Kansas state department of Education

School Finance

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Date: July 23, 2012

To: Chief School Administrators

From: Dale M. Dennis, Deputy Commissioner
Craig Neuenswander, Director
School Finance

INTEREST RATE ON INVESTMENT
Effective 7/23/12 through 7/30/12

TERM	CURRENT	PREVIOUS
1 to 89 Days	**0.15%**	0.18%
3 Months	**0.10%**	0.10%
6 Months	**0.14%**	0.15%
1 Year	**0.18%**	0.21%
18 Months	**0.19%**	0.25%
2 Years	**0.21%**	0.27%

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

Mark your calendar

July 23 – DUE TODAY - Important

Directory Updates (web app) –
Refer to a listserv message sent on Mon 6/25/2012 3:36 p.m.
Attn: USDs, Interlocals and Service Centers
Contact: Nik Stewart mstewart@ksde.org

Even if there are no personnel or address changes for your LEA for the coming school year, please logon, review, and press the "submit" button located on the last screen, after all of the school building pages.
To check whether your directory information has been updated and submitted, click here: https://online.ksde.org/authentication/login.aspx.

July 25 – Indirect Cost Rates - On June 29, a document providing your district's 2012-2013 indirect cost rates was mailed. ***Please sign and return by Wednesday***.

If you have questions about these figures, contact: Sara Barnes at 785-296-4972

If you need another form sent, please email sroot@ksde.org

August 10 - 18E Annual Statistical Report

Examples of information collected on the annual 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.
Download user manual: http://www.ksde.org/Default.aspx?tabid=1877

18E Contacts: Kevin Mercer kmercer@ksde.org
Sara Barnes sbarnes@ksde.org

August 25 - USD and Interlocal Budgets – Certify the budget document to county and state.
Download software, forms and instructions:
http://www.ksde.org/Default.aspx?tabid=1844

Steps to certify USD Budget by August 25

1. **Publish the Notice of Hearing.** There must be at least ten calendar days between the date of publication and the budget hearing.
2. **Hold Budget Hearing.** If publication is made at least ten days prior to a regular board meeting date, the budget hearing can be part of the regular meeting. After the board approves the budget, it can be certified to the County Clerk.
3. **Certify budget** to County Clerk by August 25 (or contact the County Clerk to request extension) and submit to KSDE, Attn: School Finance. Be aware August 25 falls on a Saturday.

NEW! Upload 2012-2013 Budget Files to KSDE

We have developed a more secure method for USDs to submit budget files to KSDE this year. Instead of attaching the individual excel files to an email, we are asking that you upload the files using our authenticated web application system.

To upload your budget files, go online to the KSDE web application screen:

https://svapp15586.ksde.org/ksde

Enter: User ID and password (contact KSDE Help Desk with password problems- 785-291-0599)
Select: LEA Forms
Select: Upload USD Budget Files
Create: New report for 2013
Enter: District contact information
Upload: 5 budget files into the 2013 report

- Codes.xlsx
- Forms.xlsx
- Sumexpen.xlsx
- Tools.xlsm
- Profile Information.docx

Select: Submit Report which automatically transmits 2012-2013 budget files to KSDE.

Select: Print Report menu to print a confirmation listing budget files received by KSDE (keep with your records).

Complete instructions are online to be followed as you prepare to submit your budget document to KSDE and the County Clerk: http://www.ksde.org/Default.aspx?tabid=1844

Look under the heading entitled "How to Finalize and Submit the Budget." We suggest you contact your local county official to see how they prefer to have the budget submitted.

If a CPA completes your budget:

CPAs will not have access to the KSDE authentication screen. Therefore, CPAs can either email USD budget files to KSDE to: sroot@ksde.org, or provide the electronic budget files to the district office to be uploaded.

KSDE asks that you both upload the files to us electronically, as well as mailing a signed paper copy to our office. Instructions to prepare the paper copy are provided at the link above.

Supplemental Budget Documents

Please include the **Budget Profile**, along with the **Budget at a Glance** and **Cover Page Index and Coding** (Table of Contents), with the paper copies of the budget document distributed at the local level. These supplemental documents help to explain and summarize the budget to board members and district patrons.

- **Cover Page Index and Coding** (Table of Contents)
  Print this to use as a cover page and table of contents for the budget. In addition, funds (codes) are defined such as general, vocational education, special education, etc. Within each fund is a breakdown by function, subfunction, object and subobject. This document explains what expenditures should be charged under which code.
  (Print for budget cover - do not send to KSDE.)

- **Profile Information** (upload to KSDE)
  The Profile highlights your schools and community, district's accomplishments and challenges, and lists board members and key district officials. Review Budget Profiles submitted to KSDE last year: http://www.ksde.org/Default.aspx?tabid=3799.
  (Print and provide for board members and patrons - upload electronic copy to KSDE.)

- **Budget at a Glance**
  KSDE will recreate Budget at a Glance using your budget files, and you do not need to upload it. The Budget at a Glance includes:
  - Summary tables showing selected budget expenditures which compare the current year's estimated budget with the prior two year's actual data. A graph below each summary table illustrates the changes over a 3-year period.
  - Other information: Sources of Revenue, FTE enrollment, mill rates, assessed valuations, and bonded indebtedness.

  (Print and provide for board members and patrons – do not send to KSDE.)

If you need assistance while working on the budget, call School Finance at 785-296-3872.

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