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*INTEREST RATE ON INVESTMENT
 Effective 9/13/21 through 9/19/21*

Date: September 13, 2021
To: Chief School Administrators
From: Craig Neuenswander,
 Deputy Commissioner
 Dale Brungardt, Director
 School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	0.08%	0.08%
3 Months	0.01%	0.02%
6 Months	0.03%	0.03%
1 Year	0.06%	0.07%
18 Months	0.14%	0.13%
2 Years	0.21%	0.21%

Report Due Dates

- Sept 13Unencumbered Cash Balances on Sept 1 (all USDs- submit by Sept 13)
[Rose Ireland](#) (785) 296-4973
- Sept 17Request for State Foundation Aid for October (all USDs- open Sept 13-17)
[Rose Ireland](#) (785) 296-4973
- Sept 15Prior year EOY MIS collection – data is finalized
[Mason Vosburgh](#) (785) 296-4945
- Sept 15Outcomes Part B verification window (Early Childhood Special Ed - Age 3-5)
 (Open July 1-Sept 15) [Julie Rand](#) (785) 296-1944
- Sept 20SO-66 and PBR (Principal's Building Report) (open Sept 20-Oct 8)
[Rose Ireland](#) (785) 296-4973
- Sept 20Request October Federal Funds (Form 240) if funds available
 (Open Sept 1-20) [Nicole Norwood](#) (785) 296-2020
- Sept 20Interlocal Agreements (open Sept 20-Oct 8)
[Christie Wyckoff](#) (785) 296-6321
- Sept 20Submit budget documents to KSDE [Dale Brungardt](#), [Sara Barnes](#), or
[Katie Albright](#) (785) 296-3872 (For USDs exceeding the revenue neutral rate)
- Sept 20KIDS Collection ENRL (Funding and Enrollment) (open Sept 20-Oct 8)
 KSDE Helpdesk (785) 296-7935
- Sept 20Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) for
 incoming kindergarten students (open July 1 – Sept 20)
[Jordan Christian](#) (785) 296-3953
- Sept 24ESSA Building Expenditures Report (all USDs – open Sept 1–Sept 24)
[Sara Barnes](#), [Craig Neuenswander](#) (785) 296-3872
- 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)
- Sept 30LCP (Local Consolidated Plan) (Application due September 30 - open year-
 round for changes) [Nicole Clark](#) (785) 296-4925
- Oct 1Federal Fiscal File Review (located in KIAS web app) (Cohort 1)
 (Open Sept 1-Oct 1) [Christy Weiler](#) (785) 296-1712

September Payment

Sept 13P-EBT Local Administrative Cost Grant Awards (more info below)
Sept 15Kansas Parents As Teachers (PAT)

Payment amounts will be posted on the [School Finance homepage](#) near the date of deposit under the heading: **FY22 Payments**.

Questions? Contact one of the following:

State aid payments: Rose Ireland rireland@ksde.org (785) 296-4973
 Sara Barnes sbarnes@ksde.org (785) 296-4972

FY 2021 P-EBT Local Level Administrative Cost Grant Awards (Food Service)

The Continuing Appropriations Act, 2021 and Other Extensions Act (P.L. 116-159), Sec 721 of the FY 2021 Omnibus and COVID Relief and Response Act (P.L. 116-260) allow funds to be sub-awarded to local School Nutrition Program Sponsors to assist with administrative costs associated with local level implementation of Pandemic Electronic Benefit Transfer (P-EBT).

This is scheduled to direct deposit on Monday, September 13, for those School Nutrition Program Sponsors who submitted their requests by August 2nd. Deposit funds in Food Service (Code 24) as 4590 Other Federal Aid and record on the Monthly Financial Report (MFR) Line 8 Federal Grants.

If you have questions, contact Child Nutrition and Wellness at (785) 296-2276 or Cheryl Johnson cjohnson@ksde.org.

September 20 Tax Distribution

Districts will soon be receiving the September 20th tax distribution. Listed below are sources of revenue that are part of the 20-mill general fund, which the county will remit to the State Treasurer.

- Ad Valorem (personal property tax)
- Delinquent Ad Valorem
- Watercraft*
- In Lieu of Taxes on Economic Development Bonds

The following revenues should not go into the General Fund:

- Commercial Vehicle
- Motor Vehicle
- Recreational Vehicle
- 16/20M Heavy Truck
- Rental Excise Tax

Mineral Production (Severance Tax) will be sent to the district and should be deposited in the General Fund.

* Watercraft tax remitted to the district should be deposited in the appropriate fund (except General Fund) as Ad Valorem.

If you have budget questions, please call School Finance at (785) 296-3872.

SO66 and Principal's Building Reports (verify access now)

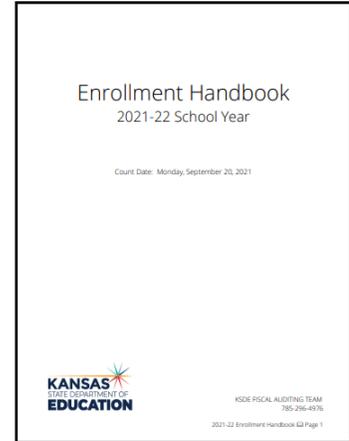
We anticipate these two online reports (Superintendent's Organization Report (SO66), and Principal's Building Report (PBR)) will be available for data entry by Friday, September 17. When these reports are open, KSDE will send notification via email with instructions to Superintendents, board clerks, and building principals' listservs.

The 'official' student count date is Monday, September 20. KIDS staff are asked to wait to upload ENRL records **on or after September 20** (and not before). After you upload, KSDE will use ENRL records to pre-populate enrollment totals into the PBR and SO66 reports.

Please reference the **Enrollment Handbook** for changes in how student FTE is to be counted under the school finance formula. The handbook is available on the KSDE [Fiscal Auditing homepage](#):

[Click here](#) to open Enrollment Handbook

We recommend you download and print the Enrollment Handbook with guidance for calculating student FTE.



NOTIFY STAFF AT BOTH THE DISTRICT AND BUILDING LEVEL TO VERIFY ACCESS TO THE SO66 / PBR ONLINE WEB APPLICATIONS.



Today, please email the message below **to your staff responsible for data entry or review** on these two reports:

Subj: Verify access to SO66 / PBR online web applications (open by Sept 17)

All staff involved with work on the [Superintendents Organization Report \(SO66\)](#) and/or [Principal's Building Report \(PBR\)](#) should go online to the authenticated web application login screen to [verify access to these reports](#). Follow the steps below:

- ✓ **New staff members should request online access to SO66 and/or PBR.**

If you have new staff members on board that will be responsible for data entry (or new administrators that will review these reports), notify them to go online and click on >**Register to create their own Individual User ID and Password**. Link to web application login screen: <https://apps.ksde.org/authentication/login.aspx>

Next, place a check mark next to all reports that you request access to and submit. If you need assistance, please call the KSDE Help Desk number at (785) 296-7935. An email from KSDE will notify you when your access has been approved by your superintendent.

- ✓ **All staff members who will enter data or review the SO66 and/or PBR should login to verify access this week.**

ALL designated district and building level personnel should verify access to these reports by going online. When you enter an existing User ID and password, all reports and forms applicable to the User ID will be listed. If you don't see a report on the list, follow these steps to add:

- Enter your User ID and Password on the [login screen](#).
- Scroll down and click on >**Manage My Account**.
- Place a check mark next to the application(s) requested.
- Specify the **Application Access Level**:
 - o **PBR**: School Read Only **or** School Update
 - o **S066**: District/Org Read Only **or** District/Org Approve
- Answer the Security Question (look under Birth date).
- Scroll to the bottom of the screen and hit the > **Submit** button.

If you can't remember your answer to the security question, contact the KSDE Help Desk at (785) 296-7935.

Once the superintendent approves your request, an email is sent from KSDE stating access has been granted.

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