

# Application Form

## Best Practices in School Budgeting Awards Program Government Finance Officers Association

Please submit the following items to the GFOA: application, criteria location guide, official operating budget, supplementary materials, and appropriate fee. **The complete application must be sent within one hundred twenty (120) days of legal adoption of the final operating budget or submission of the proposed operating budget to the governing body, unless an extension has been granted.**

Please type or print legibly.

1. Name of entity \_\_\_\_\_ State/Province \_\_\_\_\_  
(Provide name as you would like it to appear on the award plaque.)

2. What is the fiscal period covered by the budget?  Annual  Biennial  Triennial

2a. For the fiscal year or biennium/triennial beginning: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

3. If the entity receives the Best Practices in School Budgeting Awards Program, a Certificate of Recognition will be prepared for the individual or department noted below as primarily responsible for the entity's success in earning the Award.

Individual's or Department's Name \_\_\_\_\_

Individual's Title \_\_\_\_\_

4. Official who requests review (please use your street address; no post office box numbers).

Name  Mr.  Ms.  Dr. \_\_\_\_\_ City \_\_\_\_\_  
Title \_\_\_\_\_ State/Province \_\_\_\_\_  
Name of entity \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
Street Address (required) \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_ E-Mail Address \_\_\_\_\_

5. To whom would you prefer that GFOA mail the formal announcement of award (i.e., Finance Director, Superintendent)? Detailed technical comments and suggestions for improvements are automatically mailed confidentially to the official requesting the review.

Name  Mr.  Ms.  Dr. \_\_\_\_\_  
Title \_\_\_\_\_  
Street Address (required) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

6. Please provide the *precise* hyperlink address to the *specific* page which contains the budget document(s).

http://www. \_\_\_\_\_

7. Please provide the entity's membership number. \_\_\_\_\_

8. Method of payment:  Check Amount: \$ \_\_\_\_\_ Check Number: \_\_\_\_\_

8a.  Credit Card Type: \_\_\_\_\_ Account Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

9. **Include total projected operating, capital, and debt service expenditures in the upcoming budget year** \_\_\_\_\_ (in dollars). For a biennial or triennial submission, it would be the first year of the two or three-year budget cycle. Note that transfers are not included as expenditures.

Please check the appropriate fee category and send the payment at the same time as your submission. (Remit all fees in U.S. dollars)

Total expenditures/expenses	GFOA member*	Nonmember
Under \$10 million	\$185 <input type="checkbox"/>	\$370 <input type="checkbox"/>
\$10-25 million	\$280 <input type="checkbox"/>	\$560 <input type="checkbox"/>
\$25-50 million	\$330 <input type="checkbox"/>	\$660 <input type="checkbox"/>
\$50-100 million	\$425 <input type="checkbox"/>	\$850 <input type="checkbox"/>
\$100-300 million	\$550 <input type="checkbox"/>	\$1,100 <input type="checkbox"/>
\$300-500 million	\$635 <input type="checkbox"/>	\$1,270 <input type="checkbox"/>
Over \$500 million	\$690 <input type="checkbox"/>	\$1,380 <input type="checkbox"/>

\*A government may join GFOA at the time of its submission to qualify for member rates.

12. The budget document is provided in **only** the following format:  Hardcopy **OR**  CD **OR**  Flash drive **OR**  Website/PDF

**Hardcopy:** 3 copies of the budget document, 2 copies of the application, 3 copies detailed criteria location guide/vote page

**CD:** 3 CD's, 2 copies of the application, 3 copies of detailed criteria location guide/vote page

**Flash drive:** 3 flash drives, 2 copies of the application, 3 copies detailed criteria location guide/vote page

**Website/PDF:** Email budget document, application, detailed criteria location guide/vote page

We hereby submit our organization's operating budget for consideration in the GFOA's Best Practices in School Budgeting Awards Program, and we agree to comply with the rules and procedures of the program.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of academic official requesting review)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of financial official requesting review)

Send all necessary items to: Government Finance Officers Association      or      k12budgetaward@gfoa.org  
 School District Budget Awards Program  
 203 North LaSalle Street, Suite 2700  
 Chicago, IL 60601  
 Phone: 312-977-9700

**Information about becoming a Budget Reviewer (optional)**

If you would like information about becoming a budget reviewer, please provide the following information and an application will be e-mailed to you, or visit the "Award Programs" section on GFOA's Web site [www.gfoa.org](http://www.gfoa.org) for an application.

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_

## Addendum: Required Responses

As part of the application process for the Award for Best Practices in School Budgeting, please complete the following questions. The numbering of each question references the relevant portion of the Best Practices that require a written response from the applicant. For more information and context regarding each question, please see the GFOA Award for Best Practices in School Budgeting Applicant and Judge's Guide or visit <http://www.gfoa.org/k-12-budget>.

### 1.A.2 Criteria for Success of the Budget Process:

Describe the measures the organization uses to evaluate the timeliness, cost (e.g., time and effort), and quality of the budget process.

---

---

---

---

---

### 1.C.1 Data Analysis Overview:

Explain the organization's approach to using data particularly in regards to use of assessments data (summative and shorter-cycle), along with other forms of data to monitor against both performance standards and changes in performance over multiple years.

---

---

---

---

---

### 1.D.1 Communications:

Describe how the organization explains the budget process to stakeholders and why budget decisions were made.

---

---

---

---

---

### 2.A.1 District-Wide SMARTER Goals:

Describe and explain the organization's goal setting process.

---

---

---

---

---

### 2.B.1 Root Cause Analysis:

Explain how the organization conducted root cause analysis, generally, and what the organization learned from the analysis.

---

---

---

---

---

### 2.D.1 Option Analysis:

Describe the process used to present options under consideration and also engage stakeholders.

---

---

---

---

---

### 3.A.1 Cost Structure Analysis:

Explain why the organization chose the particular analytical technique it has employed and what insights it gained (e.g., staffing analysis, unit cost analysis - see the Best Practice 3A – Applying Cost Analysis to the Budget Process for details).

---

---

---

---

---

**3.A.2 Cost Effectiveness Measurement:**

Explain how the organization is utilizing cost-effectiveness measures or building its capacity to more easily calculate cost-effectiveness measures (see the Best Practice 3A – Applying Cost Analysis to the Budget Process for details).

---

---

---

---

---

**3.B.1 Analyze Revenues:**

Explain the analysis conducted (as shown by the information provided in the Supplementary Materials) and important conclusions reached as a result.

---

---

---

---

---

**3.B.2 Sunset Programs:**

Explain the organization's approach to evaluating the potential for sunsetting a service and any important conclusions reached.

---

---

---

---

---

**3.B.3 Finding Efficiencies:**

Describe any efficiencies found that were submitted as Supplementary Materials.

---

---

---

---

---

**4.B.2 Plan of Action Accepted by Administration:**

Describe how plan of action was formally accepted by administration.

---

---

---

---

---

**4.C.1 Allocation Formula:**

Clearly described the rationale behind the formulas for allocating resources.

---

---

---

---

---