Kansas state department of Education

School Finance

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Date: February 10, 2014

To: Chief School Administrators

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

INTEREST RATE ON INVESTMENT
Effective 2/10/14 through 2/16/14

TERM	CURRENT	PREVIOUS
1 to 89 Days	**0.07%**	0.07%
3 Months	**0.08%**	0.03%
6 Months	**0.09%**	0.07%
1 Year	**0.16%**	0.15%
18 Months	**0.20%**	0.22%
2 Years	**0.32%**	0.34%

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

February Meeting Dates

February 11-12.....State Board of Education
February 12.....Council of Superintendents

Both meetings will be held at KSDE (Board Room) in Topeka. State Board agenda: Link

Note: Council of Superintendents will not meet in March. The final Council meeting this school year will be held on April 9.

February Payment Dates

February 14..... KS Preschool Program(Tiny K)

March Payment Dates

March 3..... General State Aid/State Highway Funds (see note)
March 3..... Capital Improvement (Bond and Interest)
March 13..... Federal Aid
March 14.....Special Education
March 14.....Parents as Teachers

Note: The allocation of March General State Aid includes money from the state highway fund, which should be deposited in the general fund and treated as General State Aid. Highway funds will not need to be tracked separately.

State and federal aid payment amounts for each district/LEA will be available online on the School Finance homepage: Payment Information. March Federal aid amounts will be posted near the deposit date.

General, Supplemental General and Capital Improvement State Aid Printout

USD 2013-14 General, Supplemental General and Capital Improvement State Aid printouts are available online, providing a snapshot of selected state aid payments year-to-date, local effort, bond and interest, and FTE details. Each state aid detail report will be updated monthly when a general state aid payment is generated, and are only available from February to the end of the fiscal year (June 30). To view and print this report, link here: Payment Information.

Select: USD General, Supplemental General and Capital Improvement State Aid Printout FY 14 (Excel)
If a security warning appears in a yellow bar above the spreadsheet, click on **Enable Content** to proceed. Next, with your cursor, select **Cell G1** (in red) and click on the arrow to scroll down and select the USD number. The information will refresh when the USD number is updated.

If you have questions, please contact Rose Ireland at (785) 296-4973.

Republishing 2013-14 Budget

Page 2-4 provides instructions on what documents will need to be submitted to the School Finance office if your district republishes the budget. Please remember that if you are republishing due to increased FTE for At-Risk, 4-Year Old At-Risk, Bilingual, or Vocational that will increase the total amount you need to spend in those four funds.

Procurement Contract List

Since a public school district is defined as a political subdivision, big ticket items like vehicles or computers can be purchased under state contracts to receive special pricing.

From the School Finance homepage, we have a link to access the Department of Administration's website showing procurement contracts established by the Kansas Division of Purchases.

- Link to School Finance homepage: http://www.ksde.org/Agency/FiscalandAdministrativeServices/SchoolFinance.aspx
- Click on Guidelines and Manuals
- Click on Department of Administration Division of Purchases
- Click on the "HERE" link under Contracts

If you have questions about purchases using state contracts, please contact:

Tracy Diel, Director of Purchases
Department of Administration
900 SW Jackson, Room 652S
Topeka KS 66612
Voice: (785) 296-2376
Email: tracy.diel@da.ks.gov

Requirements to Republish the 2013-2014 Budget

Remember, the LOB (supplemental general) fund (Code 08) cannot be republished.

When you republish your general fund and make one or more transfers to other funds (such as capital outlay, special education, vocational education, etc.), you must also republish those funds if you wish to spend above the published budget of those funds.

Before you can raise the total 12-month budgeted expenditures of *any fund previously adopted,* you must have completed the following:

1) Republished the proposed change
2) Had a minimum of ten days between the publication date and hearing date
3) Held a public hearing (could be scheduled at the regular board meeting)
4) Had formal adoption by the district board at a board meeting

The checklist below indicates the worksheets and funds to be submitted to:
School Finance, Kansas State Department of Education

1) Amendment form (Notice of Hearing on Amending the 2013-14 Budget) with Proof of Publication
2) Amended copies of each fund republished (showing changes)
3) Copies of other affected funds (showing changes)
4) Notice of Hearing (Code 99) – does not have to be published
5) Certificate page (Code 01)

If there are changes to any transfers, lines 100, 105, and 110 on Code 99 will update automatically.

K.S.A. 2008 Supp. 79-2828a(b)… "Beginning in 2009, all such budget information shall be filed electronically with the county clerk and with the director of accounts and reports."

Illustration 1: General fund is republished and a transfer to one or more other funds is changed.

The fund or funds, receiving the new transfer(s), are to be changed to reflect this transfer change.

NOTE: The revenue and expenditure totals in the general fund must match, so if you increase or decrease a transfer line, other expenditure line items must be adjusted to keep the general fund in balance with the expenditures.

Illustration 2: General fund is not republished, but another fund is republished.

A transfer from the general fund is made to the republished fund. The general fund must be changed to reflect this transfer change.

NOTE: If you change a transfer or transfers in the general fund, other line items in the expenditures must be adjusted to keep the expenditures in balance with the revenue.

2013-2014 Budget Republication forms should be received by KSDE before:

- **May 1, 2014 - *General Fund only** (in order to calculate final state aid)
- **June 30, 2014 - All funds republished** (except General)

*If the General Fund will be republished later than May 1, please notify the School Finance office your intent to republish as soon as possible. Return the Notice of Hearing amend form with the republished general fund amount, and annotate in bold on the form "Pending Board Approval." The amend form (Notice of Hearing example on page 4) can be faxed to (785) 296-6659, Attn: Craig Neuenswander.

Pending Board Approval

After your budget hearing, please submit all amended budget worksheets by June 30 as follows:

Scan republished budget pages into a pdf document (with proof of publication) **and attach to an email to: sroot@ksde.org or return a paper copy by mail to:** State Dept of Education, Attn: School Finance, 900 SW Jackson Suite 356, Topeka, KS 66612. If you submit electronically, there is no need to mail the budget pages too. A confirmation email will notify you that the amended budget has been received.

The following statute applies to amending the budget.

K.S.A. 79-2929a. Amended budget; publication; notice; public hearing. The governing body of any taxing subdivision or municipality which is subject to the budget law provisions of K.S.A. 7925 to 79-2936, inclusive, and amendments thereto, which proposes to amend its adopted current budget during the year in which such budget is in effect, shall be subject to the same publication, notice and public hearing requirements as is required by K.S.A. 79-2929, and amendments thereto, for the adoption of the original budget and, in addition thereto, such published budget shall show any proposed changes in the amount of expenditures, by fund. Any proposed increase in expenditures shall be balanced by previously unbudgeted increases in revenue other than ad valorem property taxes. A copy of the adopted amended budget shall be filed with the county clerk and with the director of accounts and reports.
History: L. 1981, ch. 368, § 1; L. 1989, ch. 218, § 10; L. 1992, ch. 280, § 53; July 1.

School Finance
Craig Neuenswander, Director
Phone: 785-296-3872
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AMENDMENT INSTRUCTIONS

Budget amendments as authorized by K.S.A. 79-2929a are permitted to increase the original budget for ". . . previously unbudgeted increases in revenue other than ad valorem property taxes."

K.S.A. 2008 Supp. 79-2828a(b)… "Beginning in 2009, all such budget information shall be filed electronically with the county clerk and with the director of accounts and reports."

AMENDMENT PROCEDURES

1. Publish the Notice of Hearing on Amending the 2013-14 Budget, see form below. Include only those funds being amended. At least ten days must elapse between Steps 1 and 2.
2. Hold the hearing on amending the budget as scheduled in Step 1.
   Electronically file the following amended budget forms with the County Clerk and the State Department of Education (School Finance):
   - Certificate page (Code 01 from Codes.xlsx)
   - Individual fund budget for each fund being amended
   - Notice of Hearing (Code 99 from Codes.xlsx)
   - Proof of Publication (Affidavit of Publication/newspaper clipping)
   - Notice of Hearing on Amending the 2013-14 Budget (Amend Form from Forms.xlsx)

Before amending the budget, be sure it is necessary. Certain revenue is exempt from the budget law. Also, remember that a budget cannot be amended after the year is completed. We recommend that an explanation be included in the heading so taxpayers understand why an amendment is necessary.

NOTICE OF HEARING ON AMENDING THE 2013-14 BUDGET

The governing body of _____ will meet on the _____ day of _____, 20___ at ____ ____.m., at _____ for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at _____ and will be available at this hearing.

SUMMARY OF AMENDMENTS

	Adopted Budget 2013-14			Proposed Amendment 2013-14 Budget
Fund	Actual Tax Rate	Amount of Tax to be Levied	Expenditures And Transfers	Expenditures and Transfers

_____
Clerk

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