Kansas state department of Education

School Finance

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Date: July 15, 2013

To: Chief School Administrators

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

INTEREST RATE ON INVESTMENT
Effective 7/15/13 through 7/21/13

TERM	CURRENT	PREVIOUS
1 to 89 Days	**0.09%**	0.10%
3 Months	**0.04%**	0.04%
6 Months	**0.05%**	0.08%
1 Year	**0.15%**	0.18%
18 Months	**0.24%**	0.29%
2 Years	**0.37%**	0.41%

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

Request August General State Aid

The 2013-14 ***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 19.**

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 2014**
- **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.

July 15 KPERS payment

The first quarter KPERS state aid payment is scheduled to deposit on **Monday, July 15**. 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 FY2014 heading **State and Federal Payment Amounts** and select **KPERS**.

FY2013 payment spreadsheets are still available on this screen showing a history of all state aid payments received July 1, 2012, through June 30, 2013.

To Do List

July 15 – Unencumbered Cash Balances for Selected Funds (web app)
Instructions to submit data: http://www.ksde.org/Default.aspx?tabid=119 and scroll down to **School Finance Action Items** –find **Unencumbered Cash Balances** and click on read more information… to open the memo.

July 20 – Form 240 – request for federal funds (August Payment)

July 15-19 – Request additional General State Aid (web app)

July 25 – Indirect Cost Rates (mailed July 5)
Please sign and return your district's 2013-2014 indirect cost rates form.
Contact: Sara Barnes 785-296-4972 sbarnes@ksde.org

July 31 - Directory Updates (web app) **Attn: USDs, Interlocals and Service Centers**
Even if there are no personnel or address changes for your LEA for the coming school year, ***all LEAs need to review and verify your existing data***. To check whether your directory information has been updated and submitted, click here to open the web app: https://online.ksde.org/authentication/login.aspx.

August 9 - 18E - Annual Statistical Report (web app) Collects information such as bond data, summer school enrollment information, indirect costs, and transportation data such as number of bus drivers, miles traveled, vehicle depreciation, and teacher contracts.
Download user manual: http://www.ksde.org/Default.aspx?tabid=1877
Contacts: Kevin Mercer kmercer@ksde.org or Sara Barnes sbarnes@ksde.org

August 25 - USD and Interlocal Budgets – certify budget document to KSDE and county
Download forms and instructions here: http://www.ksde.org/Default.aspx?tabid=1844

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