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 www.ksde.org

*INTEREST RATE ON INVESTMENT
 Effective 8/23/21 through 8/29/21*

Date: August 23, 2021
To: Chief School Administrators
From: Craig Neuenswander,
 Deputy Commissioner
 Dale Brungardt, Director
 School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	0.10%	0.10%
3 Months	0.01%	0.01%
6 Months	0.02%	0.03%
1 Year	0.05%	0.07%
18 Months	0.13%	0.15%
2 Years	0.21%	0.22%

Report Due Dates

- Aug 10 - 3118-E Annual Statistical Report (all USDs - open August 10-Aug 31)
[Rose Ireland](#) (785) 296-4973
- August 25.....Submit Budget Document (USDs) [Sara Barnes](#) (785) 296-4972 (USDs not exceeding revenue neutral rate)
- August 25.....Submit Budget Document (Interlocals) [Christie Wyckoff](#) (785) 296-6321
- August 31Driver Education claim form for reimbursement due
[Robyn Meinholdt](#) (785) 296-3379
- Sept 11 Designation of Attendance Officer(s) (all USDs due 9/11) Cheryl Austin
 (785) 296-3204 – see message Aug 17 from Craig Neuenswander
- Sept 27Fall Vacancy Report (ECDS web app) All USDs/Buildings
[Shane Carter](#) (785) 296-8011 (listserv sent Aug 17)
- Sept 27Mentor Teacher Stipend Submission [More Info](#)
[Shane Carter](#) (785) 296-8011 (listserv sent Aug 17)

August Payment

August 25.....Kansas Pre-K Pilot-CIF

Review payment amounts online:

Near the direct deposit date, payment amounts are posted on the School Finance homepage under **Payment Information** – URL: <http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Payment-Information>

State Aid payments Rose Ireland (785) 296-4973 or rireland@ksde.org
 Federal Aid (Form 240) Nicole Norwood (785) 296-2020 or nnorwood@ksde.org
 Food Service payments..... Jennifer Barger (785) 296-4965 jbarger@ksde.org

Driver Education claim form due 8/31

If your district offered a driver education program between the dates of Sept 1, 2020, through August 31, 2021, an online claim form must be submitted by **August 31** to receive a state aid payment. Download the **Driver Ed Reimbursement Web Application User's Handbook** at this [link for instructions](#). If you have questions, call the KSDE Driver Education office and visit with Robyn Meinholdt (785) 296-3379 or email rmeinholdt@ksde.org.

The State Safety (Driver Ed) state aid payment is anticipated to **deposit on February 16**.

Website Postings - USD Documents required to be on school website

Per Kansas statute, school districts are required to post certain budget data, accreditation accountability measures, corrective action plan, and the district's Emergency Safety Intervention policy on their district or school building websites. We provided a list of this information in a 3-page document included in the budget workshop packet.

You may view and print this document from the School Finance website: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Online-Budget-Packet> Scroll to the heading: **Guidance for Administrators and Business Officials**, select: [Website Postings - Documents required to be on school website](#)

The Kansas State Department of Education is also required to make available budget data for every district on the **KSDE Data Central website – School Finance Reports cube**: <https://datacentral.ksde.org/>.

KANSAS STATE DEPARTMENT OF EDUCATION
**USD DOCUMENTS REQUIRED TO BE POSTED ONLINE
to School District or School Building Websites**
2021-22 School Year

1. Post budget documents on the district website:
Per K.S.A. 72-1167, listed below are requirements for publication on each school district's internet website:

- a) "form 150, estimated legal maximum general fund budget, or any successor document containing the same or similar information"
- b) the one-page Budget Summary (open sumexpens.xlsx from the budget – this worksheet is labeled "1 Pg Summary")

Publications required by this statute "shall be published with an easily identifiable link labeled **'Accountability Reports'** located on such district's website homepage."
These publications "shall be made available to the public at every meeting held by the board of education of each school district when the board is discussing the district's budget or any other school finance matter."

- c) Per K.S.A. 72-1181, the Financial Accountability Report prepared by KSDE must be published on each school district's website. Link to Accountability Reports: <https://datacentral.ksde.org/accountability.aspx>

Submit 18E Report by Aug 31– Unified School Districts only

Only seven working days remain to complete the **Annual Statistical Report 18E** due Tuesday, **August 31**. Examples of information collected on the **18E report** are bond data, summer school enrollment information, indirect costs, and transportation data such as number of bus drivers, miles traveled and vehicle depreciation.

NOTE: The 18E Report collects information from the *prior school year (2020-21)*.

Prior to entering data on the 18E report, please download and print the user's guide. The manual provides screen shots and step-by-step instructions on entering data to complete the report. Additional help is available by clicking on the "**Help Screen**" link in the web application.

- To download user's guide: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Guidelines-and-Manuals>
- Select: **18E - Annual Statistical Report User's Guide**

If you have questions regarding User ID/password, please contact the IT Help Desk at (785) 296-7935.

18E Questions: Rose Ireland rireland@ksde.org at (785) 296-4973
Christie Wyckoff cwyckoff@ksde.org at (785) 296-6321
Sara Barnes sbarnes@ksde.org at (785) 296-4972

Submit school calendar to KSDE



The KSDE Fiscal Auditing team needs your USD's **one-page 2021-2022 school calendar**. **Action needed:** Create a .pdf document of your school calendar and attach it to an email to: auditing@ksde.org.

Questions? Call Taylor Carlson, Fiscal Auditing, at (785) 296-4976. The team uses the calendars to help in scheduling your district's annual KSDE USD audit.



Reminder: [Counting KIDS workshops](#) start *next week!*

Workshops will be offered in-person at 11 Locations throughout the state are scheduled for **August 30th through September 15th**. The same information will be presented at each session. Each session will be about 3.5 hours. A session will not be recorded; however, all workshop materials will be posted to the KSDE Training portal and to the KSDE Fiscal Auditing webpage. Presented by: Laurel Murdie, Fiscal Auditing Director and KIDS training staff

Registration is required on the KSDE Training Portal: <https://learning.ksde.org/>

If you have not used the KSDE Training Portal, please register with the portal first and then register for the Counting Kids.

Link: [Counting Kids Workshop 21-22 Schedule](#)

Link: [Enrollment Handbook FY22](#)

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