



School Finance

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INTEREST RATE ON INVESTMENT Effective 6/17/13 through 6/23/13

TERM	CURRENT	PREVIOUS
1 to 89 Days	0.09%	0.10%
3 Months	0.05%	0.04%
6 Months	0.09%	0.09%
1 Year	0.15%	0.15%
18 Months	0.18%	0.22%
2 Years	0.27%	0.31%

Date: June 17, 2013
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

Special Education - Form 120-A (2013-14 School Year)

Attn: Special Education Coops, Interlocals

*This information was forwarded to **Special Ed Directors** via listserv/email on Monday, June 17*

K.S.A. 72-978 requires that special education state aid be distributed among school districts that participate in a special education cooperative or interlocal. Based upon this law, Form 120-A will need to be completed and submitted to participating USDs so they can determine their 2013-2014 general fund authority. In order for school districts to avoid republishing their general fund, coops and interlocals should estimate slightly higher. **The special education categorical aid amount for the 2013-2014 school year is estimated at \$27,750 per teacher.**

The Form 120-A is available to download:

- Open the School Finance Online Budget Packet: <http://www.ksde.org/Default.aspx?tabid=3599>
- Scroll down to the third heading: **USD Budget and Related Information**
- Select **Form 120A Estimated Special Education State Aid (for Sponsoring Interlocals/Coops)**

By downloading this form in Excel, several cells will automatically calculate data entered. **Please do not use alternate or outdated versions of this form.** After completion, distribute as follows to:

- participating unified schools districts
- KSDE School Finance - attach form to an e-mail addressed to kmercer@ksde.org

For assistance completing the Form 120-A, please call Kevin Mercer (785) 296-4973, School Finance.

All USDs submit Request for July General State Aid and Bond & Interest State Aid

All districts should complete the 2013-14 **State Aid Request for July and Bond & Interest Request** which is now open on the KSDE Authentication system. **Please submit to KSDE by Friday, June 21.**

We have computed the July general state aid payment for FY14 and populated this on the General State Aid request screen. Carefully review this payment. If a larger state aid payment is necessary, 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.** [A form to request an August 2013 payment will be made available to you in July.]

Note: Please submit the **2013-14 Bond and Interest State Aid Request along with the July General State Aid Request** due June 21. **ALL USDs should provide 2013-14 Bond and Interest payments, regardless if you are entitled to state aid entitlement.** **NOTE:** If your district refinances at any time during the school year, please contact our office at 785-296-3872 to review your state aid request.

All USDs submit Request for July General State Aid and Bond & Interest State Aid (continued)

To submit these requests, go online to: <https://online.ksde.org/authentication/login.aspx>. After you are directed to the login screen, enter your **user name** and **password**.

- Click on **LEA Forms**.
- Click on **State Aid Request for July and Bond & Interest Requests**.
- Click on **Create New Report for 2014** (to be used for FY14 - July 2013 payment).
- **Complete, Save, Next Page, and Submit** form.

Please go online to verify the amount and submit this information no later than Friday, June 21. If you have questions, please contact Kevin Mercer at 785-296-4973.

Questions regarding User IDs/passwords should be directed to the KSDE Help Desk at 785-296-7935.

What if you don't see "LEA Forms" listed after you logon to the Application Page?

Many of you already have an active user ID and password to access other online web applications. If you do not see "**LEA Forms**," you will need to request permission to access.

To do this, after logging in, scroll down and click on "**Manage My Account**" and follow the instructions. Your request will generate an email to your superintendent who will need to approve it. Once the superintendent replies to KSDE, you will receive an email that confirms access. We suggest you tell your superintendent to watch for this email to speed up the approval process.

If your district has new employees who will either review or complete KSDE online web applications, it is necessary to **register for an individual user ID and password**. To register, follow these steps:

- Open Internet Explorer and go to the KSDE server: <https://online.ksde.org/authentication/login.aspx>
- Then click the "**Register**" button and follow the steps outlined.
- If you have user ID and/or password issues, please call the KSDE Help Desk at (785) 296-7935.

Supplemental Special Education payment deposits on June 17

Superintendents/Board Clerks listservs notified of payment via listserv 6/14/13 (conference call)

Due to an additional late transfer of funds to the Special Education Services Aid Program, we will deposit a supplemental special education state aid payment on June 17. As a result of this extra payment, the special education teacher entitlement will be increased from \$28,060 to \$28,275 for the 2012-13 school year. Remember to first deposit special education funds into the general fund and then transfer them to the special education fund.

- To view each LEA's payment amount, go online <http://www.ksde.org/Default.aspx?tabid=1891> click on **Special Education State Aid** located under the heading State and Federal Payment Amounts.
- To download, view and print your updated **Special Ed printout** (link shown above), select: **2012-13 Special Education Aid Printout *NEW.*** Enter your LEA number to populate the printout, which includes the flow-through payment amount to your coop (use tabs at the bottom of the screen to open excel pages within the document).
- For assistance, refer to **2012-13 Special Education Printout Instructions** - link shown above.

Final Legal Max Letters dated June 14

View or print each district's final legal max letters today from the School Finance homepage – link: <http://www.ksde.org/Default.aspx?tabid=1830>. Scroll down to the heading **Final FY13 Legal Max Letters**. These letters are also being mailed on Monday, June 17, to the superintendent and Board President.

The final legal max letter reflects the district's final legal maximum general final budget, audited enrollment, actual special education state aid flow-through and actual transfer of cash balances from authorized funds to the general fund for additional **budget authority**.

General fund budgets were recomputed using actual special education state aid payments (including the June 17 supplemental Spec Ed payment) that your district received for FY13, and the actual transfers as certified on the Local Effort Form.

The June 17 supplemental special education payment could affect your general fund budget. Your district’s legal maximum general fund budget is reflected on the **FINAL** legal max letter. **Carefully review your legal max amount.** A short tutorial on how to read the legal max spreadsheet that accompanies your letter was in the June 3 interest letter.

Cash balance transfers to the general fund has no increase or decrease on the general state aid entitlement.

NOTE: Do you notice a difference on the total weighted enrollment as shown on a previous **Audited Enrollment** legal max letter and the **FINAL** legal max letter? This difference is the result of the actual special education state aid and actual transfers certified to KSDE. When the district’s final special education state aid flow-through amount was determined, it affected the total weighted enrollment which was used to recalculate the final general fund budget.

Did you recently republish your general fund, but haven’t sent all the backup material to the State?

Several districts have sent the “Amend” page (Notice of Hearing) notifying us you are in the process of republishing the **general fund**. If KSDE is missing backup documents for that republication, in the text box will be a note: **REPUBLISHED – MISSING DOCUMENTS**. If you are not sure what pages need to be submitted, please contact Kevin Mercer to verify what is missing. Republication documents should be converted into a pdf file and attached to an email to sroot@ksde.org.

If you have questions on the legal max letters, feel free to contact School Finance:

- o Sara Barnes at (785) 296-4972 - sbarnes@kde.org
- o Kevin Mercer at (785) 296-4973- kmercerc@ksde.org

Register now for USD budget workshop (repeat) – Note: El Dorado and Topeka workshops are full

Dale Dennis and Craig Neuenswander continue presenting USD budget workshops across the state for superintendents, business office staff, and CPAs who work with the USD budget process. There is still time to register and attend one of the workshops listed below:

<u>Date</u>	<u>City</u>	
Wed., June 19	El Dorado	El Dorado workshop full – no new registrations
Fri., June 21	Greenbush	Southeast Kansas Education Service Center, Greenbush
Mon., June 24	Salina	Lakewood Middle School, 1135 Lakewood Circle, Salina
Tues, June 25	Topeka	Topeka workshop full – no new registrations

Please contact the workshop site to register the number of people attending from your school. The person to contact at each site is available online: <http://www.ksde.org/Default.aspx?tabid=119>
Scroll down under **School Finance Action Items** and see **Budget workshop dates announced**.

Frequently Asked Questions

- o **How much is our final general state aid payment and when will we receive the funds?** The actual dollar amounts for final FY2013 state aid payments are still being calculated at this time. When they have been finalized, you will be notified immediately via listserv. A spreadsheet will be posted online, providing the final FY2013 general state aid amounts. The June payment is always split and a small percentage is paid in late June and the balance deposited during the first week in July.
- o **When can we download the 2013-2014 budget program?** The Excel documents used to submit your 2013-2014 budget are in the final stages of testing for school districts and interlocals. The budget programs and instruction manuals will be available to download during the week of June 24.

- ***When can we enter data on the Annual Statistical Report (18-E)?*** This report is now open (web application) and is due August 9. This annual report collects information on school bonds and bond projects, summer school sessions, bus drivers and pupil transportation statistics, vehicle depreciation, and new this year is a screen with data on Teacher Contracts.

Prior to entering data, please download and print the Annual Statistical Report (18-E) **Users Guide** at the following link: <http://www.ksde.org/Default.aspx?tabid=1877>

Contacts: Kevin Mercer kmerc@ksde.org at (785) 296-4973
Sara Barnes sbarnes@ksde.org at (785)296-4972

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