USD BUDGET - COMMON QUESTIONS

Below is a list of topics that we receive calls about each year with the solutions to them detailed. New features and funds have also been added. Click on a topic below.

Note: Some of the topics have more than one question so you may need to scroll down to see all questions.

General questions:

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Headings on C01, C099, RNR & Amend

Q: *How do I fill in the headings on the C01, C099, RNR and the Amend worksheets?*
A: Beginning 2021-2022 the Headings worksheet was eliminated, and the information is now entered directly within the C099 and Amend worksheets. The headings for this will populate from the headings entered for the Notice of Hearing to the Revenue Neutral Tax Rate form, but can be revised if needed.

Navigating Worksheet Tabs

Q: *The worksheet tabs are not displayed at the bottom of the screen. How do I navigate to the different forms/funds?*
A: The worksheet window needs to be maximized. This is done by clicking on the box to maximize the *worksheet* found on the right side of the blue title bar.

Q: *How can I quickly get to the worksheet I want in the Codes file vs. clicking through a bunch of worksheet tabs?*
A: The Forms and Codes are combined as one file. In the bottom left corner of Excel, there are left and right arrows to scroll through the worksheets. Right Click will activate a window to scroll and select the worksheet you want to navigate to.

Printing Problems (margins off)

Q: *When I print preview or print a budget file, the page breaks or margins are off.*
A: All files have been previewed and printed at KSDE on Macintosh and Windows machines prior to release. However these settings also rely on your printer so some users may still have incorrect page breaks/margins. If you experience this problem, print preview the sheet and then click on the 'Page Break Preview' button. You can then adjust the margins and page breaks by dragging the blue line. When you are done adjusting, change your view back to Normal under the View Menu and then press save. This will need to be done on each worksheet as needed. ==You do not need a password to change page breaks==.

Issues Report

Q: *Where can I see a list of bugs found in the Budget program?*
A: Click on this link: Issues Report to see the current issues that need to be addressed.

Salaries

Q: *Should Kindergarten teachers who are part-time be reported on the Average Salaries worksheet in the Other Certified (Licensed) Personnel?*
A: No. If a teacher is permanent part-time, they should be reported to the nearest FTE in the Teachers (Full Time Only) category.

Certify

Q: *What is the certify worksheet needed for?*
A: Beginning in 2006-07, this worksheet needs to be dated and signed by the superintendent. The legislature wants to make sure that the data is accurate. Please send this in with the paper copy of budget.

Form 110

Q: *I am trying to enter my county tax data on the COMBINED form (first four pages of the F110) and it says the cells are locked.*
A: You cannot enter individual county tax data on the COMBINED form. This data is entered further down on the form. The first four pages are the COMBINED form and then the next four pages are for your home county (enter data here) and the next four pages are for your second county (enter data here). There is room for four other counties' data after your home county. Note that on the COMBINED form, you will need to enter a few items on pages 1 and 2.

Q: *On the percent of delinquent taxes, (line 3 of page 1) for the COMBINED and individual counties, I need to enter a figure with more than three decimal places.*
A: The budget program only allows three decimals for the percent of delinquent taxes. The entered percent is only an estimate.

Form 155

Q: *I see my maximum local option budget amount on Line 6. I do not want the maximum LOB this year. How do I change this?*
A: Enter on line 7 the amount you want to budget.

Form 162

Q: *The new food service rates have currently been released. How do I update my budget to reflect the new rates?*
A: The budget is an estimate of expenditures so you do not need to update the rates. You can increase the estimated count of meals served for purposes of generating additional revenue to offset the rate differences as needed.

Form 194

Q: *When I view the F194 sheet, the 2021 Taxes Levied column is not filled in for me.*
A: Make sure you have filled out the 2021 Taxes Levied column on the Open file. This starts in cell F24 on the Open file.

Q: *When I view the F194 sheet (Form 194A), the 2022 Taxes Levied column is not filled in for me.*
A: Make sure you have filled out the F110 file. The 2022 Taxes Levied comes from there.

Form 239

Q: *When I view the F239, I see my maximum local option budget amount on Line 1. I do not want the maximum LOB this year. How do I change this?*

A: Open the F155 and put the amount you want to budget on Line 7.

Open

Q: *When I look at the Open file, there are #N/A's in it. What does this mean?*

A: Until you enter your USD number in cell B4, the program will not know what information applies to you. As soon as you enter your USD number at the top of the form it will then look-up your assessed evaluations and enrollment figures based on your USD number.

Q: *My assessed valuation figures are wrong for the prior years and I cannot correct them because the cells are protected.   How do I correct them?*

A: Call the School Finance dept. at (785) 296-4972 and ask for Sara (Barnes) McCullah for assistance.

Q: *The Open page asks for the 9/20/2023 Reduced Meals (Estimated). Should the <u>number of meals served</u> be reported here?*

A: No. Report the <u>number of students (headcount)</u> you estimate to be eligible for reduced meals on September 20, 2023.

Code 06

Q: *I have entered all my expenditures and still the fund says ERROR on line 175.*

A: In order for the general fund to balance, your expenditures & transfers must be equal to your revenue AND the transfer to Special Ed (line 840) must be greater than or equal to Special Education Aid (line 120).   Also, beginning 2021-2022 school year, the transfer to At-Risk must be at least the cobined state aid regular At-Risk weighting and High Density At-Risk weighting. Scroll to the right of where it says ERROR and you will see these validations. This should help you pinpoint what you will need to change to get the fund to balance.

Code 07

Q: *What is this fund used for?*

A: This is used to report revenue and expenditures of Federal Funds (not reported elsewhere in the budget). We are required to report to the Federal government funds expenditures by line item so we need this information from the budget.

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Code 84

Q: *After entering my figures into the Recreation Commission, why do I have a negative operating budget?*

A: This fund is worked backwards. To find out what taxes need to be levied for this fund, multiply the 2023 assessed valuation by the mills levied for this fund (levy requested by recreation commission). Then enter actual data figures from previous years in columns 1 & 2. Be sure to enter July - December estimates on lines 35 & 180. If the 2023 tax to be levied is still negative or lower than requested, enter an amount on line 180 column 4 to get the fund to balance with the requested amount from the recreation commission.   If you still have questions then call (785) 296-3872 and ask to speak to Sara (Barnes) McCullah, Dale Brungardt or Craig Neuenswander.

Code 86

Q: *After entering my figures into the Recreation Commission Employee Benefits & Special Liability fund, why do I have a negative operating budget?*

A: This fund is worked similar to the Recreation Commission fund (Code 84). Refer to above answer for Code 84.

Tools.xlsm

Q: *What is the Tools file used for?*

A: This file contains all the macros for the budget program. It will automate tasks such as Budget Help, Open Support Files and Close All Files with just a mouse click on the appropriate button. Use the Print_Funds or Print_Forms to easily print files. Also in order to get Help on other budget files, the Tools.xlsm file must be running in the background. You should **open this file first** when working on the budget (click on Enable Macros) and leave open while you are working. Click on Open Support Files to open all Excel budget files.

Q: *I am getting an error message when I link a file. It says 'Microsoft Excel cannot find... on Tools.xlsm'. What should I do?*

A: It is basically telling you that the Tools.xlsm file is not open and you will need to open it. The easiest way to do that at this point is to click on OK to clear error message and then click on the Help button on the upper left-hand corner of the worksheet. Now click on Enable Macros and the help message for that file will come up. Click on OK and continue working as normal.

Budget Help

Q: *What kind of help does pressing this button provide?*

A: Clicking on this button will bring up an Excel spreadsheet listing brief help information given for each file. This is the same information by file, as you would get if you pressed the help button on the file listed.
Note: You can print this information if you wanted a copy of all help messages.

Open Support Files

Q: *What does this function do?*

A: This is a quick way to open supporting Excel budget files. The files that will open are: Codes.xlsx and Sumexpen.xlsx. When the files are opened the links will be automatically updated. Also if you click on this button more than once, the support files that are already open will not be reopened.

Note: The two Word documents in the Bdgt2024 folder will need to be opened using Microsoft Word. If you are working on a Macintosh and data entry is going very, very slow, you will want to close the Sumexpen.xlsx file while entering data.

Close All Files

Q: *What does the function do?*

A: When you are done working on your budget, you can click on this button and all open budget files will be saved and closed automatically. The Excel program will not be closed so you would need to go to the File menu and chose Exit or Quit.

Note: Excel does have this function built in. If you have multiple files open, you can go to the File menu and then select Exit or Quit and Excel will prompt 'Do you want to save changes you made to ' Click on 'Yes to All'. Excel is closed also when using this method.

Sumexpen (Budget Summary)

Q: *What is the Sumexpen file used for?*

A: It is the Summary of Expenditures file that charts and graphs the different budget expenditures. It is helpful to the citizens and taxpayers of your district. The charts list expenditures by function (1000-Instruction, 2100-Student Support Services, 2200-Instructional Support Services, 2300, 2400, 2500-Administration & Support, 2600-Operations & Maintenance, 2700-Transportation, 3100-Food Service, 2900 and 3300-Other Costs, 4000-Capital Improvements, 5100-Debt Services, and 5200-Transfers) from all funds, comparing the budgeted year to two prior years on most charts. Also student FTE, mill rates, and cash balances to name a few items are also charted and graphed.

The graphs are done in color and if you want them to print in color, select your color printer from the printer dialog box before printing. The C099a and Budget_Glance is now a part of this file.

Code 99a Public Information

Q: *What is the Code 99a sheet used for?*
A: It shows the fiscal position of the school district and the projected revenue for the coming year.
        It is located in the Sumexpen.xlsx file. It is for informational purposes only.

#N/A, #DIV/0, #VALUE, #REF – *What do they mean?*

Cell contents:	What it means:
#N/A	The #N/A error value occurs when a value is not available to a function or a formula. Need to make sure you have filled out the Open file or other files that the data comes from. Example: F194 has #N/A until the Open and F110 are filled out.
#DIV/0	Trying to divide by zero. Not a problem if the budget has this.
#VALUE	Trying to add a non-numeric value. Data validation should eliminate this past problem in the CO99.
#REF	Problem! You may not have all your budget files in the same directory and tried to open and link it when the other files are not present. Close without saving and make sure all budget files are in the same folder. If after reopening budget files, you still have #REFs then *email budget files (Codes.xlsx, Sumexpen.xlsx and Tools.xlsm)* to Sara Barnes at sbarnes@ksde.org with an explanation of where the #REFs are showing up.

If you have budget questions, contact:

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