Kansas state department of Education

School Finance

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Date: July 30, 2012

To: Chief School Administrators

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

INTEREST RATE ON INVESTMENT
Effective 7/30/12 through 8/5/12

TERM	CURRENT	PREVIOUS
1 to 89 Days	**0.14%**	0.15%
3 Months	**0.11%**	0.10%
6 Months	**0.15%**	0.14%
1 Year	**0.19%**	0.18%
18 Months	**0.23%**	0.19%
2 Years	**0.24%**	0.21%

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

August payments

August 1 ..... General State Aid, Bond & Interest
August 10 ..... Federal Aid (if requested)
August 15 ..... Parents As Teachers, KS Preschool Program (Tiny K)

August due dates

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

Due Date **Contact person**

August 6 **Annual Teacher Vacancy Survey**
Number of vacancies on August 1 [watch for email on Wednesday (8/1) from Dale Dennis]

August 10 **18E Annual Statistical Report**
Contacts: Kevin Mercer kmercer@ksde.org - (785) 296-4973
Sara Barnes sbarnes@ksde.org - (785) 296-4972
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 the User Manual which provides screen shots and step-by-step instructions to guide you through the report.

August 15 **Request for Federal Funds – Form 240** (September payment)
- Rose Ireland rireland@ksde.org - (785) 296-2020

August 17 **Request General State Aid for September** (web app open Aug 13-17)

August 25 **USD and Interlocal Budgets** – Certify the budget document to county and state.
Instructions to submit: http://www.ksde.org/Default.aspx?tabid=1844
- School Finance – (785) 296-3872 – Craig Neuenswander, Sara Barnes, Dale Dennis

Form 1099-MISC: Reporting Payments to Independent Contractors

Attn: board clerks, finance directors, payroll and accounts payable personnel

If a payee is not your employee, school districts must issue Form 1099-MISC for each person to whom you have **paid at least $600** as compensation for **services**. Services could include, but not limited to, payments for advertising, auto repair, construction, maintenance, landscapers, consultants, referees, printing and accountants. The form is also required to report rents, prizes and awards, medical and health care payments, crop insurance proceeds, and attorney fees or gross proceeds to an attorney.

A helpful Q&A sheet is posted with the Online Budget Packet on the School Finance homepage. Scroll down to the 5th heading **Guidance for Administrators and Business Office** and select **Form 1099-MISC**.

Please remind your accounts payable person to keep track of independent contractors that have been paid at least $600, and file this form in January when they are filing Form W-2 for your employees. If you have additional questions, please call a FSLG Tax Specialist at 316-352-7443.

Steps to certify USD Budget by August 25 (repeat)

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.

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 submitted for your records.

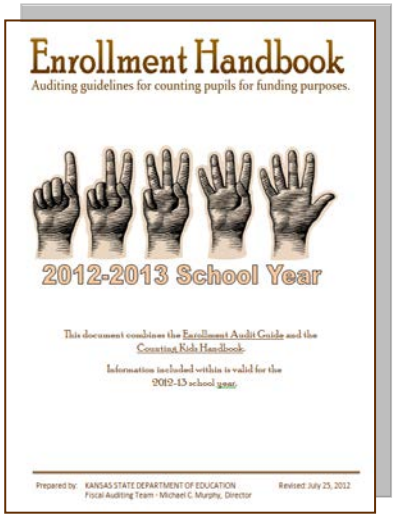
If a CPA completes your budget:

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. Scroll down to the heading entitled "**How to Finalize and Submit the Budget**" and open the instructions to submit. We suggest you contact your local county official to see how they prefer to receive the budget.

Please upload the budget files to KSDE electronically, and also mail the budget document. With the paper copy of the budget, please be sure that Code 01 and Code 99 are signed by the board president and board clerk, the certification page is signed by the superintendent, and include proof of publication from the newspaper.

2012-2013 Enrollment Handbook available



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 now for Counting Kids Workshops

Michael C. Murphy, Director, Fiscal Auditing, KSDE, will present Counting KIDS Workshops. Dates, times and locations are listed below:

Date	Time	Location
September 4	8am-11am	USD 500 KCK
September 4	1pm-4pm	USD 233 Olathe
September 5	830-1130am	Greenbush
September 6	830-1130am	USD 402 Augusta
September 6	1pm-4pm	USD 266 Maize
September 7	9am-noon	Salina, Smoky Hill Learning Center
September 10	9am-noon	Hiawatha High School
September 11	9am-noon	USD 437 Auburn-Washburn
September 12	830-1130	NW Kansas Educ Serv Center
September 13	9am-noon	USD 102 Cimarron
September 14	9am-noon	Hutchinson - ESSDACK

Topics to be discussed 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. Early registration is recommended as seating may be limited. 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.

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