ISSUES REPORT

USD Budget 2023-2024

Sumexpen.xlsx - - August 31, 2023

Corrections were made on both the SUMEXPEN and BAG worksheet tab. Below is a summary of those corrections.

SUMEXPEN worksheet:
- Current Expenditures (Cells D18, F18, I18) – Formula was not excluding all Bond Debt expenditures due to adding new state aid lines for Bonds After 7-1-2022 on C062 Bond & Interest #1 and C063 Bond & Interest #2. Original formula was only subtracting Bond Fees rather than Total Expenditures line.
- Footnote (Cell B24) was updated to clarify the Budgeted Total Expenditures (Cell I16) may not match Code 99 Total Net USD Expenditures (C099 Cell H54) for districts who budget transfers from C06 General to C053 Contingency Reserve and C055 Textbook or from C08 Supplemental General to C055 Textbook.
- Enrollment Information Table (Excel Row 1307)
    - The 2019-2020 FTE Enrollment (incl Virtual) (Cell D1312) is referencing 2018-2019 FTE in error. This Cell D1312 has been unlocked to allow districts to edit as needed.
    - Reduced Meal Student Headcount (Cell G1314) is reflecting unaudited rather than audited counts for 2021-2022. This Cell G1314 has been unlocked to allow districts to edit as needed.

BAG worksheet:
- Total Expenditures Amount Per Pupil by Function (All Funds) were not properly displaying for 2022-2023 or 2023-2024 years. The chart references Cells M234:M244 for 2022-2023 and Cells N234:N244 for 2023-2024.

1. Locate and open your Bdgt2024 folder (do not open any files at this time).
2. Click on the following link to download the "Updated Sumexpen" file, which is a compressed zipped folder:

   https://www.ksde.org/Portals/0/School%20Finance/budget/Budget_Software/Sumexpen.zip?ver=2023-08-30-125007-947

3. Open the compressed zipped folder to see the Sumexpen.xlsx file inside. *Do not open Sumexpen.xlsx file from this folder as it will break the links*.
4. Copy and Paste or Drag and Drop the Sumexpen.xlsx file into your existing Bdgt2024 folder and replace existing file when prompted.
5. You should then be able to open the Sumexpen.xlsx file to populate from the Codes.xlsx file and Save.

ISSUES REPORT

Form 150 (Codes.xlsx) - - July 19, 2023

The Transportation State Aid may be using a lower Per Capita Allowance (F150 Cell J122) for districts that have an Index of Density between 0.790 and 18.289 (F150 Cell J120). The issue is caused by blank rows in the transportation density table (current blank rows are Q140:V140 and Q153:V156), which is shifting the Order ID lookup (Cell N115).

This correction may cause both General Fund (C06) and Supplemental General Fund (C08) to recompute a slightly higher budget and may result in a <u>slight increase</u> for the estimated Taxes Levied and Mill Rate for Supplemental General Fund.

For many districts, when the final legal max is calculated, the padding in Special Education State Aid will offset this increase in transportation. Nevertheless, we recommend districts consider making the correction below.

First, go to **Form 150 Cell J120** to confirm if your Index of Density is between 0.790 and 18.289. If yes, the following steps should be made to correct your budget software.

1. Click on Review tab from Excel Menu then click "Unprotect Sheet".
2. Enter Password = 7082
3. Select blank green shaded Cells **Q140:V140** and right click them then select "Delete" from the menu and click "Shift Cells Up" and OK.
4. Select blank green shaded Cells **Q152:V155** and right click them then select "Delete" from the menu and click "Shift Cells Up" and OK.
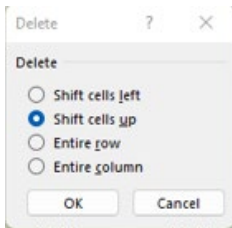
Shift Cells Up for #3 and #4

5. Please verify Per Capita Allowance (Cell J122) aligns with the Index of Density (Cell J120) in the Transportation Density Table (Q111:U162).
6. Click on "Protect Sheet"
7. Enter Password = 7082 and Re-enter to Confirm
8. Save
9. Go to C06 General Fund to balance expenditures and then Save
10. Go to C08 Supplemental General Fund to balance expenditures and then Save

Special Note: Please review C099 Revenue Neutral Form to confirm changes. This may result in the need to re-certify to the County the estimated Taxes to be Levied and Mill Rate for the 2023-2024 Revenue Neutral. Please notify the County of the change as needed.

Cash Balances (Codes.xlsx) - - July 13, 2023

The USD Budget Software was corrected and reposted on <u>Thursday, July 13 at 10:35 AM</u>. If you downloaded the Budget Software prior to this time, you need to do the following steps to correct your Budget. Cell A2 has a formula that was accidentally added when the new table to the far right was added.

1. Click on Review tab from Excel Menu then click "Unprotect Sheet".
2. Enter Password = 3073
3. Click in Cell A2 on Cash Balances worksheet tab to override the formula and manually enter text as:
   Budget 2023-2024
4. Click on "Protect Sheet".
5. Enter Password = 3073
6. Confirm Password = 3073
7. Save.

Sumexpen.xlsx) - - July 12, 2023

The USD Budget Software was corrected and reposted on <u>Wednesday, July 12th at 8:00 AM</u>. If you downloaded the Budget Software prior to this time, you need to do the following steps to replace your existing Sumexpen.xlsx file.

On the SUMEXPEN tab, the "Enrollment Information" table beginning on Excel Row 1311 is displaying #REF! for multiple cells due to the hidden "DATA" tab that was renamed within the Codes.xlsx file and corrupted the lookup formula. In addition, the 1 Pg Summary tab (Cell A1) and BAG tab (Cell A25) do not display the Org Number and or Name.

6. Locate and open your Bdgt2024 folder (do not open any files at this time).
7. Click on the following link to download the "Updated Sumexpen" file, which is a compressed zipped folder:

   https://www.ksde.org/Portals/0/School%20Finance/budget/Budget_Software/Sumexpen.zip?ver=2023-08-30-125007-947

8. Open the compressed zipped folder to see the Sumexpen.xlsx file inside. *Do not open Sumexpen.xlsx file from this folder as it will break the links*.
9. Copy and Paste or Drag and Drop the Sumexpen.xlsx file into your existing Bdgt2024 folder and replace existing file when prompted.
10. You should then be able to open the Sumexpen.xlsx file to populate from the Codes.xlsx file and Save.

ISSUES REPORT

Form 150 (Codes.xlsx) - - July 5, 2023

The USD Budget Software was corrected and reposted on <u>Wednesday, July 5th at 11:15 AM</u>. If you downloaded the Budget Software prior to this time, you need to do the following steps to correct your Budget.   Currently, the Form 150 Table VI is not pulling in the School Level High-Density At-Risk. If your district's free lunch percentage is 50% or greater or if you do not use the HD-AR_BLDG worksheet tab for estimating the School Level High-Density At-Risk, you can disregard.

1. Click on Review tab from Excel Menu then click "Unprotect Sheet".
2. Enter Password = 7082
3. Click in Cell G168 on Form 150 to override the formula and manually enter the school level High-Density WTD FTE (on the HD-AR_BLDG worksheet tab - sum of all schools from Excel Column M).
4. Click on "Protect Sheet".
5. Enter Password = 7082
6. Confirm Password = 7082
7. Save.

Certify (Codes.xlsx) - - July 3, 2023

The USD Budget Software was corrected and reposted on <u>Monday, July 3rd at 11:30 AM</u>. If you downloaded the Budget Software prior to this time, you need to do the following steps to correct your Budget.   Currently, the USD number does not display with the USD Name on the Budget Certificate.

1. Click on Review tab from Excel Menu then click "Unprotect Sheet".
2. Enter Password = 5458
3. Click in Cell E24 to override the formula and enter your USD # and USD Name (ex. 305 – Salina)
4. Click on "Protect Sheet".
5. Enter Password = 5458
6. Confirm Password = 5458
7. Save.

Code 34 (Cell D25) FY23 CTE Transportation State Aid - - June 30, 2023

The USD Budget Software was corrected and reposted on Friday, June 30th at 2:30 PM. If you downloaded the Budget Software prior to this time, you need to do the following steps to correct your Budget if you received CTE Transportation State Aid. Otherwise, you can disregard.

1. Click on Review tab from Excel Menu then click "Unprotect Sheet".
2. Enter Password = 6045
3. Click in Cell D25 to enter your 2022-2023 CTE Transportation State Aid. To lookup your payment, click here: CTE Transportation Payment
4. Click on "Protect Sheet".
5. Enter Password = 6045
6. Confirm Password = 6045
7. Save.