



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 8/4/14 through 8/10/14

TERM	CURRENT	PREVIOUS
1 to 89 Days	0.08%	0.09%
3 Months	0.03%	0.03%
6 Months	0.05%	0.05%
1 Year	0.13%	0.11%
18 Months	0.27%	0.29%
2 Years	0.49%	0.51%

Date: August 4, 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

Annual Statistical Report (18E) open for data entry

The web application to complete the **18E Annual Statistical Report** for the 2013-14 school year is now open and **due August 29, 2014**. 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.

Prior to entering data on the 18E report, please download the **User's Guide**. The manual provides screen shots and step-by-step instructions on entering data to complete the report. Assistance is also available by clicking on the **Help Screen** link in the web application.

- School Finance: <http://www.ksde.org/Agency/FiscalandAdministrativeServices/SchoolFinance/GuidelinesandManuals.aspx>
- Select: **Annual Statistical Report (18E) User's Guide**

Accessing KSDE Authenticated Applications:

If you have **new staff** that will enter or review information on the 18E Report, they will need to register to request permission to access this report. Below are instructions for logging on to the KSDE web application program.

- Open your internet browser and copy/paste the following address:
<https://svapp15586.ksde.org/authentication/login.aspx>
- Enter your User ID and Password - then select **Annual Statistical Report (18E)**.
Note: If the **18E Annual Statistical Report** is not listed, click on **Manage My Account** to request access.
- If you do not have a **User ID/Password**, please click on the **Register** button to apply. The new password and individual user ID will not be activated until you receive an e-mail from KSDE notifying you that it has been approved.

If you have questions regarding User ID/password, please contact the IT Help Desk at (785) 296-7935.

18E Questions: Rose Ireland rireland@ksde.org at (785) 296-4973
Sara Barnes sbarnes@ksde.org at (785)296-4972

We appreciate your help with this data collection. Please submit by August 29.

Teacher Vacancy Survey due August 6 (message sent via listserv superintendents and clerks on Friday, August 1)

Please coordinate one response from your respective school district.

From: Dale M. Dennis, Deputy Commissioner of Education

This office gets numerous requests from government officials, the media, and others concerning the number of teaching vacancies in Kansas school districts. Each year we survey the districts to get an approximate number of certified employee vacancies broken out by elementary, middle, and high school grade levels as well as teaching areas.

The survey is located at the following website: <http://events.ksde.org/Default.aspx?tabid=571>

Instructions for submitting your response are on the website. You may submit it in one of the following ways:

- 1) online (our preference)
- 2) print out the Microsoft word document and fax a response to our office, or
- 3) e-mail the survey document as an attachment

Please note there is a short response time for this request. We need a response from **ALL** school districts and would appreciate **receiving these responses by no later than Wednesday, August 6, 2014.**

If you have questions, feel free to contact Dale M. Dennis at (785) 296-3871 or ddennis@ksde.org.

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 1,116 hours, or 186, 6 hour days. **Please submit your district's information through this website:** <http://events.ksde.org/Default.aspx?tabid=572> **by no later than September 12, 2014.**

After submitting, you will receive an e-mail to confirm your submission and you may want to **print** for your files.

Several districts have notified this office via letter of their school terms for the 2014-15 school year. We would appreciate these districts also completing the web application and submit online.

If you have questions, please contact Tamara at tmilligan@ksde.org or (785) 296-3871.

Steps to certify USD Budget by August 25

1. Publish the Notice of Hearing. 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. 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.

Please mail a signed paper copy of the budget to:

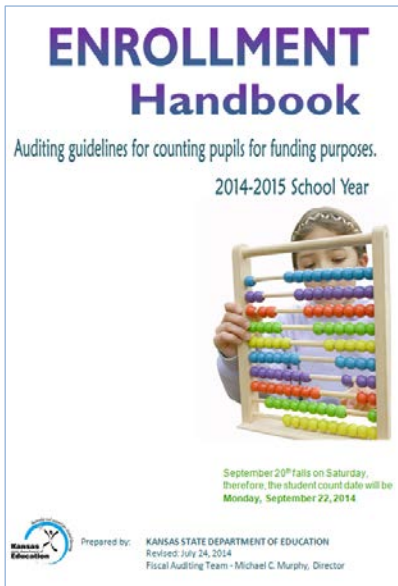
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It is not necessary to send a paper copy of Budget at a Glance and Profile Information. These documents will provide summaries of the budget for your board members and patrons as supplemental information to the budget.

Enrollment Handbook available

The **Enrollment Handbook** (formerly Counting Kids Handbook) for the 2014-2015 school year is on the Fiscal Auditing homepage - link: <http://www.ksde.org/Agency/FiscalandAdministrativeServices/FiscalAuditing.aspx>. This material will be covered at the Counting Kids workshops. **Please print and bring this handbook if you attend a Counting Kids workshop.**

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:

<u>Date</u>	<u>Time</u>	<u>Location</u>
September 2.....	8am-11am	USD 500 KCK
September 2.....	1pm-4pm.....	USD 233 Olathe
September 3.....	830-1130am	Greenbush
September 4.....	830-1130am	USD 402 Augusta
September 4.....	1pm-4pm.....	USD 266 Maize
September 5.....	9am-noon.....	Salina, Smoky Hill Educ Center
September 8.....	9am-noon.....	Hiawatha High School
September 9.....	9am-noon.....	USD 437 Auburn-Washburn (Topeka)
September 10.....	830-1130	NW Kansas Educ Serv Center (Oakley)
September 11.....	9am-noon.....	USD 102 Cimarron
September 12.....	9am-noon.....	Hutchinson - ESSDACK

Topics to be discussed include:

- Counting students on September 20
- Counting minutes for each student and entering data in KIDS
- Traditional, Virtual, Alternative schools
- Enrollment weightings: at risk, bilingual, transportation, declining enrollment
- Auditing and record requirements

There is no charge to attend the Counting Kids workshops. Early registration is recommended as seating may be limited. To open the workshop announcement, go to the Fiscal Auditing website (link above). To reserve your seat, please call or email the site hosting the workshop.



***Because September 20, 2014, falls on a Saturday...
the student count date is Monday, September 22nd.***

Kansas law states that if the 20th is not a school day, such as a weekend or an inservice day, the count day moves to the first school day following the 20th.

If you have questions on the September 20th student count, please contact:

- School Finance at (785) 296-3872
- Fiscal Auditing at (785) 296-4976

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