Kansas state department of Education

School Finance

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Date: September 16, 2013

To: Chief School Administrators

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

INTEREST RATE ON INVESTMENT
Effective 9/16/13 through 9/22/13

TERM	CURRENT	PREVIOUS
1 to 89 Days	**0.08%**	0.08%
3 Months	**0.02%**	0.03%
6 Months	**0.05%**	0.06%
1 Year	**0.15%**	0.17%
18 Months	**0.29%**	0.30%
2 Years	**0.46%**	0.47%

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

Attn: USDs – Have you posted budget information to your District website?

Are the 2013-2014 budget forms listed below now posted on your school district website?

1. Form 150 (per K.S.A. 72-8254)
2. Budget-at-a-Glance (per Senate Bill 23)
3. Unencumbered Cash Balances (recommended by KSDE)

K.S.A. 72-8254 (passed in 2011) requires the State Department of Education (KSDE) to annually publish on its website a copy of Budget Form 150 for each school district. The statute also requires each school district must publish their Form 150 (all pages) on their district's website. Easily convert Form 150 into a PDF document by opening the **Tools** budget file.

New this year, Senate Bill 23 requires school districts to post the Budget-at-a-Glance on their websites, as well.

- **MAC users:** You may experience problems with the Budget-at-a-Glance updating. Please send an email to sbarnes@ksde.org - Subject line: Create Budget-at-a-Glance, and attach your Codes.xlsx and Forms.xlsx budget files. Sara will create the document and send you a .pdf to post to your website.

In addition, it is our recommendation that school districts post on their website the three-year history of cash balances, by fund, which is part of the official USD budget document. Open the **Forms** budget file, and select the **Cash Balances** tab. This is not mandated by law, but the information may be requested by legislators and committees.

Please contact School Finance at (785) 296-3872 if you have questions concerning the budget.

Dale Dennis and Craig Neuenswander

Due Dates

Listed below are the due dates for reports and LEA forms that will be submitted via online web application. If you have questions, please contact the person listed.

Due Date	Contact person
Sept 20	Form 240 – Request for federal funds (last day to request an October payment)
October 10	Superintendent's Organizational Report (SO-66) and Principal's Building Report Sara Barnes or Craig Neuenswander – (785) 296-3872 (instructions below)

Attn: KIDS Staff - ENRL Upload on September 20

NOTE: These two online reports (Superintendent's Organization Report (SO66), and Principal's Building Report) will be available for data entry on **Tuesday, September 17**. **KSDE will send notification via email (to Superintendents, board clerks, and building principals' listservs) when they are released.**

IMPORTANT: Beginning on Friday (9/20/13), the person that enters the **KIDS** data at the building or district level can **upload** **ENRL** data into the **KIDS collection**, which automatically pre-populates enrollment numbers into your reports. If this data has not appeared in your reports after 9/20/13, check first with your **KIDS** staff. Ask the following questions:

1. Were **ENRL** student records uploaded with zero (0) showing in Minutes Enrolled (field D24)?
2. Was the **ASGT** record uploaded, but the **ENRL** record was not? A valid **ENRL** record is required to populate the reports;
3. What time did the upload of **ENRL** records occur? Depending on the size of your enrollment, it takes approximately 15 minutes for data to appear in your reports.

Download User Guides for staff entering data

New User Guides and blank report forms for your staff to use for the 2013-2014 data collection are available on the School Finance homepage. Follow this link to download: http://www.ksde.org/Default.aspx?tabid=1877
These User Guides for the SO66 and PBR (Principal's Building Reports) will describe how to:

- Navigate through the screens.
- Help you identify where data is pulling from the KIDS collection system.
- Answer questions on how data should appear in your report.
- Help you audit this data against your student information system.

Need help while working on the reports?

If you have questions about counting students or reporting data, call or email School Finance staff:

785-296-3872 Sara Barnes sbarnes@ksde.org
Craig Neuenswander craign@ksde.org

KIDS system questions: Call KSDE Help Desk 785-296-7935 kids@ksde.org
KIDS Project website www.ksde.org/kids for guidance documents

All reports (SO66 and PBRs) due October 10.

The district office may consider asking building staff to ***submit the PBR to the district office*** *prior to October 10*. This will give the district office sufficient time to review the PBRs and correct discrepancies. The district office is responsible for finalizing all reports and submitting the SO66 and PBRs to KSDE no later than October 10.

Fire & Tornado Drill Information

Information and log forms for **fire and tornado drills** can be found on the website of the Kansas Fire Marshal's Office: www.ksfm.ks.gov

Highlight > **Division** (tab across the top)
Highlight > **Prevention** (in the drop down box)
Click on > **Forms & Recordkeeping**
Click on > **Schools – USD K-12** (on the left side)
Open > **Fire-Tornado Drill 2013-14**

Forms can also be obtained from the Office of the State Fire Marshal, Diana Wilson diana.wilson@ksfm.ks.gov.

Diana Wilson, Fire Prevention Division - Kansas State Fire Marshal's Office
700 SW Jackson, Suite 600 - Topeka, KS 66603
Ph. 785-296-8606 - Fax 785-296-0151

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