



School Finance

Kansas State Department of Education
Landon State Office Building
900 SW Jackson Street, Suite 356
Topeka, Kansas 66612-1212

(785) 296-3872
(785) 296-6659 - fax
www.ksde.org

INTEREST RATE ON INVESTMENT Effective 8/11/14 through 8/17/14

TERM	CURRENT	PREVIOUS
1 to 89 Days	0.09%	0.08%
3 Months	0.02%	0.03%
6 Months	0.05%	0.05%
1 Year	0.13%	0.13%
18 Months	0.27%	0.27%
2 Years	0.48%	0.49%

Date: August 11, 2014
To: Chief School Administrators
From: Dale M. Dennis, Deputy Commissioner
Craig Neuenswander, Director
School Finance

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

Request September General State Aid

The 2014-15 **General State Aid Request for September** is now available online. **ALL** school districts should review their payment amount and submit this form to KSDE no later than **Friday, August 15**.

Please follow the steps below to go online to the KSDE Authentication system:

Link: <https://svapp15586.ksde.org/authentication/login.aspx>

On the login screen, enter your **user name** and **password**.

- o Click on **LEA Forms**
- o Click on **State Aid Request for September**
- o Click on **Create New Report for 2015**
- o **Complete, Save, Next Page**, and **Submit** form

If you agree with the computed amount shown for your district's September 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 September 2nd, 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 Rose Ireland at (785) 296-4973.

Questions regarding user ID/passwords to online web applications should be directed to Karen at the KSDE Help Desk at (785) 296-7935.

Attn: USDs – post selected budget forms on District Website

K.S.A. 72-8254 requires each school district must publish their Form 150 (all pages) on their district's website. **Easily convert Form 150 into a PDF document** by opening the **Tools** budget file.

By statute, school districts are also required to post the Budget-at-a-Glance on their websites, as well.

In addition, it is our *recommendation* that school districts post on their website the three-year history of cash balances, by fund, which is part of the official USD budget document. Open the **Forms** budget file, and select the **Cash Balances** tab. This is not mandated by law, but the information may be requested by legislators and committees. Please contact School Finance at (785) 296-3872 if you have questions concerning the budget.

K.S.A. 72-8254 requires the State Department of Education (KSDE) to annually publish on its website a copy of Budget Form 150 for each school district. Each USD's budget and summary documents are available at this link: <http://www.ksde.org/Agency/FiscalandAdministrativeServices/SchoolFinance/BudgetInformation/USDBudget/2013-2014BudgetSummary.aspx>.

Dale M. Dennis and Craig Neuenswander

State Board of Education meets this week

The agenda for the August Kansas State Board of Education meeting is posted on the KSDE homepage: <http://www.ksde.org/Portals/0/Board/Materials%20&%20Agendas/2014/Agenda%20August%202014.pdf>. The meeting will be held Tuesday and Wednesday in Topeka (August 12-13).

Instructions to listen to the meeting via KSDE live media streaming can be accessed online at <http://www.ksde.org/Home/QuickLinks/StreamingMedia.aspx>. Special instructions are available for MAC users.

Mark your calendar

August 20 - Request for Federal Funds – Form 240 (last day to request a September federal aid payment)

Contact: Nicole Norwood nnorwood@ksde.org - (785) 296-2020

August 25 - Certify USD Budget to KSDE/County Clerk

1. Publish the Notice of Hearing this week. There must be at least ten calendar days between the date of publication and the budget hearing. (see July 14 interest letter – FAQ on 10-day rule)
 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 Monday, August 25, and submit to KSDE, Attn: School Finance.
- 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. Call School Finance with questions at 785-296-3872.

August 29 - 18E Annual Statistical Report (web application)

Examples of information collected on the **18E report** are bond data, summer school enrollment information, indirect costs, and transportation data such as number of bus drivers, miles traveled, vehicle depreciation, indirect costs and teacher contracts. See the **August 4 interest letter** for instructions.

Contact: Rose Ireland rireland@ksde.org (785) 296-4973

August 31 - Driver Education Reimbursement Claim (web application) (for districts offering a program)

If your district had a driver education program during the period from September 1, 2013, through August 30, 2014, you may be eligible for reimbursement. An online claim form must be submitted before the deadline.

Instruction Manual: http://www.ksde.org/Portals/0/School%20Finance/guidelines_manuals/Driver%20Ed%20Manual2013-14.pdf

Contact: Joan Peterson jpeterson@ksde.org – (785) 296-8107

September 12 - Kansas School Safety Hotline – update contact list (instructions sent in August 7 email from Dale Dennis)

Contact: Tamara Milligan tmilligan@ksde.org - (785) 296-3871 (available to revise year round as needed)

September 12 - 2014-15 School Term Notification (message sent via listserv superintendents and clerks on Monday, August 4)

School districts officially notify the State Board of Education of which school term their respective board of education adopted for the 2014-15 school year by selecting either 1,1116 hours, or 186, 6 hour days. **Please submit your district’s information through this website:** <http://events.ksde.org/Default.aspx?tabid=572>.

###