

# FINALIZING THE 2023-2024 BUDGET



## SUGGESTIONS TO AVOID ERRORS

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

- a) Enter your USD number and selected data will be pre-populated, but other data (eg. enrollment) will need to be hand entered. Cells that need to be hand entered are shaded yellow. This information populates to the Form 150 and other worksheets throughout the budget. Errors may result if any shaded cells are 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.

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

### **LEVY LIMITS FOR TAX FUNDS** (Code 02)

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

### **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?

### **ALLOCATION OF MOTOR VEHICLE TAX** (Form 194 & 194A)

- a) Be sure the worksheet (194/194A) is complete. (Vehicle Tax and In Lieu of Tax entered on Open Worksheet on Codes.xlsx)
- 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.

### **HIGH DENSITY AT-RISK** (HD-AR\_BLDG)

From Codes.xlsx file, this worksheet calculates High Density At-Risk at the building level. If your district's 'Free Lunch Percentage' is greater than or equal to 50%, it is not necessary to complete this worksheet.



### **NOTICE OF HEARING** (Code 99)

- Compare Code 99 to each funds' total expenditures prior to publishing to ensure correct budget authority to be published.
- Review the Revenue Neutral Tax Rate for publication.
- Check the publication in newspaper to be sure ad valorem property taxes to be levied and/or expenditures are correct, including date/time/location.
- 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)].
- There must be at least 10 calendar days between publication of the Notice of Hearing and the board meeting (public budget hearing).
- When mailing the paper copy, submit the newspaper clipping showing Notice of Hearing (Code 99) and Revenue Neutral Rate, along with the affidavit of publication. The original Affidavit of Publication is not mandatory; a Xerox copy will be fine. The clipping must verify the date that the Notice of Hearing and Revenue Neutral Rate was published in the newspaper.
- If the Notice of Hearing is not ready when you submit the paper copy to our office, please forward it as soon as possible.

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

*There must be at least ten (10) calendar days between the date published and the public budget hearing.*

*Once the board adopts the budget, it can be certified to the County Clerk and submitted electronically to the Kansas State Department of Education. A paper copy with signatures must also be mailed to KSDE along with proof of publication.*

*Submit budget electronically by **September 20 (KSDE)** and **October 1 (County Clerk)**.*

### **SIGNATURES - BOARD PRESIDENT & BOARD CLERK** (Code 01, Code 99, Revenue Neutral Rate and Certify page)

- Be sure that the Certificate page (**Code 01**) and Notice of Hearing and Revenue Neutral Rate (**Code 99**) are **signed on all paper copies** of the budget **submitted** to KSDE and the County Clerk.
- Signatures include: clerk of the board, board president, and "assisted by" if a CPA does your budget.
- 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.

### **INDIVIDUAL FUND PAGE SHEETS**

- Verify amount of cash basis reserve used in Bond and Interest Fund is not more than needed.
- Verify cash basis reserve used in Bond and Interest Fund is large enough to maintain cash flow.
- Revenues and expenditures of fund page sheets are completed in detail.
- Transfers between funds must balance.
- Expenditures & amounts of tax to be levied must agree with amounts shown on Certificate page (Code 01).

### **SUMMARY OF EXPENDITURES** (Sumexpen.xlsx)

This file includes tables and graphs summarizing the budget. The 'Print Forms' tab on the tools.xlsm file will automatically print the Sumexpen.xlsx and the CO99a worksheet when the 'Print all Forms' button is clicked. To print these separately, open the **Sumexpen.xlsx** file and click on each tab and print.

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



**Revenue Neutral Tax Rate**

The timelines for budget preparation will be different beginning in the 2021-2022 school year per KSA 79-2988. It tightens the timeline for completing the funds with tax levies to July 20. With normal increases in local assessed valuation, this new process and procedure will likely apply to all USDs.

For more information, download the [Revenue Neutral Rate Publication Requirements](#) document from the School Finance - Online Budget Packet website.

| Exceeding the Revenue Neutral Tax Rate for the 2023-2024 School Year  |                    |                 |                  |                      |               |
|---|--------------------|-----------------|------------------|----------------------|---------------|
| The governing body of Unified School District 434 will meet on the 11 day of September 2023 at 6:45 PM at 104 Yellow Brick Road, Oz, KS 66414 for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to be levied. Detailed budget information, including budget profile, is available at the District Office, USD Website and will be available at this hearing. |                    |                 |                  |                      |               |
| Revenue Neutral Tax Rate  |                    |                 |                  |                      |               |
|   | 2022-2023          |                 |                  | 2023-2024            |               |
|   | Actual Tax Levied  | Actual Tax Rate | Neutral Tax Rate | Estimated Tax Levied | Est. Tax Rate |
| General   | \$1,129,570        | 20.000          | 18.868           | \$1,197,344          | 20.000        |
| Bond and Interest #2  | \$0                | 0.000           |                  | \$0                  | 0.000         |
| <b>ALL OTHER FUNDS</b>  |                    |                 |                  |                      |               |
| Supplemental General (LOB)  | \$1,097,579        | 16.310          |                  | \$1,007,816          | 14.128        |
| Adult Education   | \$0                | 0.000           |                  | \$0                  | 0.000         |
| Capital Outlay  | \$538,090          | 7.996           |                  | \$570,660            | 8.000         |
| Cost of Living  | \$0                | 0.000           |                  | \$0                  | 0.000         |
| Special Liability Expense Fund  | \$0                | 0.000           |                  | \$0                  | 0.000         |
| Extraordinary Growth Facilities   | \$0                | 0.000           |                  | \$0                  | 0.000         |
| Bond and Interest #1  | \$290,243          | 4.313           |                  | \$299,315            | 4.196         |
| No-Fund Warrant   | \$0                | 0.000           |                  | \$0                  | 0.000         |
| Special Assessment  | \$0                | 0.000           |                  | \$0                  | 0.000         |
| Temporary Note  | \$0                | 0.000           |                  | \$0                  | 0.000         |
| Historical Museum   | \$0                | 0.000           |                  | \$0                  | 0.000         |
| Public Library Board  | \$0                | 0.000           |                  | \$0                  | 0.000         |
| Public Library Board Employee Benefits  | \$0                | 0.000           |                  | \$0                  | 0.000         |
| <b>Sub Total - All Other Funds</b>  | <b>\$1,925,912</b> | <b>28.619</b>   | <b>26.999</b>    | <b>\$1,877,791</b>   | <b>26.324</b> |
| <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span>Board President</span> <span>Clerk of the Board</span> </div>  |                    |                 |                  |                      |               |

**BUDGET QUESTIONS**

Call the School Finance office at (785) 296-3872, and ask for Dale Brungardt, Sara (Barnes) McCullah, or Craig Neuenswander.

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JUNE 2023

For more information, contact:

Dale Brungardt  
 Director  
 School Finance  
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[dbrungardt@ksde.org](mailto:dbrungardt@ksde.org)



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