Kansas state department of Education

School Finance

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(785) 296-0459 (fax)

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

Date: August 27, 2012

To: Chief School Administrators

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

INTEREST RATE ON INVESTMENT
Effective 8/27/12 through 9/2/12

TERM	CURRENT	PREVIOUS
1 to 89 Days	**0.13%**	0.13%
3 Months	**0.10%**	0.09%
6 Months	**0.13%**	0.14%
1 Year	**0.20%**	0.21%
18 Months	**0.25%**	0.26%
2 Years	**0.27%**	0.28%

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

KSDE offices will be closed next Monday – in observance of Labor Day

September payments

September 4.....General State Aid, Bond & Interest
September 7.....Federal Aid (if requested)
September 14.....After School Enhancement Grant
September 20.....After School Activity (Middle School)

September due dates

Listed below are several reports and LEA forms due in September that will be submitted via online web application. If you have questions, please contact our office.

Due Date	Contact person
Sept 10	School Year Designation Form (1,116 hours or 186, 6 hour days) - See email on 8/6 from Dale Dennis. To submit: http://events.ksde.org/Default.aspx?tabid=572
Sept 11	Designation of School Attendance Officers (truancy) - See email on 8/15 from Dale Dennis (web app)
open year round	School Safety Hotline - (web app) verify emergency contact(s) for 2012-13 - See email on 8/13 from Dale Dennis
Sept 14	Request General State Aid for October (web app open Sept 10-14)
Sept 14	Request for Federal Funds – Form 240 (October payment) - Rose Ireland rireland@ksde.org - (785) 296-2020
Sept 20	Draft Report Card – Sept 20 is the last day schools can enter corrections KSDE Helpdesk (785) 296-7935
Sept 20	Official Student Count Date – Thursday, 9/20/12

Open 9/20 Superintendent's Organizational Report (SO-66) and
Due 10/10 Principal's Building Reports (web apps will open 9/20 for data entry – due Oct. 10)

- Kevin Mercer kmercer@ksde.org - (785) 296-4973
- Sara Barnes sbarnes@ksde.org – (785) 296-4972
- Craig Neuenswander craign@ksde.org – (785) 296-3872

Submit driver education reimbursement claim by Friday

Has your district filed the driver education reimbursement claim yet? This coming Friday (August 31) is the last day to request this state aid payment to be paid in November. If your district had a driver education program during the period from September 1, 2011, through August 31, 2012, you may be eligible for reimbursement. To file a claim, refer to instructions in the August 13 interest letter.

If you have questions, please call **STANDARDS AND ASSESSMENTS SERVICES (785) 296-8107** and speak to Joan Peterson or email jpeterson@ksde.org.

Council of Superintendents meeting dates

The Council of Superintendents is a collaborative effort between KSSA (Kansas School Superintendents Association) and KSDE (Kansas State Department of Education). The goal of the Council is to serve as liaison between KSDE and Public Schools of Kansas to foster communication and exchange information regarding current and emerging issues in education as well as provide advice and counsel to KSDE to guide the department in the development of initiatives and strategies to improve student learning.

Non-member superintendents are also encouraged to attend when your schedule allows. The list of members and information about the Council of Superintendents is available on the KSSA website: http://www.usakansas.org/kssa/kssa.php

2012 meetings will call to order at 2:00 p.m. Starting in January 2013, the meetings will start at 3:00 p.m. The meeting dates are listed below:

September 19, 2012 .....*Kansas State Department of Education - Topeka*
October - 2012 .....Regional meetings held throughout the state
November 15, 2012 .....*Greensburg, Kansas*
December - 2012 .....*No meeting*, Winter Break
January 9, 2013 .....*Kansas State Department of Education - Topeka*
February 13, 2013 .....*Kansas State Department of Education - Topeka*
March - 2013 .....*No meeting*, Spring Break
April 10, 2013 .....*Kansas State Department of Education - Topeka*

Topics up for discussion at the September meeting include:

- Affordable Care Act.....Linda Sheppard, Kansas Insurance Department
- ESEA Waiver .....Judi Miller, KSDE
- KAN-ED and KanREN networks .....Jerry Huff, KAN-ED
  Cort Buffington, KanREN
- Visit with a tax expert .....Chris Courtwright, Kansas Legislative Research
- Message from the Commissioner .....Diane DeBacker, KSDE
- Schedule of assessment .....Tom Foster, KSDE
- State Fire Marshal inspections .....Representative from Kansas Fire Marshal
- School Finance update .....Dale Dennis, Craig Neuenswander, KSDE

**** Please forward this information to your CPA if they submit your audit report. ****

KSDE and Municipal Services prefer to receive CPA reports by email in .pdf format.

Submit CPA audit reports electronically

A-133 Single Audits are required to be completed within nine (9) months following the end of the fiscal year ending June 30, 2012, for LEAs spending **more than $500,000** in federal funds. This audit should be completed by March 31, 2013. Please submit A-133 Single Audits to KSDE by the same date (March 31).

If an LEA receives **less than $500,000** in federal funds, they are required to submit their CPA audit reports to KSDE by June 30, 2013. Thank you in advance for meeting these deadlines. Shown below are instructions to submit this report either electronically or by mail.

CPA audit reports should be converted to a .pdf file and **renamed** using the example below:

D0107 Rock Hills 2012

D0 (zero) LEA Name Fiscal Year
LEA No.

If a management letter is sent, rename the .pdf using this format: D0107 Rock Hills 2012 Mgmt Ltr

To submit CPA Report to KSDE:

Attach the CPA report (renamed as shown above) to an email addressed to: lwallis@ksde.org.

KSDE contact: Linda Wallis, Fiscal Audit team – (785) 296-4976.

To submit CPA Report to Municipal Services:

For audit reports submitted to Municipal Services by electronic means, attach the CPA report (.pdf format) to an email addressed to: armunis@da.ks.gov. Upon receipt, a reply will be sent acknowledging receipt of the report and accompanied by a reminder that the filing fee may be transmitted via mail (mailing address will be included), or via facsimile for credit card payments (a credit card form will be attached).

For information about electronic filing, below are links to the Municipal Services website:

http://www.da.ks.gov/ar/muniserv/
http://www.da.ks.gov/ar/muniserv/e_audit_submission_instructions.pdf
http://www.da.ks.gov/ar/muniserv/#Credit

In keeping with government transparency, the electronic file audit is posted on the Department of Administration, Municipal Services, website (links above).

Municipal Services contact: rogers.brazier@da.ks.gov (785)296-2311

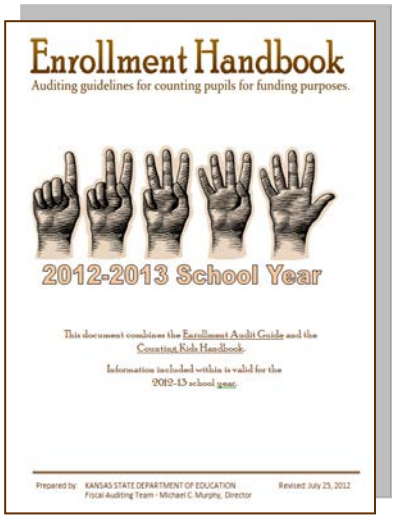
Submit school calendar to schedule KSDE audit

In order to schedule your annual state audit, please submit your school district's 2012-2013 school calendar (one page calendar preferred) to the KSDE Fiscal Auditing team. Attach this document to an email and send to lwallis@ksde.org.

If you have questions, please call Linda Wallis, Fiscal Auditing, at 785-296-4976.

2012-2013 Enrollment Handbook available (repeat)

The **Enrollment Handbook** for the 2012-2013 school year can be downloaded from the School Finance homepage (Guidelines and Manuals): http://www.ksde.org/Default.aspx?tabid=1877.
Select: **Enrollment Handbook 2012-13.** ***Please print this handbook in advance to take along to the Counting Kids workshops.***



Register for Counting Kids Workshops

Michael C. Murphy, Director, Fiscal Auditing, KSDE, is hitting the road to present eleven **Counting KIDS** Workshops at several sites across the state.

Topics include:

- Counting students on September 20
- Traditional, Virtual, Alternative schools
- Enrollment weightings: at risk, bilingual, transportation, declining enrollment
- Changes for 2012-13 – vocational education funding, 10 mile rule lowered to 2.5 miles, high density at risk, verification of at risk forms

There is no charge to attend. Please register as seating may be limited at some locations. To open the workshop announcement, click on the URL: http://www.ksde.org/Default.aspx?tabid=113. To reserve your seat, please call or email the site hosting the workshop.

Dates, times and locations are listed below:

Date	Time	Location
Tuesday ..... September 4	8:00 - 11:00am	USD 500 KCK
Tuesday ..... September 4	1:00 - 4:00pm	USD 233 Olathe
Wednesday..... September 5	8:30 - 11:30am	Greenbush
Thursday ..... September 6	8:30 - 11:30am	USD 402 Augusta
Thursday ..... September 6	1:00 - 4:00pm	USD 266 Maize
Friday ..... September 7	9:00 - noon	Salina, Smoky Hill Learning Center
Monday..... September 10	9:00 - noon	Hiawatha High School
Tuesday ..... September 11	9:00 - noon	USD 437 Auburn-Washburn
Wednesday ... September 12	8:30 - 11:30.....	Oakley - NW Kansas Educ Serv Center
Thursday..... September 13	9:00 - noon	USD 102 Cimarron
Friday ..... September 14	9:00 - noon	Hutchinson - ESSDACK

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