Kansas state department of Education

School Finance

(785) 296-3872
(785) 296-0459 (fax)

120 SE 10th Avenue • Topeka, KS 66612-1182 • (785) 296-6338 (TTY) • www.ksde.org

Date: July 16, 2012

To: Chief School Administrators

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

INTEREST RATE ON INVESTMENT
Effective 7/16/12 through 7/22/12

TERM	CURRENT	PREVIOUS
1 to 89 Days	**0.18%**	0.17%
3 Months	**0.10%**	0.11%
6 Months	**0.15%**	0.15%
1 Year	**0.21%**	0.23%
18 Months	**0.25%**	0.26%
2 Years	**0.27%**	0.29%

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

All USDs submit Request for August General State Aid

The 2012-13 ***General State Aid Request for August*** is now available online. **ALL** school districts should review their payment amount and submit this form to KSDE no later than **Friday, July 20.**

Please follow the steps below to go online to the KSDE Authentication system:
Link: https://online.ksde.org/authentication/login.aspx
On the login screen, enter your **user name** and **password**.

- Click on **LEA Forms**.
- Click on **State Aid Request for August.**
- Click on **Create New Report for 2013**.
- **Complete, Save, Next Page**, and **Submit** form**.**

If you agree with the computed amount shown for your district's August 1 general state aid payment, please submit the form to KSDE – *even if you are **not** requesting additional funds*.

If it is determined that additional general state aid is necessary on August 1, please enter the additional amount and provide a justification in the text box located at the bottom of the form. ***School Finance will review all justifications.*** If you have questions, please contact Sara Barnes at 785-296-4972.

Questions regarding user ID/passwords to online web applications should be directed to Karen at the KSDE Help Desk at 785-296-7935.

KPERS scheduled for deposit July 16

The KPERS state aid payment is anticipated to deposit on **Monday, July 16**. This payment is required to be deposited in the KPERS Special Retirement Contribution Fund as a receipt and recorded as an expenditure broken out by function code as outlined in Code 51 of the USD budget. Kansas law requires school districts to record this as a revenue and an expenditure. KPERS will withdraw these funds from your account on the day it is received or the first working day thereafter.

To view the amount each district will receive for the first quarterly KPERS payment, link here: http://www.ksde.org/Default.aspx?tabid=1891. Look under the FY2013 heading **State and Federal Payment Amounts** and select **KPERS**.

FY2012 payment spreadsheets are still available on this screen showing a history of all state aid payments received July 1, 2011, through June 30, 2012.

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).

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.

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 Open the link to "Department of Administration Budget Instructions."

Under the heading entitled "How to Finalize and Submit the Budget" we provide instructions how to submit the budget document.

Clarification of SB155 concerning students attending CTE programs

An overview of 2012 Senate Bill 155 is included in the Legislative Summaries book posted on our homepage: http://www.ksde.org/Default.aspx?tabid=3429
Select: **2012 Selected House and Senate Summaries**

Listed below is a table which may be helpful in understanding changes in the law concerning career & technical education programs.

Students (11th and 12th Grade) attending approved Career & Technical Education Programs in Community Colleges/Technical Colleges

	Current Law	New Law
CTE Programs in High Schools	USD receives .5 weighting (prorated based on number of hours)	USD receives .5 weighting (prorated based on number of hours)
High School Students attending approved Postsecondary Technical Education Programs	1. Tuition paid by USD (KSA 72-4417) 2. USD receives 1.0 for the Student and .5 weighting (prorated based on number of hours)	1. Tuition paid by State through KBOR. 2. USD receives 1.0 for Student

Mark your calendar

July 20 - Request August General State Aid (scroll up for instructions)

July 23 - 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***.

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

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