

# Finalizing the 2013-14 Budget



*Review these suggestions to avoid errors*

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If someone else (such as a CPA) does your budget, please provide this information.

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## **Open File** (Tab on the Codes.xlsx file named OPEN)

- a) All information applying to your district must be keyed in the “open file”. Linking does not occur and errors result on other pages of the budget if cells are left blank.
- b) PRINT the “open file” page to be included with the paper copy of your budget to KSDE.

## **Certificate** (Code 01)

- a) Ad valorem property tax to be levied should not exceed the amount published or the individual fund limit (on those funds with limits).
- b) The amount of expenditures should not exceed the amount published.
- c) The amount of expenditures and/or tax to be levied should agree with the amount shown on the individual fund pages.
- d) The amount of delinquent taxes should be included with the taxes to be levied.

## **Levy limits for tax funds** (Code 02)

- a) Double check levy limits (such as Capital Outlay) to ensure you are not exceeding your limitation.

## **Allocation of motor vehicle tax** (Form 194 & 194A)

- a) Be sure to complete allocation worksheet (194/194A)
- b) When computing allocation amounts, make sure (taxes levied) amounts are correct.
- c) Amounts on these forms should be the same as the amount of motor vehicle taxes shown as revenue in each levy fund.

## **Notice of Hearing** (Code 99)

- a) Compare Code 99 to each funds’ total expenditures prior to publishing to ensure correct budget authority to be published.
- b) Check the publication in newspaper to be sure ad valorem property taxes to be levied and/or expenditures are correct.
- c) Budgeted transfers to funds that do not have a budgeted year (column 3) are not included on Code 99, line 105, Col. 5, as this would exclude their monetary value. [Example: budgeted transfer to Code 53 (Contingency Reserve) or Code 55 (Textbook & Student Material Revolving)].

*A signed “Notice of Hearing” (Code 99) is published **once** in the newspaper.*

*There must be at least **ten** calendar days between the date published and the public budget hearing.*

## **Statement of indebtedness** (Code 05)

- a) Compare principal and interest to be paid (see Code 05) with amounts shown in the Bond and Interest Fund (Code 62 and Code 63). Do they agree?

## **Signatures - Board President & Board Clerk** (Code 01, Code 99, Certify page)

- a) Be sure that the Certificate page (**Code 01**) and Notice of Hearing (**Code 99**) are **signed on all paper copies** of the budget **submitted** to KSDE and the County Clerk.
- b) Signatures include: clerk of the board, board president, and "assisted by" if a CPA does your budget.
- c) In the budget software program, select **CERTIFY** and print this page. It should be signed by the superintendent and returned with the paper copy of the budget.

### **IMPORTANT:**

The superintendent should sign the **CERTIFY** page, and include it with the paper budget copy.

## **Individual fund page sheets**

- a) Verify amount of cash basis reserve used in Bond and Interest Fund is not more than needed.
- b) Verify cash basis reserve used in Bond and Interest Fund is large enough to maintain cash flow.
- c) Revenues and expenditures of fund page sheets are completed in detail.
- d) Transfers between funds must balance.
- e) Expenditures & amounts of tax to be levied must agree with amounts shown on Certificate page (Code 01).
- f) For the paper copy, print the budget sheet **only when the fund is being used**. These five (5) files should be uploaded: Codes.xlsx; Forms.xlsx; Sumexpen.xlsx; Tools.xlsx; and Profile Information.docx.
- g) **It is not necessary to staple** the paper copy of the budget you mail - a rubber band or clip is preferable.

## **Summary of Expenditures** (Sumexpen)

This file includes tables and graphs summarizing the budget. The 'Print Forms' tab on the tools.xlsx file will automatically print the Sumexpen.xlsx and the Co99a.xlsx when the 'Print all Forms' button is clicked. To print these separately, open the **Sumexpen** file and click on each tab and print.

This budget information is retained in the district office for patron review of the budget document.

## **Building Expenditure Report** (Form 250 - optional)

This optional form allows you to list expenditures per pupil by building (F250). If you complete this file for your district, be sure to include a printed copy with the paper copy of the budget submitted to KSDE.

## **Other**

The newspaper clipping showing Notice of Hearing (Code 99) must be submitted for all budgets (original Affidavit of Publication is not mandatory -- a Xerox copy will be fine). The clipping must verify the date that the Notice of Hearing was published in the newspaper – there must be at least 10 calendar days between publication of the Notice of Hearing and the meeting (public budget hearing).

If the Notice of Hearing is not ready when you submit the paper copy to our office, please forward it under separate cover as soon as possible.

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