



# School Finance

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## INTEREST RATE ON INVESTMENT Effective 6/24/13 through 6/30/13

TERM	CURRENT	PREVIOUS
1 to 89 Days	<b>0.10%</b>	0.09%
3 Months	<b>0.05%</b>	0.05%
6 Months	<b>0.09%</b>	0.09%
1 Year	<b>0.15%</b>	0.15%
18 Months	<b>0.26%</b>	0.18%
2 Years	<b>0.38%</b>	0.27%

**Date:** June 24, 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*

### Final state aid payment amounts available

*repeat of message sent via listserv on 6/20/13*

The final 2012-13 General State Aid and Supplemental General (LOB) State Aid amounts are available for review online: <http://www.ksde.org/Default.aspx?tabid=1891>

This includes final FY13 amounts to be paid to school districts (if applicable) for the following:

- o General State Aid (split)
- o Supplemental General (LOB) State Aid (split)
- o Bond and Interest State Aid
- o Miscellaneous State Aid payments
- o Federal Aid (last FY13 payment June 7)
- o CTE Transportation State Aid (new FY13)

Remember, final general and LOB state aid payments are split. A percentage will be paid approximately June 25, and the remaining balance is anticipated to deposit July 5. The deposit in early July will be receipted as a June 30 payment.

The 2012-2013 entitlement for LOB state aid was prorated at 79%. For 2013-2014, LOB will be prorated at 78%.

Also please review and print your USD's **2012-2013 General, Supplemental General and Capital Improvement State Aid** printouts from the link above. The report will require a computer that has Microsoft Excel 2010 (Excel 2011 for Mac) or higher. Internet Explorer users must use IE version 9.0 or higher.

If you have payment questions, contact Craig Neuenswander, Sara Barnes, or Kevin Mercer.

### Food Service final payment amounts available –

On Wednesday, June 26, the final FY13 food service state match re-apportionment payment will direct deposit. Each school receives a percentage of the remaining balance based on how many lunches they served to students throughout the year.

This payment should be recorded in your **Food Service** fund as **State Reimbursement**. The 6/26 payment amount can be viewed on the School Finance homepage: <http://www.ksde.org/Default.aspx?tabid=1891>.

We hope by providing this information ahead of time, it will be helpful as you complete your FY13 closeout this week. If you have questions, contact School Finance - Jennifer Barger at (785) 296-4965.

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### Call to make an appointment for a budget review



Dale Dennis or Craig Neuenswander will be conducting USD budget reviews before you publish. If you plan a trip to Topeka, please call now to schedule a one-hour appointment at (785)296-3871. Spaces are limited. Bring a paper copy of your budget, and it is helpful to bring a laptop with the budget program to make changes if needed.

### Or mail in your budget for review and consultation

Place a paper copy of your completed budget in the mail to: KSDE Attn: School Finance, 120 SE 10<sup>th</sup> Ave., Topeka 66612 – **no appointment is necessary**. Within 24 hours of receipt in the School Finance office, mailed in budgets will be reviewed by one of the following: Dale Dennis, Craig Neuenswander, or Veryl Peter – and you will be called to discuss their findings. Please provide a cover letter with a contact person and phone number(s) to be reached during and outside regular business hours.

Please **do not email** your budget files for review – a paper copy is needed for comparison to the prior year.

For more information on what is covered in a budget review:

<http://www.ksde.org/LinkClick.aspx?fileticket=cK2VLFMOo3Q%3d&tabid=3599&mid=8409>

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### Private Vehicle Mileage (state rate) increases to 56 cents effective July 1, 2013

As authorized by K.S.A.75-3203a, the Secretary of Administration has fixed the private vehicle mileage reimbursement rates for FY 2014 at 56 cents per mile effective July 1, 2013. Mileage rates are posted on the School Finance homepage: <http://www.ksde.org/Default.aspx?tabid=1890>

**Question:** Is a district required to pay the state's mileage reimbursement rate of 56 cents for privately-owned vehicles?

**Answer:** No, a local board of education can decide to reimburse teachers/parents at a rate other than the state rate. If the mileage rate your district reimburses exceeds the federal mileage rate (which is 56.5 cents per mile), there are tax consequences.

The federal mileage rate is currently set at 56.5 cents per mile.

Source: <http://www.irs.gov/uac/2013-Standard-Mileage-Rates-Up-1-Cent-per-Mile-for-Business,-Medical-and-Moving>

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### Listservs – Notify KSDE of Personnel Changes

KSDE has created listserv groups in order to email time-sensitive information to your district. When staffing changes occur, or changes to an email address which would affect delivery of a listserv message, please notify us. KSDE will add and delete members to listservs upon request.

To request a change, send a message to the KSDE listserv owner following the example below:

Listserv: Board Clerks

Add: First/Last name - email address - title

Remove: Email address (reason such as replacing)

Keep in mind that administrators may belong to several Listserv groups (Superintendents, KIDS, transportation, etc.), and it is up to district staff to *contact each listserv owner to add and delete members*. The listserv owner is the individual at KSDE who sends the email. Please call if we can help.

When staff changes occur, please have someone in your district office go online and enter personnel changes on the **Directory Updates** web app. When your information is submitted, it is also uploaded into the KSDE data base that pre-populates data into other reports, and creates mailing labels.

Also, if you plan to open or close a building in your district for the 2013-14 school year, open **Directory Updates** to begin that process.

## Coming up next Monday - Report July 1 Unencumbered Cash Balances for Selected Funds

2013 House Bill 2261 requires the Superintendent to report the unencumbered cash balance of specific funds each year to the local board of education during its July meeting, and submit to the State Board of Education by no later than July 15.

It is expected many districts may have negative beginning cash balances in these funds due to the delayed June split payments for both General State Aid and Supplemental General State Aid, which will deposit after July 1.

Next Monday, July 1, instructions will be posted here: <http://www.ksde.org/Default.aspx?tabid=119> and scroll down to **School Finance Action Items** –find **Unencumbered Cash Balances** and click on [read more information...](#) to open the memo.

## Annual Statistical Report (18E) open for data entry

The web application to complete the 18E Annual Statistical Report for the 2012-13 school year is now open and due **August 9, 2013**. Examples of information collected on the annual 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 and print the user's guide. The manual provides screen shots and step-by-step instructions on entering data to complete the report. Additional help is available by clicking on the "**Help Screen**" link in the web application.

- Link to download instruction manual: <http://www.ksde.org/Default.aspx?tabid=1877>
- Click on the "Download" link for **2012-13 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 type in the following address:  
<https://svapp15586.ksde.org/authentication/login.aspx>
- Enter your User ID and Password - then select **18E Annual Statistical Report**.  
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:** Kevin Mercer [kmercerc@ksde.org](mailto:kmercerc@ksde.org) at (785) 296-4973  
Sara Barnes [sbarnes@ksde.org](mailto:sbarnes@ksde.org) at (785)296-4972

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