

# Certificate of Excellence in Financial Reporting

Honor Your Commitment to Fiscal Integrity



Association of School Business  
Officials International

The COE program is  
proudly sponsored by

**VALIC**



# Recognizing Excellence in the Preparation and Issuance of School System Comprehensive Annual Financial Reports

## What is the Certificate of Excellence (COE) in Financial Reporting?

The COE recognizes excellence for a school system's Comprehensive Annual Financial Report (CAFR), promoting high quality financial reporting to the community.

## What is a Comprehensive Annual Financial Report (CAFR)?

It is a financial report prepared in a standardized format conforming to the guidelines of the Governmental Accounting Standards Board (GASB) and utilizing Generally Accepted Accounting Principles (GAAP). School districts use ASBO's self-evaluation checklist to ensure all criteria have been met.



## Why participate in the COE program?

- **Credibility**—Validate your school district's commitment to fiscal integrity.
- **Confidence**—Showcase your high quality financial reporting.
- **Savings**—Achieve a better bond rating by disclosing what's requested for credit evaluations.
- **Transparency**—Share financial information above and beyond what GAAP requires.
- **Recognition**—Share your achievement with your superintendent, school board, community, and the financial marketplace.

## What is the review process?

- Submit CAFRs for review within six months of the school district's fiscal year end.
- CAFRs are reviewed by professionals from governmental accounting and auditing in the fields of consulting, certified public accounting, and school system financial management.
- Comprehensive comments are provided to be used for continuous improvement and in the preparation of subsequent CAFRs.
- The review process takes 5-6 months.

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**Would you like to join ASBO International?**  
**For member benefits, visit [www.asbointl.org/join](http://www.asbointl.org/join)**

# COE Application (U.S. and Canadian applicants)

## General Information

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

Mailing Address (All correspondence, including the plaque, will be sent to this address)

Street or P.O. Box:

City:

State/Province:

ZIP/Postal Code:

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

Name of Submitting Official:

Title:

Email:

Phone:

Fax:

ASBO International Member Number:

Member's Name:

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

## School Information

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

If yes, how did you learn of the program?

What is your primary reason for applying to the COE program?

Federal Employee Identification Number (FEIN) or Revenue Canada Business Number:

Which category most accurately describes the school entity?  Public, K-12  Private, K-12  Charter  Technical

Community College  Four-year College  Other:

Approximately how many students are enrolled in the school entity?

## Financial Information

Fiscal year ended:

Date report issued:

Name of the audit firm:

Contact person:

Email:

## Fee Information

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

Unsure about applying? Don't worry—if this is your first time and your district does not qualify for the COE, ASBO will waive your fee for the next year.

### Please pay this amount:

ASBO Membership Fee (if applicable) \$ \_\_\_\_\_

COE Fee \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Method of payment:  Check

Credit Card:  Visa  MasterCard  American Express

Name on Card:

Signature:

Card No.:

Exp. Date:

### COE Application Fees

Total District Revenue, All Funds	ASBO Member	Non-Member
Under \$1 million	\$ 350	\$ 650
\$1–5 million	\$ 450	\$ 715
\$5–10 million	\$ 550	\$ 780
\$10–25 million	\$ 700	\$ 910
\$25–50 million	\$ 800	\$1,040
\$50–100 million	\$ 900	\$1,170
\$100–250 million	\$1,000	\$1,300
Over \$250 million	\$1,100	\$1,430



**Award Announcement** (Optional)

Please provide contact information for two individuals whom you would like notified of your accomplishment:

Mr.  Mrs.  Ms.  Ph.D.  Ed.D.  RSBA  RSBO  RSBS  Other:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_

Mr.  Mrs.  Ms.  Ph.D.  Ed.D.  RSBA  RSBO  RSBS  Other:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_

**Application Checklist**

Submit 3 copies of the following:

- Application form
- Comprehensive Annual Financial Report (CAFR). Indicate the format you are submitting:
  - hard copy
  - CD/document in pdf
  - Website/document in pdf
- COE's self-evaluation checklist
  - Mandatory** if the school entity is submitting for the first time, received a conditional or denied award in the previous submission, or has not submitted for the past two years.
  - Optional** if the school entity received the award in the previous year.
- School entity's responses to last year's comments, if applicable.
- Transmittal letter/cover letter specifying any COE criteria that do not apply to the school entity because of legal requirements.

**Please submit payment.**

An incomplete application will delay processing.

Mail the application and supporting material to:

**ASBO International  
Certificate of Excellence  
11401 North Shore Drive  
Reston, VA 20190-4200**

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

To request information about the COE program, contact ASBO International at 866/682-2729 x7067 or [williamsmd@asbointl.org](mailto:williamsmd@asbointl.org). Application materials are also available at [www.asbointl.org](http://www.asbointl.org).

