excellence in school budget presentation.

Why Apply?

Confidence—Build trust among your colleagues, superintendent, and the community. Strengthen investor confidence by developing a budget that will pass a professional review team's assessment.

Commitment—Demonstrate your office's commitment to sound fiscal management practices.

Credibility—Verify your technical competence and adherence to nationally recognized standards in school business management.

Recognizing Excellence

As an MBA recipient, your district receives

- Professional recognition.
- Comprehensive comments about your budget.
- A letter of accomplishment.
- A prestigious MBA perpetual plaque and certificate.

Deadline

Within 90 days of the budget's legal approval, submit you district's budget and application materials. If you are unable to meet the deadline date, email **mperkins@asbointl.org** to request an extension.

Fees

To keep budget recognition within every school entity's reach, ASBO has a sliding fee structure based on your budget size.

If this is your first time applying and you do not meet the requirements, ASBO will waive your MBA application fee for the next year. See fees on the attached application form.

New for 2013

Application

A new application was created for 2013 applicants. Use the application checklist on the reverse side of the application to ensure you submit all the necessary materials.

MBA Criteria Checklist for 2013

A new MBA Criteria Checklist is available online at **www.asbointl.org/MBA**. It is the foundation of the program and provides clear guidelines for developing a comprehensive and easily understood budget.

"Thanks to ASBO's Meritorious Budget Award standards, our budget has become a reference document not only for my staff and me, but also our superintendent, our board members, and even community members. I welcome the challenge of being held to ASBO's high standards."

Randy Kenyon, Los Altos School District, Los Altos, CA

MBA Application (U.S. and Canadian applicants)

Go Green! Use the online MBA application and criteria checklist at www.asbointl.org/MBA

General Information

Full Name of School Entity (Provide name as you would like it to appear on the award plaque and certificate):

Mailing Address (The award plaque and year plate will be sent to this address):

Street or PO Box:

City: State/Province: ZIP/Postal Code:

Check one: ❑ Ms. ❑ Mrs. ❑ Mr. ❑ Ph.D. ❑ Ed.D. ❑ CPA ❑ SFO ❑ RSBA ❑ RSBO ❑ RSBS ❑ Other:

Name of Submitting Official (all award correspondence is emailed to this person):

Name:

Title:

Email: Phone:

ASBO International Member Number: Expiration Date:

ASBO Member's Name:

Does ASBO International have permission to use your school entity's budget for our workshops and conferences? ❑ Yes ❑ No

School Information

Is this your school entity's first application to the MBA program? ❑ Yes ❑ No

What is the size of the school entity's budget (total revenue, all funds)?

What is the end of the fiscal year (date) for this budget submission? Month: Year:

How many students are enrolled in the school entity?

What category most accurately describes the school entity?

❑ Public, K-12 ❑ Private, K-12 ❑ Charter ❑ Technical ❑ Community College ❑ Other:

Fee and ASBO Membership Information

Please remit this amount:

ASBO Membership Fee (if applicable) $_____

MBA Fee $_____

Total $ 0

MBA Application Fees

Total Revenue, All Funds	ASBO Member	Non-Member
Less than $50 million	$650	$1,000
$50 - $200 million	$1,050	$1,375
$200 million - $1 billion	$1,100	$1,425
More than $1 billion	$1,150	$1,475

All payments must be in U.S. dollars

Method of payment: ❑ Check

Credit Card: ❑ Visa ❑ MasterCard ❑ American Express

Name on Card:

Signature:

Card No.: Exp. Date:

Would you like to join or renew your ASBO International membership?

For more information, visit **www.asbointl.org/Join**

Association of School Business Officials International

Award Announcement (Optional)

Please provide the contact information for the person you would like notified of your accomplishment (in addition to the submitting official's name already provided):

❑ Ms. ❑ Mrs. ❑ Mr. ❑ Ph.D. ❑ Ed.D. ❑ Other:

Name:

Title:

Organization: Email:

Mailing Address:

City: State/Province: ZIP/Postal Code:

Application Checklist

1. Submit 1 copy of the application form
2. Submit 3 copies of the following:
   - ❑ Cover letter specifying any MBA criteria that do not apply to the school entity.
   - ❑ School entity's responses to last year's comments, if applicable.
   - ❑ MBA Criteria Checklist—**Mandatory for all applicants.**
3. Budget documents, indicate the format you are submitting
   - Submit 3 copies of:
     - ❑ Hard copy
     - ❑ CDs or flash drives (the document in a pdf file)
     - ❑ A document listing the website address to the budget document (in a PDF file)
   - Electronic submission:
     - ❑ Email—Attach only 1 copy of the budget document to the email (document in a PDF file) **May only use this option if MBA fee is paid by credit card.**
4. Submit payment.

An incomplete application will delay processing. Submit the MBA application and supporting materials to:

ASBO International
Meritorious Budget Award
11401 North Shore Drive
Reston, VA 20190-4200

Electronically to
mperkins@asbointl.org

Should the school entity receive the MBA award, you may be contacted by the program's sponsor or your ASBO affiliate to offer congratulations.

To request information about the MBA program, contact ASBO at 866.682.2729 x7067 or mperkins@asbointl.org. Application materials are also available at **www.asbointl.org/MBA**

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