Kansas state department of Education

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

Date: July 28, 2014

To: Chief School Administrators

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

INTEREST RATE ON INVESTMENT
Effective 7/28/14 through 8/3/14

TERM	CURRENT	PREVIOUS
1 to 89 Days	**0.09%**	0.09%
3 Months	**0.03%**	0.03%
6 Months	**0.05%**	0.05%
1 Year	**0.11%**	0.12%
18 Months	**0.29%**	0.29%
2 Years	**0.51%**	0.51%

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

August payments

August 1 .....General State Aid, Bond & Interest
August 14 .....Federal Aid (if requested)
August 15 .....Parents As Teachers, KS Preschool Program (Tiny K)

Payment amounts will be posted on the School Finance homepage near the date of deposit:
http://www.ksde.org/Agency/FiscalandAdministrativeServices/SchoolFinance/PaymentInformation.aspx

Contacts:
State aid payments: Rose Ireland rireland@ksde.org or call (785) 296-4973
Sara Barnes sbarnes@ksde.org or call (785) 296-4972

Federal aid payments (Form 240): Nicole Norwood nnorwood@ksde.org or call (785) 296-2020.

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:

Kansas State Department of Education
Attn: School Finance
Landon State Office Building
900 SW Jackson, Ste. 356
Topeka KS 66612-1212

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.

Application for Out-of-District Attendance & Transportation

(for students under K.S.A. 72-1046b) This statute does not apply for school districts with territory in Johnson, Sedgwick, Shawnee or Wyandotte counties.

Does your school district accept out-of-district students? Does the family request your district to provide transportation to their children who reside in a neighboring district, but reside 2.5 or more miles from the appropriate attendance center? (K.S.A. 72-1046b amended the law from 10 miles to 2.5 miles in 2012).

If the answer is yes, the out-of-district application (sample below) must be signed **every year** by the parent/ legal guardian. With this application, the parent/legal guardian applies for authority for their child(ren) to attend another district and be provided transportation to and from school by the receiving school district.

Sample 2014-2015 application:

A copy of this form should be provided to the school district of residence.

Effective 2014-2015 School Year

Application for
Out-Of-District[1] School Attendance and Transportation[2]

To: Board of Education of USD No. _____ _____ County, Kansas
(Receiving School District)

I, the parent of:

Student's Legal Name _____ _____ _____
Specify Gender: Male Female *Last Name* *First Name* *Grade in 2014-15*

Student's Legal Name _____ _____ _____
Specify Gender: Male Female *Last Name* *First Name* *Grade in 2014-15*

Student's Legal Name _____ _____ _____
Specify Gender: Male Female *Last Name* *First Name* *Grade in 2014-15*

Student's Legal Name _____ _____ _____
Specify Gender: Male Female *Last Name* *First Name* *Grade in 2014-15*

hereby certify that my child(ren) and I are residents of U.S. D. No. _____ and we reside 2 ½ or more miles from the attendance center my child or children would attend in U.S.D. No. _____.

Therefore, under K.S.A. 72-1046b, I hereby apply for authority for my child(ren) named above to attend school in U.S.D. No. _____ (Receiving School District) and to be furnished or provided transportation to and from school by the Receiving School District for the 2014-2015 school year.

To download the complete application, link here:
http://www.ksde.org/Agency/FiscalandAdministrativeServices/SchoolFinance/OnlineBudgetPacket.aspx and look under the **Pupil Transportation** heading, and select Out-of-District School Attendance and Transportation (application).
If you have questions, contact Craig Neuenswander, School Finance, at 785-296-3872.

CPA Federal and State Funding Report available (repeat of message sent 7/24)

The FY 2014 **CPA Federal and State Funding Report** is final and available on the School Finance homepage. This report provides a summary of all federal and state aid payments from July 1, 2013, through June 30, 2014.

Link: http://www.ksde.org/Agency/FiscalandAdministrativeServices/SchoolFinance/PaymentInformation.aspx

It may be helpful to forward this information to your CPA.

Depositing SDAC payments - School District Administrative Claiming

We have received several calls asking where to deposit SDAC administrative claiming payments. This is a quarterly payment that reimburses districts for certain administrative activities (i.e. counseling, nursing, calling parents about immunizations, etc.) for general education services for ***any*** student. Special education services are not included in SDAC, however, a student with an IEP might receive general education services that are not related to the IEP. These may be SDAC reimbursable.

Depending on **when** the payment is received by the district, deposit the payment as follows:

- SDAC payment received during the same fiscal year as noted for claiming period:
  - ✓ Deposit in the general fund as a reimbursement.
- SDAC payment received during a different fiscal year as noted for claiming period:
  - ✓ Deposit to any special revenue fund as miscellaneous revenue.
    Examples of special revenue funds include K-12 At-Risk, Special Education, and Capital Outlay.

This payment is generated by the Department of Health and Environment. For more information, follow this link: http://www.kdheks.gov/hcf/Medicaid/faqs.html

# # #