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: June 11, 2012

To: Chief School Administrators

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

INTEREST RATE ON INVESTMENT
Effective 6/11/12 through 6/17/12

TERM	CURRENT	PREVIOUS
1 to 89 Days	**0.17%**	0.16%
3 Months	**0.07%**	0.09%
6 Months	**0.14%**	0.13%
1 Year	**0.21%**	0.20%
18 Months	**0.26%**	0.24%
2 Years	**0.27%**	0.25%

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

Software requirements – 2012-2013 Budget software (Excel program)

Last year, we experienced some formatting issues with the USD budget using Excel 2007. It has become necessary for KSDE to update platforms in order for the 2012-13 USD budget program to function at its maximum capacity. To avoid problems, please make sure one of the following programs is installed on the computer used to complete the budget document:

Windows - Microsoft Office 2010 (Excel and Word)

Macintosh – Microsoft Office 2011 (Excel and Word)

If you are still using a lower version (such as Excel 2007), please upgrade your version of Office prior to downloading. This week, KSDE is testing the budget program before its release to districts. We anticipate having it on the School Finance website for download sometime the week of June 18. We will send a listserv message to notify the district office as soon as it is posted online.

Dale Dennis, Craig Neuenswander

All USDs submit Request for July General State Aid and Bond & Interest State Aid

Later this week, the 2012-13 ***State Aid Request for July and Bond & Interest Request*** will open on the KSDE Authentication system for all districts to complete and **submit to KSDE by Wednesday, June 20.** We will send a listserv message to notify the district office when it is available.

We have computed the July general state aid payment for FY13 and populated this on the General State Aid request screen. Carefully review this payment. If a larger state aid payment is necessary, 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.*** [A form to request an August 2013 payment will be made available to you in July.]

Note: Please submit the **2012-13 Bond and Interest State Aid Request along with the July General State Aid Request** due June 20. **ALL USDs** should provide 2012-13 Bond and Interest payments, regardless if you are entitled to state aid entitlement. **NOTE:** If your district refinances at any time during the school year, please contact our office at 785-296-3872 to review your state aid request.

To submit these requests, go online to: https://online.ksde.org/authentication/login.aspx

After you are directed to the login screen, enter your **user name** and **password**.

- Click on **LEA Forms**.
- Click on **State Aid Request for July and Bond & Interest Requests.**
- Click on **Create New Report for 2013** (to be used for FY13 - July 2012 payment).
- **Complete, Save, Next Page**, and **Submit** form**.**

Please go online to verify the amount and submit this information no later than Wednesday, June 20.
If you have questions, please contact Kevin Mercer at 785-296-4973.

Questions regarding User IDs/passwords should be directed to the KSDE Help Desk at 785-296-7935.

What if you don't see "LEA Forms" listed after you logon to the Application Page?

Many of you are already have an active user ID and password to access other online web applications. If you do not see "**LEA Forms**," you will need to request permission to access.

To do this, after logging in, scroll down and click on "**Manage My Account**" and follow the instructions. Your request will generate an email to your superintendent who will need to approve it. Once the superintendent replies to KSDE, you will receive an email that confirms access. We suggest you tell your superintendent to watch for this email to speed up the approval process.

If your district has new employees who will either review or complete KSDE online web applications, it is necessary to **register for an individual user ID and password**. To register, follow these steps:

- Open Internet Explorer and logon to the KSDE server: https://online.ksde.org/authentication/login.aspx
- Then click the "**Register**" button and follow the steps outlined.
- If you have user ID and/or password issues, please call the KSDE Help Desk at (785) 296-7935.

Topeka Budget Workshop is full

Budget workshops began in Oakley today. Dale Dennis and Craig Neuenswander present budget workshops for superintendents, business office staff, and CPAs that work with the USD budget process. If you have not already done so, please contact the workshop site to make reservations for your group. Keep in mind that some locations have limited seating and fill up fast. We were advised that the Topeka workshop on June 19 has reached capacity and can no longer accept reservations.

Link to view budget workshop announcement: http://www.ksde.org/Default.aspx?tabid=119. Scroll down to look under **Recent Updates**.

Budget workshop dates and locations:

- June 18 – Garden City .... Garden City (new) High School, 2720 Buffalo Way - Garden City
- ~~June 19 – Topeka ..... Washburn Rural Middle School, 5620 SW 61st – Topeka~~ **FULL**
- June 21 – Greenbush ..... Southeast Kansas Education Service Center, 947 W. 47 Hwy., Girard
- June 22 – El Dorado ..... Butler Community College, 901 So. Haverhill Road – El Dorado
- June 25 – Salina ..... Lakewood Middle School, 1135 Lakewood Circle – Salina

Dale Dennis, Craig Neuenswander

# # #