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 (785) 296-3201
 www.ksde.org

*INTEREST RATE ON INVESTMENT
 Effective 9/12/22 through 9/18/22*

Date: September 12, 2022
 To: Chief School Administrators
 From: Craig Neuenswander
 Deputy Commissioner
 Dale Brungardt
 Director of School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	2.33%	2.33%
3 Months	3.00%	2.92%
6 Months	3.29%	3.19%
1 Year	3.51%	3.41%
18 Months	3.50%	3.44%
2 Years	3.48%	3.44%

Minimum investment rates banks must offer to secure public funds as prescribed by K.S.A. 75-4210

Report Due Dates

- Sept 12-16 . Request for State Foundation Aid for October (all USDs- open Sept 12-16)
[Rose Ireland](#) (785) 296-4973
- Sept 15 Prior year EOY MIS collection – data is finalized
[Mason Vosburgh](#) (785) 296-4945
- Sept 15 Outcomes Part B verification window (Early Childhood Special Ed - Age 3-5)
 (Open July 1-Sept 15) [Julie Rand](#) (785) 296-1944
- Sept 19 PBR (Principal’s Building Report) and SO-66 (Superintendents Organization
 Report) (open Sept 19-Oct 10) [Rose Ireland](#) (785) 296-4973
- Sept 20 Interlocal Agreements (open Sept 20-Oct 10) [Christie Wyckoff](#) (785) 296-6321
- Sept 20 Submit budget documents to KSDE
 (For USDs exceeding the revenue neutral rate)
[Dale Brungardt](#) or [Sara Barnes](#) (785) 296-3872
- Sept 20 KIDS Collection ENRL (Funding and Enrollment) (open Sept 20-Oct 10)
[KSDE Helpdesk](#) (785) 296-7935
- Sept 20 Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) for
 incoming kindergarten students (open July 1-Sep 20)
[Amy Rzaczyznski](#) (785) 296-6035
- Sept 20 Request October Federal Funds (Form 240) if funds available
 (Open Sept 1-20) [Nicole Norwood](#) (785) 296-2020
- Sept 23 ESSA Building Expenditures Report (all USDs - open Sept 1-23)
[Christie Wyckoff](#) (785) 296-6321
- Sept 26 Fall Vacancy Report (ECDS web app) All USDs/Buildings
 (Open July 1 – Sept 26) [Leslie Bruton](#) (785) 296-8011
- Sept 26 Mentor Programs Mentor Teacher Stipend Grant Submission
 (Submit by Sept 26) [Leslie Bruton](#) (785) 296-8011
- Sept 30 LCP (Local Consolidated Plan) (Application due September 30 - open year-
 round for changes) [Nicole Clark](#) (785) 296-4925
- Oct 1 Federal Fiscal File Review (located in KIAS web app) (Cohort 2)
[Christy Weiler](#) (785) 296-1712 (open Sept 1-Oct 1)

Kansas leads the world in the success of each student.

Payments

Sept 15Kansas Parents As Teachers (PAT)

Payment amounts will be posted on the [School Finance homepage](#) near the date of deposit under the heading: FY23 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

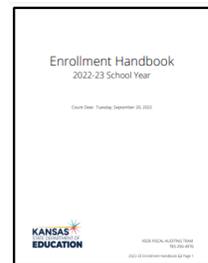
Federal aid (Form 240): Nicole Norwood nnorwood@ksde.org (785) 296-2020

Preparing for PBR & SO66 Reports (Verify User Access Now)

We anticipate the Principal's Building Report (PBR) & Superintendent's Organization Report (SO66) to open Monday, September 19. These reports will be used to verify 9/20 enrollment for funding purposes, certify statutory compliance, and to collect other popular data (personnel and average salaries). A notification will be sent out to the Superintendent's Listserv, Board Clerks Listserv and Principals Listserv once open.

Below are ways to prepare for these reports:

- [Review Enrollment Handbook](#)
We recommend reviewing the [Enrollment Handbook](#), which has guidance for reporting student enrollment.
The [Enrollment Handbook](#) has all changes in how student FTE is counted under the school finance formula highlighted in yellow. The handbook is available on the KSDE [Fiscal Auditing homepage](#).
- [Verify User Access](#)
All staff involved with the PBR and SO66 should confirm they have the correct access level for these reports. This is extremely important for new staff or those that have changed positions from last year.



Instructions can be found on the [Guidelines and Manuals](#) web page of the School Finance website.

- o [Register for Principal's Building Report](#) (PBR)
- o [Register for Superintendent's Organization Report](#) (SO66)

Note: The official student count date is [Tuesday, September 20](#). USD staff responsible for uploading student ENRL records to KIDS will not be able to upload until 9/20 as the ENRL Collection will open on 9/20 and not before.

September 20 County 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

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

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.

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

Budget Adoption Reminders

As you close out the budget-creation season, the school finance team wishes to remind you of what we consider “best practices”:

1. Double Check your document and publication for accuracy.
2. Your budget publication notice should include the correct time, date and location of your hearing(s).
3. If applicable, your Revenue Neutral Rate (RNR) Hearing should be held prior to your Budget Hearing. Both Hearings should be prior to your Board of Education’s meeting
4. Your resolution(s)/motion(s) should be adopted during the Board’s official business meeting that follows the hearings.
5. Resolutions and Motions to adopt, include:
 - a. Revenue Neutral Rate adoption. ([RNR Resolution](#))
 - b. Official motion/resolution to adopt the current year’s Budget.
 - c. Local Option Budget Percentage adoption. ([LOB Resolution](#)) You only need to complete a resolution that states the percentage you are adopting this year.
6. The RNR Resolution is a Roll Call Vote and is certified to the County Clerk.
7. Your minutes of the budget adoption meeting should include and reflect that both the Building Needs Assessment and State Assessments were provided to the Board of Education, and that they were evaluated by the Board, and used in the Budget Approval Process. The minutes of this meeting must include that the assessments were provided to the Board, even if the Board reviewed them and included them in the minutes of an earlier meeting.

8. Submit USD Budget by September 20 (USDs exceeding Revenue Neutral Rate)

After the board has adopted the budget, submit as follows:

1. **KSDE** - Please **UPLOAD** your electronic budget files by September 20. Also, prepare a single-sided paper copy (see details below) to mail.
2. **County Clerk** - Certify the budget document by October 1. Contact the county clerk's office to see if they prefer an electronic copy.

Steps to finalize and submit the USD Budget to KSDE:

1. [Checklist to finalize the 2022-2023 USD Budget](#)
2. [How to Submit the USD Budget Document](#)

NOTE: CPAs will not have access to the KSDE authentication screen. Therefore, CPAs can either 1) provide the electronic budget files to the district office to be uploaded by the USD, or 2) the CPA can email USD budget files directly to KSDE to:

kalbright@ksde.org

If you need assistance with the upload, contact Sara Barnes at (785) 296-4972.

In addition to submitting the budget files electronically, please mail a signed paper copy of the budget to:



Kansas State Dept of Education Attn: School Finance
Landon State Office Building
900 SW Jackson, Ste. 356
Topeka KS 66612-1212

We recommend sending the budget using standard mail (lowest-priced method) when submitting the paper copy.

Save postage: Do not mail BUDGET AT A GLANCE or PROFILE INFORMATION

It is not necessary to mail KSDE a paper copy of Budget at a Glance and Profile Information. Print these documents for your board members and patrons to provide summaries of your budget information.

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