Kansas state department of Education

School Finance

(785) 296-3872
(785) 296-0459 (fax)

120 SE 10th Avenue • Topeka, KS 66612-1182 • (785) 296-6338 (TTY) • www.ksde.org

Date: July 22, 2013

To: Chief School Administrators

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

INTEREST RATE ON INVESTMENT
Effective 7/22/13 through 7/28/13

TERM	CURRENT	PREVIOUS
1 to 89 Days	**0.10%**	0.08%
3 Months	**0.04%**	0.05%
6 Months	**0.08%**	0.10%
1 Year	**0.18%**	0.19%
18 Months	**0.29%**	0.25%
2 Years	**0.41%**	0.38%

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

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.
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 August 25 and submit to KSDE, Attn: School Finance. Kansas Statute states the certify date as August 25, and this year it falls on a Sunday. Contact the County Clerk's office if an extension is needed.

Upload 2013-2014 Budget Files to KSDE

To upload your budget files, go online to the KSDE web application screen:

https://svapp15586.ksde.org/ksde

Enter: User ID and password (contact KSDE Help Desk with password problems- (785) 291-0599
Select: LEA Forms
Select: Upload USD Budget Files
Create: New report for 2014
Enter: District contact information
Upload: 5 budget files into the 2014 report

- Codes.xlsx
- Forms.xlsx
- Sumexpen.xlsx
- Tools.xlsm
- Profile Information.docx

Does a CPA complete your budget?

CPAs will not have access to the KSDE authentication screen. Therefore, CPAs can either email USD budget files to KSDE to: sroot@ksde.org, or provide the electronic budget files to the district office to be uploaded by the USD.

Select: Submit Report which automatically transmits 2013-2014 budget files to KSDE.

Select: Print Report menu to print a confirmation listing budget files received by KSDE (keep with your records).

Complete instructions are online to be followed as you prepare to submit your budget document to KSDE and the County Clerk: http://www.ksde.org/Default.aspx?tabid=1844 Open the link to Department of Administration Budget Instructions.

Under the heading entitled How to Finalize and Submit the Budget, we provide instructions how to submit the budget document.

Due Dates

July 25 – Indirect Cost Rates (mailed on July 5)

Please sign and return your district's 2013-2014 indirect cost rates form.
Contact: Sara Barnes 785-296-4972 sbarnes@ksde.org

July 31 - Directory Updates (web app) **Attn: USDs, Interlocals and Service Centers** (instructions in July 8 interest letter)

Even if there are no personnel or address changes for your LEA for the coming school year, ***all LEAs need to review and verify your existing data***. To check whether your directory information has been updated and submitted, click here to open the web app: https://online.ksde.org/authentication/login.aspx.
Contact: Nik Stewart mstewart@ksde.org

August 9 - 18E - Annual Statistical Report (web app) Collects information such as bond data, summer school enrollment information, indirect costs, and transportation data such as number of bus drivers, miles traveled, vehicle depreciation, and teacher contracts.
Download user manual: http://www.ksde.org/Default.aspx?tabid=1877
Contacts: Kevin Mercer kmercer@ksde.org or Sara Barnes sbarnes@ksde.org

August 25 - USD and Interlocal Budgets – certify budget document to KSDE and county
Download forms and instructions here: http://www.ksde.org/Default.aspx?tabid=1844

Budget reviews

Many superintendents and business offices are in the process of completing the 2013-2014 budget. To avoid errors, we encourage you to allow us to review your budget. Dale Dennis and Craig Neuenswander will meet with you in person to double-check your budget document.

If you plan to visit KSDE in person, call Tamara at (785) 296-3871 or Sherry at (785) 296-3872.

Call to schedule a one-hour appointment. Time slots are still available late July/early August. Please bring with you a paper copy of your budget document (codes and forms) when you come to Topeka. If you wish, bring your laptop computer. This will allow you to make revisions to your budget program during your visit.

OR prepare and MAIL a paper copy of your budget document for a telephone review (appointment not needed for mail in budgets).

We prefer you mail a paper copy (not sending the files electronically), since a paper copy is needed in order to conduct a thorough review. Veryl Peter, Dale Dennis or Craig Neuenswander will review your budget and call you with the results. When a mailed in budget is delivered to our office, it is *generally reviewed within a day*.

Steps to prepare your budget for mail-in review:

Print only the funds (codes) and forms (Form 110, 150, etc.) being used.

Please include a cover letter with the following information:

- explain any specific problem area(s)
- provide contact name(s)
- office phone number (first attempt) and cell or home phone number (we may call you back outside regular office hours)
- If turnaround is short, tell us the "latest date" we can call you so that you can meet your deadline.

Please mail a paper copy of your budget to:

KSDE - Attn: School Finance
120 SE 10TH Avenue
Topeka KS 66612-1182

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