

Unencumbered Cash Balance Requirements

List of Funds

Funds below in **BOLD** have special requirements explained to the right.



1. **General Fund**
2. **Supplemental General Fund**
3. * Adult Education
4. * Adult Supplemental Education
5. * Bilingual Education
6. * At Risk (K-12)
7. * At Risk (4-year-old)
8. * Virtual Education
9. * Capital Outlay
10. * Driver Training
11. **Declining Enrollment**
12. * Extraordinary School Program
13. **Federal Funds**
14. **Food Service**
15. * Gifts and Grants
16. * KPERS
17. * Professional Development
18. * Parent Education Program
19. * Summer School
20. * Special Education
21. * Vocational Education
22. **Cost of Living**
23. * Special Liability Expense
24. * School Retirement
25. **Extraordinary Growth Facility**
26. * Special Reserve Fund
27. **Contingency Reserve**
28. * Textbook and Student Material Revolving
29. * Activity Fund
30. * Bond and Interest #1
31. * Bond and Interest #2
32. * No Fund Warrant
33. * Special Assessment
34. * Temporary Note
35. * Coop Special Education
36. * Historical Museum
37. * Public Library Board
38. * Public Library Board Employees Benefits
39. * Recreation Commission
40. * Recreation Commission Benefits and Special Liability

Funds with Special Requirements

1. General Fund

The ending unencumbered cash balance should be zero. However, if there is a late payment by the county, there could be a balance. Any ending unencumbered balance will carry forward to reduce state aid the following year. The district can spend only the legal maximum general fund budget, plus reimbursements.

2. Supplemental General Fund (LOB)

Generally the ending unencumbered cash balance is fairly small. If the district spent their full legal maximum LOB which was adopted, then there is no state aid reduction. However, if the full legal maximum LOB budget is not spent, the amount underspent is taken times the state aid percentage. That result will be a state aid reduction the following year.

11. Declining Enrollment

In general, the ending unencumbered cash balance will be zero. All monies collected will be sent to the state.

13. Federal Funds

Cash balances shall be limited to the minimum amounts needed and shall be timed to be in accord only with the actual, immediate cash requirements in carrying out a program or project. The timing and amount of cash advances shall be as close as is administratively feasible to the actual cash outlay for direct program costs and the proportionate share of any allowable indirect cost. In addition any interest earned on federal funds must be returned to the federal government. Federal statutes require that districts only draw down the amount of funds needed to pay program costs for a particular period of time.

14. Food Service

No greater than the three-month average unencumbered cash balance. For example, the average expenditure per month is \$10,000, therefore, the unencumbered balance could be \$30,000. If the balance exceeds the three-month average, the school must explain to KSDE how the excess is going to be used or reduced.

22. Cost of Living

In general, the ending unencumbered cash balance will be zero. All monies budgeted and authorized will be sent to the state.

25. Extraordinary Growth Facility

In general, the ending unencumbered cash balance will be zero. All taxes collected will be sent to the state.

27. Contingency Reserve

The 2013 legislature removed the cap on the ending unencumbered cash balance.

* No limitation on ending unencumbered cash balance.

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