Kansas state department of Education

School Finance

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Date: May 13, 2013

To: Chief School Administrators

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

INTEREST RATE ON INVESTMENT
Effective 5/13/13 through 5/19/13

TERM	CURRENT	PREVIOUS
1 to 89 Days	**0.12%**	0.14%
3 Months	**0.03%**	0.05%
6 Months	**0.08%**	0.08%
1 Year	**0.14%**	0.14%
18 Months	**0.19%**	0.18%
2 Years	**0.25%**	0.23%

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

Special Education state aid may be less than budgeted

REMINDER: *This year districts could use the current year special education state aid or the 2008-09 amount, whichever is higher, to calculate the maximum supplemental general fund budget.*

Many districts increase the special education state aid estimate in order to avoid the need to republish late in the year. Also, due to an increase of approximately 250 teachers and paraprofessionals, special education state aid is likely to be **$28,100 per teacher** rather than $28,500. Both of these issues could cause the final special education state aid amount to be less than budgeted.

If districts used the current year special education amount and the full 30% supplemental general fund authority, lowering special education state aid will also lower the supplemental general fund budget authority. Districts may want to review Form 150, Line 22 in the budget packet to determine whether the supplemental general fund calculation is based on the current year special education state aid or the 2008-09 amount. We hope this note will be helpful. If you have questions, feel free to call School Finance at (785) 296-3872.

May 20 is final opportunity to request federal funds to be spent in FY2013

Please review your federal aid balances now to determine if there are remaining funds which still need to be drawn down during FY2013. Link: http://www.ksde.org/Default.aspx?tabid=1891 and open the federal aid payment spreadsheet, or balances are available on the Form 240 web application.

If you have federal aid balances that need to be drawn down in FY2013, please request a June payment (via Form 240) by May 20. Requests submitted for federal funds *after the May 20 cutoff date* will result in your payment being received in early July (start of FY2014).

Form 240 questions - Contact Rose Ireland by email rireland@ksde.org or call (785) 296-2020.
If you have questions about how to spend grant funds, contact the KSDE program consultant listed below:

- 785-296-4925 Nicole Clark .....Title I Grants
- 785-296-2307 Martin Kollman .....Secondary Program Improvement
- 785-291-3098 Karen Maddox .....Title VI-B Disc Special Project
- 785-296-2425 Dean Zajic .....Title VI-B and Early Childhood Flow Thru
- 785-368-7436 Vince Omni .....Safe and Supportive Schools
- 785-296-3287 Chris Macy .....Title IV 21st Comm. Learning Centers

Remember: Schools and cooperatives are required to follow the Federal Cash Management Act. Under this Act, **federal funds** must be spent by the end of the month in which they are received.

Upcoming due dates

Due date	Claim form
May 31	Juvenile Detention - Final Claim (web app opens approx. May 20) – submit claim if you have a program - Dale Anne Reser dareser@ksde.org ..... (785) 296-4971 - Kevin Mercer kmercer@ksde.org ..... (785) 296-4973
May 31	Parents As Teachers - Final Claim (web app opens approx. May 13) – submit claim if you have a program - Dale Anne Reser dareser@ksde.org ..... (785) 296-4971 - Kevin Mercer kmercer@ksde.org ..... (785) 296-4973
June 7	Local Effort web application (opens June 5 – due June 7) – All USDs must submit local effort information - Kevin Mercer kmercer@ksde.org ..... (785) 296-4973 - Sara Barnes sbarnes@ksde.org ..... (785) 296-4972

2013 budget workshop dates pending adjournment of Legislative session

The legislature will meet at least one more week. An active bill if passed could create significant changes to our budget software. Because of the time required to test these changes and prepare budget materials, the final dates for workshops will not be available until later in May. Workshop locations will be the same as last year.

Dale Dennis, Craig Neuenswander

Action required for select USDs – SAM Registration expired

School districts may have received the following information from the SAM system. Since KSDE must file reports under the Federal Funding Accountability and Transparency Act (FFATA), it is necessary for schools, Interlocals, and coops to have an active account in the SAM system (formerly CCR). ***The following LEAs have a SAM account which is either expired, no records, or inactive:***

204 Bonner Springs – expired/inactive 2/11/13
224 Clifton-Clyde – expired 1/16/13
229 Blue Valley – no records 2/6/13
237 Smith Center – expired 3/7/13
241 Wallace County – expired 3/2/13
244 Burlington – expired 3/3/13
254 Barber County – expired 2/13/13
257 Iola – no records 1/3/13
268 Cheney – no records 1/16/13
272 Waconda – expired 3/6/13
274 Oakley – inactive 3/15/13
292 Wheatland – inactive 2/7/13
312 Haven – expired 2/18/13
315 Colby – expired 2/5/13
316 Golden Plains – expired 2/12/13
326 Logan – expired 1/3/13
341 Oskaloosa – inactive 1/16/13
352 Goodland – inactive 2/20/13
357 Belle Plaine – expired 1/15/13
361 Anthony-Harper – expired 2/27/13
374 Sublette – expired 2/26/13
376 Sterling – expired 2/26/13
377 Atchison County – expired 2/23/13
379 Clay Center – expired 2/28/13
421 Lyndon – expired 1/3/13
428 Great Bend – expired 2/18/12
452 Stanton County – expired 1/14/13
463 Udall – expired 2/4/13
469 Lansing – expired 1/14/13
474 Haviland – expired 3/12/13
480 Liberal – inactive 2/24/13
481 Rural Vista – inactive 2/27/13
489 Hays – expired 2/26/13
493 Columbus – inactive 2/2/13
499 Galena – expired 2/19/13
506 Labette Co – expired 2/1/13
508 Baxter Springs – expired 2/10/13
613 SW KS Area Coop – expired 1/1/13
637 Southeast Kansas Interlocal – expired 1/30/13

If your district is listed above, please update your SAM registration using the instructions below.

Districts receive the following email from SAM admin to advise registration is pending expiration:

From: samadmin@sam.gov
Subject: Action Required: SAM (formerly CCR) Registration Pending Expiration UNIFIED SCHOOL DISTRICT ____

This email was sent by an automated administrator. Please do not reply to this message.

Sample email from SAM admin to advise registration is pending expiration

Dear _____,

The registration for UNIFIED SCHOOL DISTRICT _____ in the U.S. federal government's System for Award Management(SAM) will expire on _____, 2013. As you will recall, SAM replaced CCR and ORCA on July 29, 2012. If you had a registration in CCR or representations and certifications in ORCA, that information is now in SAM.

The maintenance and renewal of the registration is your responsibility. Please note that if you have existing awards with the federal government, you must renew your SAM registration to ensure continued payments. To be eligible for awards, you also must have an active SAM registration.

The instructions below will help you to update/renew your registration. If you have already created a SAM account and migrated your permissions, please begin with step 5.

1. Go to the SAM website at http://www.sam.gov/ .
2. Create an Account (choose "Individual Account" at the prompt). Your CCR username and password will not work in SAM. You must create an individual account on the SAM website at http://www.sam.gov/.
3. Activate the account by clicking on the link in the email SAM will send you. Please log in to http://www.sam.gov/ when prompted.
4. Migrate your account permissions from CCR (for help, use the Quick Start Guide for Migrating Roles https://www.sam.gov/sam/transcript/Quick_Guide_for_Migrating_Roles.pdf, which you can find on the Help tab of SAM (http://www.sam.gov/).
5. After migrating your account, log back into SAM to complete the process
6. Click on Register/Update Entity
7. Click on Complete Registrations
8. Select the entity you need to update
9. Click on Update and begin the process of updating your record
10. Complete the process, and click Submit. You will see a "congratulations" message on the screen when you successfully submit your registration.

Please note that U.S. registrations must go through TIN/EIN validation with the IRS, and all registrations must go through CAGE validation with the Defense Logistics Agency, just as they did in CCR. These processes typically take approximately three to five business days. We encourage you to begin your update well before your expiration date, to allow time for these two external processes.

For help, please use the Quick Start Guide for Updating/Renewing Registrations (https://www.sam.gov/sam/transcript/Quick_Guide_for_Updating_or_Renewing_CCR-SAM_Registrations.pdf), which you can find on the Help tab of http://sam.gov in the Quick User Guides section (https://www.sam.gov/portal/public/SAM/?portal:componentId=57fe9a6b-c4e1-4068-96b9-82d9e3bbd3e9&portal:type=action&navigationalstate=JBPNS_rO0ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlNUQVRFX0lEAAAAAQApdmlldzpjMzg2ZjNkYy1mMGJkLTQ3YjctYmU4Mi1lMzNlZDlmN2Y3ZT).

If you are unable to proceed after reading the available help documentation, please contact the Federal Service Desk at http://www.fsd.gov/ or by telephone at 866-606-8220 (toll free) or at 334-206-7828 (international).

Thank you,
The System for Award Management (SAM) Administrator
http://www.sam.gov/

If your LEA was on the list, please take time to reactivate your SAM account. It is important when you receive an email notification from SAM that your account is pending expiration to follow the steps to reactivate. Thank you.

Veryl D. Peter, ARRA/FFATA, School Finance
vpeter@ksde.org

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