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: September 3, 2013

To: Chief School Administrators

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

INTEREST RATE ON INVESTMENT
Effective 9/2/13 through 9/8/13

TERM	CURRENT	PREVIOUS
1 to 89 Days	**0.07%**	0.08%
3 Months	**0.02%**	0.03%
6 Months	**0.07%**	0.06%
1 Year	**0.18%**	0.15%
18 Months	**0.27%**	0.27%
2 Years	**0.40%**	0.39%

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

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

Send ASAP — 1 page school calendar for 2013-14 (to schedule your KSDE audit – create pdf doc and attach to an email)
- Linda Wallis lwallis@ksde.org - (785) 296-4976

Sept 11 — Designation of School Attendance Officers (Re: Truancy - instructions sent in July 16 email from Dale Dennis)
- Emily Leeper eleeper@ksde.org - (785) 296-3204

Sept 11 — School Term (1,116 hours or 186 days) for 2013-14 (instructions sent in August 5 email from Dale Dennis)
- Tamara Milligan tmilligan@ksde.org - (785) 296-3871

Sept 11 — Kansas School Safety Hotline – Verify emergency contact(s) for 2013-14 (open year round to revise) (instructions sent in August 7 email from Dale Dennis) Tamara Milligan tmilligan@ksde.org - (785) 296-3871

Sept 16-20 — Request October General State Aid (web app)

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

2013-2014 Enrollment Handbook

The **Enrollment Handbook** (formerly Counting Kids Handbook) for the 2013-2014 school year helps you determine FTE for students entered in the KIDS system. ENRL student data will pre-populate FTE totals into the Principal's Building Reports and SO-66 Reports. These online reports will open September 20. *More to come…*

To download and print this handbook, visit the Fiscal Auditing homepage - link: http://www.ksde.org/Default.aspx?tabid=113. This material will be covered at the Counting Kids workshops. To reserve your seat to attend, please call or email the site hosting the workshop. The workshop announcement is online at the link above. If you attend a workshop, please print this handbook to bring with you.

Official Student Count Date is Friday, September 20.

**** Please forward this information to your CPA if they submit your audit report. ****

KSDE and Municipal Services prefer to receive CPA reports by email in .pdf format.

Submit CPA audit reports electronically

A-133 Single Audits are required to be completed within nine (9) months following the end of the fiscal year ending June 30, 2013, for LEAs spending **more than $500,000** in federal funds. This audit should be completed by March 31, 2014. Please submit A-133 Single Audits to KSDE by the same date (March 31).

If an LEA receives **less than $500,000** in federal funds, they are required to submit their CPA audit reports to KSDE by June 30, 2014. Thank you in advance for meeting these deadlines. Shown below are instructions to submit this report either electronically or by mail.

CPA audit reports should be converted to a .pdf file and **renamed** using the example below:

D0107 Rock Hills 2013

D0 (zero) LEA Name Fiscal Year
LEA No.

If a management letter is sent, rename the .pdf using this format: D0107 Rock Hills 2013 Mgmt Ltr

To submit CPA Report to KSDE:

Attach the CPA report (*renamed as shown above*) to an email addressed to: lwallis@ksde.org.

KSDE contact: Linda Wallis, Fiscal Audit team – (785) 296-4976

To submit CPA Report to Municipal Services:

For audit reports submitted to Municipal Services by electronic means, attach the CPA report (.pdf format) to an email addressed to: armunis@da.ks.gov.

Following receipt, a reply will be sent acknowledging receipt of the report and accompanied by a reminder that the filing fee may be transmitted via mail (mailing address will be included), or via facsimile for credit card payments (a credit card form will be attached).

For information about electronic filing, below are links to the Municipal Services website:

http://www.da.ks.gov/ar/muniserv/
http://www.da.ks.gov/ar/muniserv/e_audit_submission_instructions.pdf
http://www.da.ks.gov/ar/muniserv/#Credit

In keeping with government transparency, the electronic file audit is posted on the Department of Administration, Municipal Services, website (links above).

Municipal Services contact: Rogers Brazier rogers.brazier@da.ks.gov (785)296-2846

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