How to Submit the USD Budget Document

Below are instructions to prepare one paper copy of the certified 2023-2024 Budget for KSDE, and what budget files to submit electronically. If you have questions, call School Finance at (785) 296-3872.

Upload budget files to KSDE

To upload budget files, login to the KSDE web applications screen: https://apps.ksde.org/authentication/login.aspx

Enter: User ID and password
Select: LEA Forms
Select: Upload USD Budget Files
Create: New report for 2024
Enter: District contact information
Upload: 2 budget files into the 2024 report
 – Codes.xlsx
 – Profile Information.docx
Select: Submit Report which electronically transmits 2023-2024 budget files to KSDE.
Select: Print Report menu to print a confirmation listing budget files received by KSDE (keep with your records).

NOTE: *CPAs can continue to email USD budget files (see box above) or provide to USD to upload.*

Submit budget by September 20 or August 25 if not exceeding RNR:

1. Mail (1) paper copy to KSDE, School Finance

2. Upload two budget files
     or
   CPAs will email USD budget files (attachment)
   To: smccullah@ksde.org
   Subj: Budget 2024 USD ____

3. Electronically send the budget files to your county clerk by October 1 or August 25 if not exceeding RNR.[1]

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[1] We suggest you contact your County Clerk's office for budget submission requirements. If your public hearing for the board to adopt the budget will be later than October 1, please notify the County Clerk as soon as possible with the date that you will certify the budget to their office. ==Additionally, provide a copy of the approved Board resolution and Roll Call Vote to exceed the Revenue Neutral Rate after the budget hearing.==

CHECKLIST - Review before mailing a signed paper copy of the budget to KSDE

☐ **Print and submit only the budget pages in which the fund is being used.** For example, if you don't have expenditures in Driver Training, do not print and include that fund with the budget.

☐ **On Code No. 01 Certificate page, top right-hand corner,** write the name and phone number of a contact person in your district who can answer budget questions.

☐ On the **Notice of Hearing (Code 99)** published in the newspaper, if the date published appears above the table, you can submit the newspaper clipping and the affidavit of publication is not needed. **Important:** If you photocopy the newspaper clipping, all columns and dollar figures published in the paper must be readable.

☐ **Place budget pages in the following order to mail:**
 – Code 01-Code 99 (print only funds being used)
 – Proof of publication for Notice of Hearing Code 99, Revenue Neutral Tax Rate form
 – USD Information (Open page)
 – Certify page (signed by Superintendent)
 – Forms (110, 150, etc.) in numerical order
 – Average Salaries page
 – Unencumbered Cash Balance on July 1

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❑ **Has the budget been signed in 3 places?**
On the paper copy submitted, the Certificate page (Code 01) <u>and</u> Code 99 <u>and</u> RNR <u>must have signatures</u> of the board clerk and board president, and, if applicable, "assisted by" (CPA).

❑ **Has the superintendent signed the Certify page?** (Print from Codes.xlsx and include with paper copy budget)

❑ **Be sure code numbers are at the <u>bottom</u> of every page.** Sometimes the printer formatting will cause them to roll over to the top of the following page.

❑ **The paper copy submitted to KSDE should be printed on <u>one</u> <u>side</u> of the paper.**

❑ **Please do <u>not</u> STAPLE or BIND the budget**

❑ **<u>Do not include</u> the cover page (Cover Page Index and Coding) and budget summaries (Profile Information and Budget at a Glance) with the paper copy of the budget mailed to KSDE.**

> Please mail the paper copy of the budget to:
>
> KSDE – School Finance
> Landon State Office Building
> 900 SW Jackson Street, Ste. 356
> Topeka KS 66612-1212

BUDGET SUPPLEMENTAL DOCUMENTS

- Include these documents with the budget printed for your board and patrons of your district.

Cover Page (Table of Contents, Coding Information)

A cover page is provided to use on paper copies of the budget distributed to your board and district patrons. This file is named **Cover Page Index and Coding.** A table of contents (index) will list all the funds. The section called Coding Information defines how expenditures are coded. This file does <u>not</u> need to be submitted to KSDE but should be printed and included with the budget document available for public review.

Budget Summaries (Budget at a Glance, Profile Information)

Budget data will be merged automatically into two budget summaries with charts and graphs in separate worksheets called **Budget_Glance** and **Sumexpen**. These files have been combined into one file called 'Sumexpen.xlsx' beginning with the 2022-2023 Budget software.

Please open **Profile Information.docx** to enter accomplishments and challenges in your district, then attach Sumexpen document to complete the merge. Instructions are in the Excel budget manual. These two documents will be posted later on the KSDE website, so make sure this information is entered.

Note: Do <u>not</u> send **Budget_Glance** or **Sumexpen** to KSDE - these documents will be created by our office by merging your budget data. You will, however, want to print both of these documents to provide to the public and your board members as supplemental budget information.

Every district's Budget document, Profile Information and Budget at a Glance will be posted on the KSDE website: **Data Central -** Link: https://datacentral.ksde.org/budget.aspx