



April 10, 2015

Kalyn Belsha  
[REDACTED]

Re: FOIA Request received March 26, 2015 FOIA ID #15-17

Dear Ms. Belsha:

This letter will serve as Community Unit District 308's response to your request under the Freedom of Information Act (5ILCS 140/1 et seq.). Per my communication on April 6, 2015 the District extended the deadline for responding by five (5) additional business days in accordance with Section 3(e) of the Freedom of Information Act. The request seeks documents sufficient to show all district-paid fees as further specified in italics below. The District's response is set out below each item of your request.

- 1. Documents sufficient to show all fees or other associated costs paid by the district in school years 2014-15, 2013-14 and 2012-13 to enter contests, win awards or gain recognition for the district or district administrators. This includes, but not limited to, fees paid to enter contests associated with: the Association of School Business Officials International, The American Business Awards, the National school Public Relations Association and the Government Finance Officers Association of the United States and Canada.*

See attached responsive documents.

- 2. Documents sufficient to show all district-paid fees or costs for the district or district administrators to be members of associations, professional groups, and trade groups in school years 2014-15, 2013-14 and 2012-13.*

An initial search has revealed over 5,000 records that might be responsive to this request. Estimating 20 minutes per record, it would take over 1,667 hours to search the records in our system to identify those records responsive to this request. Additional time would be required to review those records for possible redactions. Time spent on these activities would prevent the District's Finance Department from performing operational activities in a timely manner. According to 5ILCS 140/3(g), the request as stated is unduly burdensome. The district invites you to narrow your request to manageable proportions if you so choose.

- 3. Documents sufficient to show all district-paid fees or costs for Superintendent Matthew Wendt to participate in the American Association of School Administrators National Superintendent Certification Program.*

The attached document was approved by the 2012-2013 board of education as an action item at the July 22, 2013 regular meeting in the approval of bills for payment. This expenditure was deducted from the P Card rebate earned.



The decision to partially deny your request was made by Jeff Ryder, Director of Finance, with the assistance of counsel. Should you believe that this decision was in error, you may ask the Illinois Attorney General's Public Access Counselor (PAC) to review this decision concerning your records request, by submitting a Request for Review to the PAC by electronic mail or U.S. mail after this denial of your request. A Request for Review by the PAC should be directed to Public Access Counselor, Office of the Illinois Attorney General, at 500 S. 2nd Street, Springfield, IL 62706, [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us). The PAC's telephone number is (217) 558-0486.

To promote district transparency and assist others who may have a similar question, this responsive document will be posted online on the district's website. To access it, go to [www.sd308.org](http://www.sd308.org) and select *Our District > Freedom of Information Act Request > FOIA Request Responses*, then select *FOIA ID #15-17*.

Please be advised that to comply with your FOIA request, the District incurred the expense of **\$1,694.42**, comprised of the cost of labor and resources used to search for, retrieve, examine and review records responsive to your request. You are legally not required to reimburse the District for the amount incurred.

Please let me know if you have additional questions. Thank you.

A handwritten signature in black ink that reads "Victoria R. D'Aleo". The signature is written in a cursive, flowing style.

Victoria R. D'Aleo  
Freedom of Information Officer

# Certificate of Excellence in Financial Reporting APPLICATION

(For U.S. applicants)

COE  
ASBO

F/y 2014

## SCHOOL DISTRICT INFORMATION

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

Oswego Community Unit School District 308

Mailing Address (the COE plaque will be sent to this address)

Street or PO Box 4175 Route 71

City: Oswego

State/Province: IL

ZIP/Postal Code: 60543

## SUBMITTING OFFICIAL

(All award correspondence is emailed to this person)

☐ Ms. ☐ Mrs. ☐ Mr. ☐ Ph.D. ☒ Ed.D. ☐ CPA ☐ SFO ☐ RSBA ☐ RSBO ☐ RSBS ☐ Other:

Name: Paul O'Malley

Title: Associate Superintendent

Email: pomalley@sd308.org

Phone: 630-636-3090

ASBO International Member Number 817098

Expiration Date: March 2015

ASBO Member's Name (if different from submitting official): Community Unit School District 308, Paul O'Malley

Does ASBO International have your permission to use your school's CAFR for COE seminars? ☒ Yes ☐ No

## GENERAL INFORMATION

Is this the school district's first application to the COE program? ☐ Yes ☒ No

What is the size of the school district's budget (total revenue, all funds)? \$222,958,281

What is the end of the fiscal year (date) for this CAFR submission? Month: June Year: 2014

How many students are enrolled in the school district? 17,932

What category most accurately describes the school district?

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

Name of the audit firm:

Contact person:

## FEES AND MEMBERSHIP INFORMATION

Please pay this amount:

ASBO Membership Fee (\$219) \$ 0.00  
(if applicable)

COE Fee \$ 1,185.00

Total \$ 1,185.000

### COE Application Fees

Total District Revenue U.S. \$ (in millions)	ASBO Member	Non-Member
Under \$10 million	\$ 660	\$ 975
\$10-\$25 million	\$ 885	\$ 1,200
\$25-\$50 million	\$ 985	\$ 1,300
\$50-\$100 million	\$ 1,085	\$ 1,400
\$100-\$250 million	\$ 1,185	\$ 1,500
\$250 million-\$1 billion	\$ 1,285	\$ 1,600
Over \$1 billion	\$ 1,385	\$ 1,700

Method of payment:

☐ Check ☐ Credit Card ☐ Visa ☒ MasterCard ☐ American Express

Name on Card: Confidential credit card information. Please call Maria Benak (Exec. Admin. Asst.) at 630-636-3485

Signature:

Card No.:

Exp. Date:

# COE APPLICATION

## continued

### 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. ☐ CPA ☐ SFO ☐ RSBA ☐ RSBO ☐ RSBS ☐ Other:

Name: Paul O'Malley

Title: Associate Superintendent

Email: [pomalley@ed308.org](mailto:pomalley@ed308.org)

VALIC, the COE program sponsor, or your ASBO affiliate may also contact you to offer congratulations.

### HOW TO APPLY

Please follow these instructions to successfully submit your COE application. An incomplete application will delay processing.

#### 1. Your COE application packet must include:

- ✓ Completed COE application.
- ✓ Cover letter specifying any COE criteria that do not apply to the school district.
- ✓ COE Checklist.
  - **Mandatory** if the school district is applying for the first time, received a conditional or denied award from the most recent submission, or did not submit for the previous year.
  - **Optional** if the school district does not fit the criteria above, but still highly recommended.
- ✓ Reviewer comments from the previous year and your school district's responses (if applicable).
- ✓ Comprehensive Annual Financial Report (CAFR) document.



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# VALIC

#### 2. Submit your COE application packet:

- **BY EMAIL (preferred)**
  - Include one copy of each item listed above attached as a PDF.
  - Include payment information. (If you submit your application packet by email, you must pay by credit card.)
  - Email to [COE@asbointl.org](mailto:COE@asbointl.org).
- **BY MAIL**
  - Include three copies of each item listed above in one of the following formats:
    - PDF (saved on three separate CDs or flash drives)
    - Hard copy
  - Include payment information. (If you submit your application packet by mail, you may pay by check or credit card.)
  - Mail to **ASBO International**
    - Certificate of Excellence
    - 11401 North Shore Drive
    - Reston, VA 20190-4232

Questions? Email us at [COE@asbointl.org](mailto:COE@asbointl.org) or call 866.682.2729 x7067.

Application materials are also available online.

**[asbointl.org/ApplyCOE](http://asbointl.org/ApplyCOE)**





# Certificate of Excellence in Financial Reporting APPLICATION

## SCHOOL DISTRICT INFORMATION

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

Oswego Community Unit School District 308

Mailing Address (the COE plaque will be sent to this address):

Street or PO Box: 4175 Route 71

City: Oswego

State/Province: IL

ZIP/Postal Code: 60543

ASBO  
COE  
FY 2013

## SUBMITTING OFFICIAL

(All award correspondence is emailed to this person)

☐ Ms. ☐ Mrs. ☐ Mr. ☐ Ph.D. ☒ Ed.D. ☐ CPA ☐ SFO ☐ RSBA ☐ RSBO ☐ RSBS ☐ Other:

Name: Paul O'Malley

Title: Associate Superintendent

Email: pomalley@oswego308.org

Phone: 630-636-3090

ASBO International Member Number: 473080

Expiration Date: 09/30/2014

ASBO Member's Name (if different from submitting official):

Does ASBO International have your permission to use your school's CAFR for COE seminars? ☒ Yes ☐ No

## GENERAL INFORMATION

Is this the school district's first application to the COE program? ☐ Yes ☒ No

What is the size of the school district's budget (total revenue, all funds)? \$191,942,669 (FY 2014)

What is the end of the fiscal year (date) for this CAFR submission? Month: June Year: 2013

How many students are enrolled in the school district? 17,732

What category most accurately describes the school district?

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

Name of the audit firm: McGladrey

Contact person: Katie Barry

## FEES AND ASBO INTERNATIONAL MEMBERSHIP INFORMATION

Please pay this amount:

ASBO Membership Fee (\$211) \$  
(if applicable)

COE Fee \$1,175.00

Total \$1,175.00

### COE Application Fees

Total District Revenue, All Funds	Member	Non-Member
Under \$10 million	\$ 650.00	\$ 975.00
\$10-\$25 million	\$ 875.00	\$ 1,200.00
\$25-\$50 million	\$ 975.00	\$ 1,300.00
\$50-\$100 million	\$ 1,075.00	\$ 1,400.00
\$100-\$250 million	\$ 1,175.00	\$ 1,500.00
\$250 million - \$1 billion	\$ 1,275.00	\$ 1,600.00
Over \$1 billion	\$ 1,375.00	\$ 1,700.00

Method of payment:

☐ Check ☒ Credit Card: ☒ Visa ☐ MasterCard ☐ American Express

Name on Card: Confidential - please contact Jeffrey Ryder at 630-636-3489

Signature:

Card No.:

Exp. Date:

Find more information and the application at [asbointl.org/COE](http://asbointl.org/COE)

# COE APPLICATION

## continued

### 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. ☐ CPA ☐ SFO ☐ RSBA ☐ RSBO ☐ RSBS ☐ Other:

Name:

Title:

Organization:

Email:

Mailing Address:

City:

State/Province:

ZIP/Postal Code:

### APPLICATION MATERIALS

Please include the materials below with your application. **An incomplete application will delay processing.**

1. Submit 1 copy of the application form.

2. Submit 3 copies of each of the following:

- ☒ Cover letter specifying any COE criteria that do not apply to the school district.
- ☒ School district's responses to last year's comments, if applicable.
- ☒ COE Checklist
  - **Mandatory** if the school district is submitting for the first time, received a conditional or denied award in the previous submission, or did not submit for the previous year.
  - **Optional**, but highly suggested, even if the school district received the award in the previous year.

3. Comprehensive Annual Financial Report (CAFR). Indicate the document format.

- Submit 3 copies of:
  - ☐ Hard copy ☐ CDs or flash drives (the document in a PDF file)
  - ☐ A document listing the website address to the CAFR (PDF)
- Electronic submission:
  - ☒ Email and attach 1 copy of the CAFR (PDF). May only use this option if the COE fee is paid by credit card.

4. Submit payment.

Submit the COE application and supporting materials to:

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

Electronically to  
mperkins@asbointl.org



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# VALIC

Should your school district receive the COE, you may be contacted by the program sponsor or your ASBO affiliate to offer congratulations. **Questions? Contact Michelle Perkins at 866.682.2729 x7067 or mperkins@asbointl.org.**

Application materials are also available at  
**asbointl.org/COE**





Association of School Business  
Officials International

The COE program is  
proudly sponsored by

**VALIC**

### 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. ☐ CPA ☐ SFO ☐ Other:

Name: Paul O'Malley

Title: Assistant Superintendent for Business

Organization: Oswego Community Unit School District 308

Email: assistant\_superintendent@oswego308.org

Mailing Address: 4175 Route 71

City: Oswego

State/Province: IL

ZIP/Postal Code: 60490

### Application Checklist

1. Submit 1 copy of the application form.
2. Submit 3 copies of the following:
  - ☒ Cover letter specifying any COE criteria that do not apply to the school entity.
  - ☐ School entity's responses to last year's comments, if applicable.
  - ☒ COE Checklist
    - ☐ Mandatory if the school entity is submitting for the first time, received a conditional or denied award in the previous submission, or did not submit for the previous year.
    - ☐ Optional, but highly suggested, even if the school entity received the award in the previous year.
3. Comprehensive Annual Financial Report (CAFR). Indicate the format you are submitting:
  - Submit 3 copies of:
    - ☐ The hard copy ☐ CDs or flash drives (the document in a PDF file)
    - ☐ A document listing the website address to the CAFR (in a PDF file)
  - Electronic submission:
    - ☒ Email. Attach 1 copy of the CAFR to the email (document in a PDF file). May only use this option if the COE fee is paid by credit card.
3. Submit payment.



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

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

Electronically to  
mperkins@asbointl.org

### Additional Program Information

- The review process takes 4-6 months.
- Should the school entity receive the COE award, you may be contacted by the program's sponsor or your affiliate to offer congratulations.

Questions? Contact ASBO International at 866.682.2729 x7067 or mperkins@asbointl.org.

Application materials are also available at [www.asbointl.org/COE](http://www.asbointl.org/COE)



# COE Application

## General Information

### School Entity

Provide name as you would like it to appear on the award plaque and certificate: Oswego Community Unit School District 308

Mailing Address (The COE plaque will be sent to this address)

Street or P.O. Box: 4175 Route 71

City: Oswego

State/Province: IL

ZIP/Postal Code: 60490

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

### Submitting Official

Name (all correspondence is sent to this person via email): Dr. Paul O'Malley

Title: Assistant Superintendent for Business

Email: assistant\_superintendent@oswego308.org

Phone: 630-636-3090

ASBO International Member Number: 8359

Expiration Date: 9/30/2013

ASBO Member's Name: Dr. Paul O'Malley

Does ASBO International have your permission to use your school's CAFR for COE workshops? ☒ Yes ☐ No

## School Information

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

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? 17,500

## CAFR Information

What is the size of the school entity's budget (Total revenue, all funds)? \$195,797,939

The fiscal year ends (Month/Year): June 2012

Name of the audit firm: McGladrey LLP

Contact person: Katie Barry, CPA

## COE Application Fee and ASBO Membership

Please pay this amount:

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

COE Fee \$ 1175

Total \$ 1175

### COE Application Fees

Total District Revenue, All Funds	Member	Non-Member
Under \$10 million	\$ 650.00	\$ 975.00
\$10-\$25 million	\$ 875.00	\$ 1,200.00
\$25-\$50 million	\$ 975.00	\$ 1,300.00
\$50-\$100 million	\$ 1,075.00	\$ 1,400.00
\$100-\$250 million	\$ 1,175.00	\$ 1,500.00
\$250 million - \$1 billion	\$ 1,275.00	\$ 1,600.00
Over \$1 billion	\$ 1,375.00	\$ 1,700.00

Method of payment: ☐ Check

Credit Card: ☒ Visa ☐ MasterCard ☐ American Express

Name on Card: Maria Risch

Signature: Maria Risch

Card No.: 5405015423492824

Exp. Date: 01/2015



# **CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING PROGRAM** **Participant Application**

**Section I: Government Information:**

Participants in the Certificate of Achievement Program may submit their Comprehensive Annual Financial Report using one of several formats. Accordingly, please indicate the format<sup>1</sup> used for this submission of the CAFR.

☐ Website
 ☒ PDF
 ☐ CD
 ☐ Hardcopy

Regardless of the format, submissions should be sent (postmarked or e-mailed) to GFOA within six months of the government's fiscal year end (or if that date falls on a weekend or holiday the next business day). If the government fails to complete its CAFR within this deadline, an extension request can be sent to [cafrprogram@gfoa.org](mailto:cafrprogram@gfoa.org).

If you have questions either e-mail [cafrprogram@gfoa.org](mailto:cafrprogram@gfoa.org) or call the Technical Services Center at (312) 977-9700.

1. Name of Government Oswego Community Unit School District 308  
(as it appears on the report cover and will appear on the Certificate of Achievement plaque, if awarded)
2. Fiscal year Ended (month, day, year) June 30, 2014
3. Is the government a previous participant in the Certificate of Achievement Program? Yes ☒ No ☐  
If yes, what was the most recent fiscal year? 2013
4. Official Requesting Review (receives notification of results, detailed comments and suggestions for improvement, the Award for Financial Reporting Achievement (AFRA), a press release, information regarding presentation by a GFOA State Representative and the Certificate of Achievement plaque, which should arrive approximately 6 weeks after the notification of results if the government is awarded the certificate).

Name: ☒ Mr. ☐ Ms Paul O'Malley, Ed. D  
 Title: Associate Superintendent  
 Street Address (required): 4173 Route 71  
 P.O. Box (if applicable): \_\_\_\_\_ E-mail: (required) pomalley@sd308.org  
 City: Oswego State: IL Zip Code: 60543  
 Phone: 830-838-3090 Fax: \_\_\_\_\_

5. If the government is awarded a Certificate of Achievement for Excellence in Financial Reporting, the Award of Financial Reporting Achievement (AFRA) will be prepared for the individual or department noted below as being primarily responsible for the government's success in earning the certificate.

Individual's or Department's Name: Paul O'Malley, Ed. D  
 Individual's Title: Associate Superintendent

6. If the submission qualifies for the Certificate of Achievement for Excellence in Financial Reporting, whom (mayor, board chair, etc.) should GFOA send a formal announcement of the award and a related press release.

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Street Address (required): \_\_\_\_\_  
 P.O. Box (if applicable): \_\_\_\_\_ E-mail: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Section II: Audit Information:**

Agency or Firm Name: McGladrey, LLP  
 Contact name (optional): Katie Barry  
 Street Address: 1 S Wacker Drive Suite 800  
 Phone: 312-834-4415 E-mail: (required) katie.barry@mcgladrey.com  
 City: Chicago State: IL Zip Code: 60606

**For GFOA Office Use Only:**

Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

<sup>1</sup> Please follow the submission instructions from Section III on page 2 for your chosen format.

GFOA  
 F/y 2014  
 CofA in Ex.

### Section III: Submission Instructions:

**Website/PDF:** Provide the hyperlink to the CAFR in the space below, if applicable. If the format is a PDF file, e-mail it, the completed application and responses to prior year comments (if the CAFR was submitted to the program in the immediate prior year) to [cafrprogram@gfoa.org](mailto:cafrprogram@gfoa.org). If payment will be made by check, rather than credit card, include a hardcopy of at least the second page of the application to allow for the proper posting of the payment. Finally, if a separate report is issued to demonstrate compliance at the legal level of budgetary control, include in the e-mail either the report's hyperlink or attach the electronic file. If it is not possible to provide the separate budgetary compliance report electronically mail a hard copy to the address below with any other items that are sent by hardcopy.

<http://www.> \_\_\_\_\_

**CD:** Mail 3 CDs, each with an electronic file of the CAFR, the completed application, and the responses to prior year comments (if the CAFR was submitted to the program in the immediate prior year). Also, include payment and, if applicable, a copy of the separate report that is issued to demonstrate compliance at the legal level of budgetary control.

**Hardcopy:** Mail 3 copies of the CAFR, 3 copies of the application, 3 copies of responses to prior year comments (if the CAFR was submitted to the program in the immediate prior year), payment, and if applicable, a copy of the separate report that is issued to demonstrate compliance at the legal level of budgetary control.

**Mailing address:** Government Finance Officers Association  
Certificate of Achievement Program  
203 North LaSalle Street, Suite 2700  
Chicago, IL 60601

### Section IV: Fee Calculation:

Please add the amounts from the following financial statements, if applicable:

- **Total revenues** from the governmental funds Statement of revenues, expenditures and changes in fund balances (exclude other financing sources) \$ 222,799,220
- **Total expenses** (include both operating and nonoperating expenses) from the proprietary funds (the total for both enterprise and internal service funds) Statement of revenues, expenses and changes in net assets/fund equity \$ 220,736,179
- **Total additions** for pension (and other employee benefit), investment, and private-purpose trust funds (do not include any amounts for agency funds) from the fiduciary funds Statement of changes in fiduciary net assets (if total additions are negative, use the total amount of contributions from all sources) \$ 0
- **Program revenues** of only discretely presented component units from the government-wide Statement of Activities (do not include any information for the primary government) \$ 0
- If applicable, **total revenues** reported for discretely presented component units and not-for-profit organizations reported on a separate operating statement(s) or statement(s) of activity \$ 0
- TOTAL** \$ 443,535,399

If you have not already paid for this review, please include a check payable to the GFOA with this application form or provide the following information if you wish to pay by credit card:

Credit card type: \_\_\_\_\_ Account number: confidential credit card info Expiration date (mandatory): \_\_\_\_\_

Signature (mandatory): Please contact Maria Bengt of 630-636-3485

Use the following schedule to determine the appropriate fee based on the TOTAL calculated above. Member rates apply if a government joins GFOA at the time of their submission (in this case indicate below that the government is a GFOA member).

TOTAL	GFOA Member	Nonmember
Under \$1 million	\$290	\$580
\$1-10 million	\$370	\$740
\$10-50 million	\$435	\$870
\$50-100 million	\$505	\$1,010
\$100-250 million	\$580	\$1,160
\$250-500 million	\$725	\$1,450
\$500-750 million	\$865	\$1,730
\$750 million - \$1 billion	\$1,015	\$2,030
Over \$1 billion	\$1,095	\$2,190

GFOA Member? Yes ☒ No ☐ If yes, please provide the exact name of the government as it is used for membership purposes: Paul O'Malley - Oswego District 308

What is your government's GFOA membership number (please note that this is not your state GFOA membership number)? 300154204 - Expires 10/31/2015

Name of government: Oswego Community Unit School District 308  
(as a reference for SRC reviewers)

**Section V: Display and Disclosure Questions:**

Please answer each of the following questions. Your answers will assist the SRC in determining whether the item addressed by the question is properly displayed or disclosed in the CAFR.

**Questions are Applicable to Material Items Only**

	Yes	No	N/A
1. Is the government unit included in the reporting entity of another governmental unit (e.g., as a department, enterprise fund, fiduciary fund, or component unit)? If yes:		X	
a. Is this government unit reported in one or more separate funds within the primary government			X
b. Is this government unit reported as a discretely presented component unit in the primary government's CAFR?			X
2. Did the government engage in short-term debt activity during the year (e.g., anticipation notes, use of lines of credit), even if no short-term debt was outstanding at the beginning or end of the year?	X		
3. Does the government unit pay all or a portion of the cost of retiree healthcare?		X	
4. If retirees participate in the same healthcare plan as active employees, do retirees pay the same blended premium for healthcare as active employees?			X
5. Describe, in detail, your government unit's legal level of budgetary control (generally, this is the level at which the government unit's management may not reallocate appropriations without the approval of the governing body). Include examples of the legal level, as necessary, to provide clarification (e.g., departments include finance, police, fire, etc. or the object of expenditures level is salaries, supplies, etc.). The school board recently reviewed and approved changes to all Operating Policies which encompass budgetary control, fund balance, management fiduciary responsibilities and activities. Management is stringent about appropriately following these policies. Attached to this application are these governing policies.			

6. Indicate the number of funds with legally adopted annual budgets for each fund type below:

5 General fund  
Special revenue funds  
1 Debt service funds  
1 Capital projects funds  
Permanent funds

**Section VI: Authorization:**

With this application form we are officially requesting that the Certificate of Achievement for Excellence in Financial Reporting Program review our CAFR. We agree to comply with the policies and procedures of the program.

  
(Signature of official requesting review)

October 24, 2014  
(Date)





# **CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING PROGRAM** **Participant Application**

**Section I: Government Information:**

Participants in the Certificate of Achievement Program may submit their Comprehensive Annual Financial Report using one of several formats. Accordingly, please indicate the format<sup>1</sup> used for this submission of the CA

☐ Website
 ☒ PDF
 ☐ CD
 ☐ Hardcopy

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If you have questions either e-mail [cafrprogram@gfoa.org](mailto:cafrprogram@gfoa.org) or call the Technical Services Center at (312) 977-9700.

1. Name of Government Oswego Community Unit School District 308  
(as it appears on the report cover and will appear on the Certificate of Achievement plaque, if awarded)
2. Fiscal year Ended (month, day, year) June 30, 2013

3. Is the government a previous participant in the Certificate of Achievement Program? Yes ☐ No ☒

If yes, what was the most recent fiscal year? N/A

4. Official Requesting Review (receives notification of results, detailed comments and suggestions for improvement, the Award for Financial Reporting Achievement (AFRA), a press release, information regarding presentation by a GFOA State Representative and the Certificate of Achievement plaque, which should arrive approximately 6 weeks after the notification of results if the government is awarded the certificate).

Name: ☒ Mr. ☐ Ms. Paul O'Malley, Ed.D.

Title: Associate Superintendent

Street Address (required): 4175 Route 71

P.O. Box (if applicable): \_\_\_\_\_

E-mail: (required) pomalley@oswego308.org

City: Oswego

State: IL

Zip Code: 60543

Phone: 630-636-3090

Fax: \_\_\_\_\_

5. If the government is awarded a Certificate of Achievement for Excellence in Financial Reporting, the Award of Financial Reporting Achievement (AFRA) will be prepared for the individual or department noted below as being primarily responsible for the government's success in earning the certificate.

Individual's or Department's Name: Paul O'Malley, Ed. D.

Individual's Title: Associate Superintendent

6. If the submission qualifies for the Certificate of Achievement for Excellence in Financial Reporting, whom (mayor, board chair, etc.) should GFOA send a formal announcement of the award and a related press release.

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

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

Street Address (required): \_\_\_\_\_

P.O. Box (if applicable): \_\_\_\_\_

E-mail: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

**Section II: Audit Information:**

Agency or Firm Name: McGladrey, LLP

Contact name (optional): Katie Barry

Street Address: 1 South Wacker Drive, Suite 800

Phone: 312-634-4415

E-mail: (required) katie.barry@mcgladrey.com

City: Chicago

State: IL

Zip Code: 60606

**For GFOA Office Use Only:**

Date: \_\_\_\_\_

Check #: \_\_\_\_\_

Amount: \_\_\_\_\_

<sup>1</sup> Please follow the submission instructions from Section III on page 2 for your chosen format.

### **Section III: Submission Instructions:**

**Website/PDF:** Provide the hyperlink to the CAFR in the space below, if applicable. If the format is a PDF file, e-mail it, the completed application and responses to prior year comments (if the CAFR was submitted to the program in the immediate prior year) to [cafrprogram@gfoa.org](mailto:cafrprogram@gfoa.org). If payment will be made by check, rather than credit card, include a hardcopy of at least the second page of the application to allow for the proper posting of the payment. Finally, if a separate report is issued to demonstrate compliance at the legal level of budgetary control, include in the e-mail either the report's hyperlink or attach the electronic file. If it is not possible to provide the separate budgetary compliance report electronically mail a hard copy to the address below with any other items that are sent by hardcopy.

<http://www.> \_\_\_\_\_

**CD:** Mail 3 CDs, each with an electronic file of the CAFR, the completed application, and the responses to prior year comments (if the CAFR was submitted to the program in the immediate prior year). Also, include payment and, if applicable, a copy of the separate report that is issued to demonstrate compliance at the legal level of budgetary control.

**Hardcopy:** Mail 3 copies of the CAFR, 3 copies of the application, 3 copies of responses to prior year comments (if the CAFR was submitted to the program in the immediate prior year), payment, and if applicable, a copy of the separate report that is issued to demonstrate compliance at the legal level of budgetary control.

**Mailing address:** Government Finance Officers Association  
Certificate of Achievement Program  
203 North LaSalle Street, Suite 2700  
Chicago, IL 60601

### **Section IV: Fee Calculation:**

Please add the amounts from the following financial statements, if applicable:

• <b>Total revenues</b> from the governmental funds Statement of revenues, expenditures and changes in fund balances (exclude other financing sources)	\$ 206,628,539
• <b>Total expenses</b> (include both operating and nonoperating expenses) from the proprietary funds (the total for both enterprise and internal service funds) Statement of revenues, expenses and changes in net assets/fund equity	\$ 247,438,733
• <b>Total additions</b> for pension (and other employee benefit), investment, and private-purpose trust funds (do not include any amounts for agency funds) from the fiduciary funds Statement of changes in fiduciary net assets (if total additions are negative, use the total amount of contributions from all sources)	\$ 000
• <b>Program revenues</b> of only discretely presented component units from the government-wide Statement of Activities (do not include any information for the primary government)	\$ 00
• If applicable, <b>total revenues</b> reported for discretely presented component units and not-for-profit organizations reported on a separate operating statement(s) or statement(s) of activity	\$ 000
<b>TOTAL</b>	\$ (40,810,194)

If you have not already paid for this review, please include a check payable to the GFOA with this application form or provide the following information if you wish to pay by credit card:

Credit card type: \_\_\_\_\_ Account number: Confidential - call 630-636-3486 Expiration date (mandatory): \_\_\_\_\_

Signature (mandatory): \_\_\_\_\_

Use the following schedule to determine the appropriate fee based on the TOTAL calculated above. Member rates apply if a government joins GFOA at the time of their submission (in this case indicate below that the government is a GFOA member).

<b><u>TOTAL</u></b>	<b><u>GFOA Member</u></b>	<b><u>Nonmember</u></b>
Under \$1 million	\$290	\$580
\$1-10 million	\$370	\$740
\$10-50 million	\$435	\$870
\$50-100 million	\$505	\$1,010
\$100-250 million	\$580	\$1,160
\$250-500 million	\$725	\$1,450
\$500-750 million	\$865	\$1,730
\$750 million - \$1 billion	\$1,015	\$2,030
Over \$1 billion	\$1,095	\$2,190

GFOA Member? Yes ☒ No ☐ If yes, please provide the exact name of the government as it is used for membership purposes: Oswego CUSD 308

What is your government's GFOA membership number (please note that this is not your state GFOA membership number)? 300154204 (Paul O'Malley, expires 10/31/2014)



Name of government: Oswego Community Unit School District 308

(as a reference for SRC reviewers)

### **Section V: Display and Disclosure Questions:**

Please answer each of the following questions. Your answers will assist the SRC in determining whether the item addressed by the question is properly displayed or disclosed in the CAFR.

#### **Questions are Applicable to Material Items Only**

- |  | <u>Yes</u>    | <u>No</u>     | <u>N/A</u>    |
|--|---------------|---------------|---------------|
| 1. Is the government unit included in the reporting entity of another governmental unit (e.g., as a department, enterprise fund, fiduciary fund, or component unit)? If yes:   | <u>      </u> | <u>  x  </u>  | <u>      </u> |
| a. Is this government unit reported in one or more separate funds within the primary government  | <u>      </u> | <u>      </u> | <u>  x  </u>  |
| b. Is this government unit reported as a discretely presented component unit in the primary government's CAFR?   | <u>      </u> | <u>      </u> | <u>  x  </u>  |
| 2. Did the government engage in short-term debt activity during the year (e.g., anticipation notes, use of lines of credit), even if no short-term debt was outstanding at the beginning or end of the year?   | <u>      </u> | <u>  x  </u>  | <u>      </u> |
| 3. Does the government unit pay all or a portion of the cost of retiree healthcare?  | <u>      </u> | <u>  x  </u>  | <u>      </u> |
| 4. If retirees participate in the same healthcare plan as active employees, do retirees pay the same blended premium for healthcare as active employees?   | <u>      </u> | <u>      </u> | <u>  x  </u>  |
| 5. Describe, in detail, your government unit's legal level of budgetary control (generally, this is the level at which the government unit's management may not reallocate appropriations without the approval of the governing body). Include examples of the legal level, as necessary, to provide clarification (e.g., departments include finance, police, fire, etc. or the object of expenditures level is salaries, supplies, etc.).<br><u>The District is governed by several 'Operational Services' policies issued by the Board of Education, as well as the State of Illinois, several townships and the three counties it is located within. Due diligence is taken to follow the approved practices with appropriate ongoing training/audits to allow for proper controls, segregation of duties, checks, and balances. The operating policies outline the levels of authority, responsibility, approval and control for: Fiscal and Business Management (4:10), Fund Balances (4:20), Revenue and Investments (4:30), Incurring Debt (4:40), Payment Procedures (4:50), Use of Procurement Cards (4:55), and Accounting and Audits (4:80) - copies of these policies are included with this electronic application. The Board of Education is stringent; thereby creating a Financial Advisory Committee. Financial information meetings, reports, reviews, recommendations and follow-ups of activities are scheduled throughout each month. The results of the meetings are posted on the district's public website.</u> |               |               |               |
| 6. Indicate the number of funds with legally adopted annual budgets for each fund type below:  |               |               |               |
| <u>  5  </u> General fund  |               |               |               |
| <u>      </u> Special revenue funds  |               |               |               |
| <u>  1  </u> Debt service funds  |               |               |               |
| <u>  1  </u> Capital projects funds  |               |               |               |
| <u>      </u> Permanent funds  |               |               |               |

### **Section VI: Authorization:**

With this application form we are officially requesting that the Certificate of Achievement for Excellence in Financial Reporting Program review our CAFR. We agree to comply with the policies and procedures of the program.

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

December 31, 2013

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



# Oswego Community Unit District 308

123473

4175 RT 71  
OSWEGO, ILLINOIS 60543  
630-636-3080

BRIDGEVIEW BANK GROUP  
Bridgeview, IL  
70-2356/719

BY ORDER OF THE BOARD OF EDUCATION OF OSWEGO COMMUNITY UNIT DISTRICT 308

CHECK DATE  
02/10/14

CHECK NO.  
123473

AMOUNT

\$\*\*\*\*\*2,500.00\*

**PAY** THE SUM OF TWO THOUSAND, FIVE HUNDRED DOLLARS & ZERO CENTS

TO THE PMA FINANCIAL NETWORK INC  
ORDER 2135 CITYGATE LANE  
OF 7TH FLOOR  
NAPERVILLE IL 60563

*Paul O'Malley*

Paul O'Malley, Treasurer

⑈123473⑈ ⑆071923569⑆ ⑈61 890470 1⑈

VENDOR NO. 2326

CHECK NO. 123473

ACCOUNT	PURCH. ORDER	INVOICE NUMBER	AMOUNT	DESCRIPTION
1025207020000 319		P5013112	2,500.00	ASBO-1 MBA

2326

PMA FINANCIAL NETWORK INC

copy

123473







2135 CityGate Lane, 7th Fl  
Naperville, IL 60563

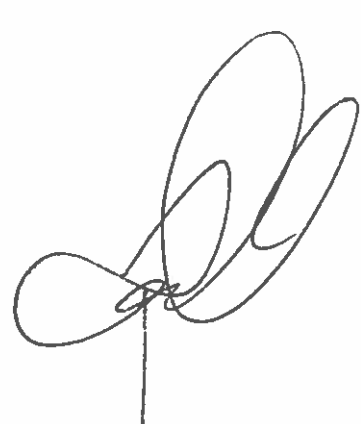
Phone 630-657-6400

# Invoice

Date	Invoice #
12/27/2013	P5013112

Bill To
Oswego CUSD 308 Attn: Dr. Paul O'Malley 4175 Route 71 Oswego, IL 60543

Account #
24047308026

Description	Amount
Consulting services rendered  ASBO-I Meritorious Budget Award (MBA)    COPY  10 2520 70 20 000 3/9	2,500.00
Please remit payment within 30 days from invoice date. Please make check payable to PMA Financial.	<b>Total</b> \$2,500.00





# MBA Application page 1

(U.S. and Canadian applicants)

The MBA is for applicants who have previously participated in the MBA and for first-time applicants who would like to apply to the full MBA. If you are a first-time applicant or second-time Pathway applicant and would like to complete only two of the four MBA sections, please use the Pathway to the MBA application.



## SCHOOL DISTRICT INFORMATION

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

Community Unit School District 308

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

Street or PO Box: 4175 Route 71

City: Oswego

State/Province: Illinois

## SUBMITTING OFFICIAL

(All award correspondence is emailed to this person)

☐ Mr. ☐ Ms. ☐ Mrs. ☐ Ph.D. ☒ Ed.D. ☐ CPA ☐ SFO ☐ RSBA ☐ RSBO ☐ RSBS ☐ Other:

Name: Paul O'Malley

Title: Associate Superintendent

Email: Associatesuperintendent@sd308.org

Phone: 630-636-3090

ASBO International Member Number: 473080

Expiration Date: 09/30/2015

ASBO Member's Name (if different from submitting official):

## GENERAL INFORMATION

Is this the school district's first application to the MBA program? ☐ Yes ☒ No

What is the size of the school district's budget (total revenue, all funds)? 200,794,392

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

Month: June

Year: 2015

How many students are enrolled in the school district? 18,000

What category most accurately describes the school district?

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

## FEES AND MEMBERSHIP INFORMATION

Please remit this amount:

ASBO Membership Fee (\$219) \$  
(if applicable)

MBA Fee \$

Total \$ 0.00 (see email waiver)

### MBA Application Fees

All payments must be in U.S. dollars

Total Revenue, All Funds	ASBO Member	Non-Member
Less than \$50 million	\$660	\$1,000
\$50 - \$200 million	\$1,060	\$1,375
\$200 million - \$1 billion	\$1,110	\$1,425
More than \$1 billion	\$1,160	\$1,475

### Method of payment

☐ Check

Credit Card: ☐ Visa ☒ MasterCard ☐ American Express ☐ Discover

Name on Card:

Signature:

Card No.:

Exp. Date:

# MBA Application page 2



ASSOCIATION OF  
SCHOOL BUSINESS OFFICIALS  
INTERNATIONAL

## AWARD ANNOUNCEMENT (optional)

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

☐ Mr. ☐ Ms. ☐ Mrs. ☐ Ph.D. ☒ Ed.D. ☐ CPA ☐ Other:

Name:

Title:

Organization:

Email:

Voya Financial™, the MBA program sponsor, or your ASBO affiliate may also contact you to offer congratulations.

## HOW TO APPLY

Please follow these instructions to successfully submit your MBA application. An incomplete application will delay processing.

### 1. Your MBA application packet must include:

- ✓ Completed MBA application.
- ✓ Cover letter specifying any MBA criteria that do not apply to your school district.
- ✓ MBA Criteria Checklist 1.0 or MBA Criteria Checklist 2.0 (**mandatory for all applicants**).
- ✓ Reviewer comments from the previous year and your school district's responses (if applicable).
- ✓ Budget document.

### 2. Submit your MBA application packet:

#### • BY EMAIL (*preferred*)

- ☐ Include one copy of each item listed above attached as a PDF.
- ☐ Include payment information. (*If you submit your application packet by email, you **must** pay by credit card*)
- ☒ Email to **MBA@asbointl.org**.

#### • BY MAIL

- ☐ Submit three copies of each item listed above in one of the following formats:
  - PDF (saved on three separate CDs or flash drives)
  - Hard copy
- ☐ Include payment information. (*If you submit your application packet by mail, you may pay by check or credit card.*)
- ☐ Mail to **ASBO International**
  - Meritorious Budget Award
  - 11401 North Shore Drive
  - Reston, VA 20190-4232

Questions? Email us at **MBA@asbointl.org** or call **866.682.2729 x7067**.

Application materials are also available online.  
**asbointl.org/ApplyMBA**

Proudly sponsored by

**VOYA**  
FINANCIAL™

# MBA Application

(U.S. and Canadian applicants)

Please note: The MBA program is for applicants who have previously participated in the MBA program and for first-time applicants who would like to apply to the full MBA. If you are a first-time applicant and would prefer to complete only two of the four MBA sections, please use the Pathway to the MBA application.



## SCHOOL DISTRICT INFORMATION

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

OSWEGO Community Unit School District 308

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

Street or PO Box: 4175 Route 7  
City: OSWEGO State/Province: IL Z

## SUBMITTING OFFICIAL

(all award correspondence is emailed to this person)

☐ Ms. ☐ Mrs. ☐ Mr. ☐ Ph.D. ☒ Ed.D. ☐ CPA ☐ SFO ☐ RSBA ☐ RSBO ☐

Name:

Paul O'Malley

Title:

Associate Superintendent

Email:

pomalley@oswego308.org

Phone: 630-636-3090

ASBO International Member Number:

473080

Expiration Date:

9/30/2014

ASBO Member's Name (if different from submitting official):

## GENERAL INFORMATION

Is this the school district's first application to the MBA program? ☒ Yes ☐ No

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

\$191,942,669

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

Month:

June

Year:

2014

How many students are enrolled in the school district?

17,732

What category most accurately describes the school district?

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

## FEES AND ASBO MEMBERSHIP INFORMATION

Please remit this amount:

ASBO Membership Fee (\$211) \$

(if applicable)

MBA Fee \$

Total \$0

Method of payment

☐ Check

Credit Card: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Name on Card:

Signature:

Card No.:

Exp. Date:

### MBA Application Fees

All payments must be in U.S. dollars

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

For more information about ASBO, visit [asbointl.org](http://asbointl.org)

# MBA Application (continued)



Association of School Business  
Officials International

## AWARD ANNOUNCEMENT (optional)

Please provide the contact information for the additional person you would like to be notified of the school district's accomplishment  
(In addition to the submitting official's name already provided):

☐ Ms. ☐ Mrs. ☐ Mr. ☐ Ph.D. ☐ Ed.D. ☐ CPA ☐ Other:

Name:

Title:

Organization:

Email:

Mailing Address:

City:

State/Province:

ZIP/Postal Code:

## APPLICATION CHECKLIST

Please include all checklist items with your application. An incomplete application will delay processing.

1. Submit 1 copy of the application form

2. Submit 3 copies of each of the following:

- ☐ Cover letter specifying any MBA criteria that do not apply to the school district.
- ☐ MBA Criteria Checklist—Mandatory for all applicants.
- ☐ School district's responses to last year's comments, if applicable.

3. Submit budget documents. Please indicate the document format:

• Submit 3 copies of one of the following:

- ☐ Hard copy
- ☐ CDs or flash drives (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 in a PDF file.

May only use this option if MBA fee is paid by credit card.

4. Submit payment.

*CC payment 3/19/2014, Copy following*

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 your school district receive the MBA award, the program sponsor or your ASBO affiliate may contact you to offer congratulations.

To request information about the MBA program, contact Michelle Perkins at 888.882.2729 x7067 or mperkins@asbointl.org.

Application materials are also available at [asbointl.org/MBA](http://asbointl.org/MBA)

Proudly sponsored by



*See  
Attached  
Correspondence  
for approved  
Extension  
Regarding #2+3.*





Pam Voorhees <pvoorhees@oswego308.org>

---

**Fwd: ASBO MBA Confirmation**

1 message

Paul O'Malley <pomalley@oswego308.org>

Thu, Mar 20, 2014 at 7:15 AM

To: Jeffrey Ryder <JRyder@oswego308.org>, Pam Voorhees <pvoorhees@oswego308.org>

FYI

----- Forwarded message -----

From: <info@asbointl.org>

Date: Thu, Mar 20, 2014 at 3:45 AM

Subject: ASBO MBA Confirmation

To: pomalley@oswego308.org

*Receipt*

Dear Oswego Community Unit School District #308,

Thank you for applying to the Association of School Business Officials International's (ASBO) Meritorious Budget Award (MBA). We have received your 2014 MBA application and payment.

As soon as the review team completes its review, ASBO will notify the submitting official by email. The evaluation process is extensive, so allow 4 to 6 months for completion of the review.

Please retain this email for your records as your receipt of payment.

**Total Payment Received: \$1,050.00**

Date: 03/19/2014

Check # or Last four of CC: 0178

Contact information:

- Payment questions: Rich Riley, 703.708.7094
- MBA questions: Sarah Hewitt, 866.982.2729 x7067 or shewitt@asbointl.org

ASBO International is committed to helping you achieve the highest standards of school business management. Thank you again for your participation in the MBA program.

Sincerely,

Sarah Hewitt  
Professional Development Coordinator



# Oswego Community Unit District 308

4175 RT 71  
OSWEGO, ILLINOIS 60543  
630-636-3080

BRIDGEVIEW BANK GROUP  
Bridgeview, IL  
70-2356/719

120165

BY ORDER OF THE BOARD OF EDUCATION OF OSWEGO COMMUNITY UNIT DISTRICT 308

CHECK DATE  
07/22/13

CHECK NO.  
120165

AMOUNT

\$\*\*\*\*\*4,000.00\*

**PAY** THE SUM OF FOUR THOUSAND DOLLARS & ZERO CENTS

TO THE ORDER OF  
AMERICAN ASSOCIATION  
OF SCHOOL ADMINISTRATORS  
1615 DUKE STREET  
ALEXANDRIA VA 22314

*Paul O'Malley*

Paul O'Malley, Treasurer

⑈120165⑈ ⑆071923569⑆ ⑈61 890470 1⑈

VENDOR NO. 24955

CHECK NO. 120165

ACCOUNT	PURCH. ORDER	INVOICE NUMBER	AMOUNT	DESCRIPTION
1023207010000 640		25368	* 4,000.00	NTNL SUPT CRTF WEST

24955 AMERICAN ASSOCIATION

\* Amount deducted from P Card Rebate.

120165

Invoice No. 25368

# INVOICE

Ship To: Matthew A. Wendt  
Superintendent  
Oswego Community Unit School District  
308  
4175 Route 71  
Oswego, IL 60543-8314

Account No.		Purchase Order No.		Order Date	Order Number	Terms		Invoice Date	
476731				06/25/2013	41145			06/25/2013	
Qty Shipped	Item Code	Description					Unit Price	Extended Price	
1	NSC13-WEST/ REG	National Superintendent Certification Program - West Coast 07/22/2013 - 02/25/2015  2013 National Superintendent Certification - West Coast					5,000.00	5,000.00	
<div>10-2320-70-70-000 #640</div> <div>OK S Hansen</div>									
Line Item Total		Freight	Handling	Other	Tax	Subtotal	Amount Received	Amount Due	
5,000.00						5,000.00	1,000.00	4,000.00	

NEED COPY  
OF ✓ #120165



1615 Duke Street Alexandria, VA 22314  
Phone: 703.526.0700 Fax: 703.841.1543  
www.aasa.org

*NATIONAL SUPERINTENDENT CERTIFICATION PROGRAM -  
WEST COAST*

*SECOND INVOICE*

Fed ID #52-6044273

July 5, 2013

ID Number: 476731

Matthew A. Wendt  
Superintendent  
Oswego Community Unit School District 308  
4175 Route 71  
Oswego, IL 60543-8314

**Qty Description**

1 National Superintendent Certification Program/West Coast – July 2013

Total Amount Billed: \$5000.00

Total Amount Paid: \$1000.00 (paid with VISA ending in 8695) – L.R. Matthew Wendt

**\*\*BALANCE DUE \$4000.00**

**\*\*Please note:** A \$500/\$1000 deposit is required upon registration with the balance of the \$2500 due at the first cohort meeting in July and the remaining balance due no later than January 2014

**Method of Payment**

☐ Check # \_\_\_\_\_ (Make checks payable to AASA)  
☐ MasterCard ☐ Visa ☐ American Express ☐ Discover Card

**Credit Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Name of Card Holder as it appears on the Card:** \_\_\_\_\_

**Authorizing Signature:** \_\_\_\_\_

Please remit payment to:  
AASA  
1615 Duke Street  
Alexandria, VA 22314



**Agenda Item Details**

---

Meeting	Jul 22, 2013 - Oswego Community Unit School District 308 Board of Education Meeting
Category	6. Action Items
Subject	6.1 Approval of Bills for Payment
Type	Action
Recommended Action	to authorize the payment of bills in the amount of twenty-three million, two-hundred sixty-four thousand, seven-hundred three dollars and forty-two cents (\$23,264,703.42) as presented.

[Bills for Payment July 22, 2013.pdf \(1,255 KB\)](#)

**Motion & Voting**

---

to authorize the payment of bills in the amount of twenty-three million, two-hundred sixty-four thousand, seven-hundred three dollars and forty-two cents (\$23,264,703.42) as presented.

Motion by Mrs Danielle Paul, second by Mr Brent Lightfoot.

Final Resolution: Motion Carried

Aye: Mr Matthew Bauman, Mr Brent Lightfoot, Mr Michael McDowell, Mr Greg O'Neil, Mrs Danielle Paul, Mrs Alison Swanson, Mr Bill Walsh