



KANSAS STATE DEPARTMENT OF EDUCATION

INTERLOCAL BUDGET

LEA Forms Web Application

Submit by:

August 25, 2019

INSTRUCTION MANUAL



School Finance

www.ksde.org

JULY 2019



Mission

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

Vision

Kansas leads the world in the success of each student.

Motto

Kansans CAN.

Successful Kansas High School Graduate

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

Outcomes for Measuring Progress

- Social-Emotional growth measured locally
- Kindergarten readiness
- Individual Plan of Study focused on career interest
- High school graduation
- Postsecondary success

Kansas Leadership



Landon State Office Building
900 S.W. Jackson Street, Suite 600
Topeka, Kansas 66612-1212

(785) 296-3203
www.ksde.org/board



DISTRICT 1
Janet Waugh,
Vice Chair



DISTRICT 6
Deena Horst



DISTRICT 2
Steve Roberts



DISTRICT 7
Ben Jones



DISTRICT 3
Michelle Dombrosky



DISTRICT 8
Kathy Busch,
Chairman



DISTRICT 4
Ann E. Mah



DISTRICT 9
Jim Porter



DISTRICT 5
Jean Clifford



DISTRICT 10
Jim McNiece



Landon State Office Building
900 S.W. Jackson Street, Suite 600
Topeka, Kansas 66612-1212

(785) 296-3201
www.ksde.org



KANSAS COMMISSIONER OF EDUCATION
Dr. Randy Watson



DEPUTY COMMISSIONER
Division of Fiscal and Administrative Services
Dale M. Dennis



DEPUTY COMMISSIONER
Division of Learning Services
Brad Neuenswander

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3204

JANUARY 15, 2019

REVISION HISTORY

Date	Reason of Change	Edited By	Version
6/26/19	Copied last year's document to new format.	Christie Wyckoff	1.0
7/1/19	Updated any changes	Christie Wyckoff	1.1
7/9/19	Final Review	Christie Wyckoff	1.2

RELATED DOCUMENTS

Document Title	Document Location	Comments
Interlocal Budget	https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Budget-Information/Interlocal-Budget-Software	

TABLE OF CONTENTS

REVISION HISTORY..... 3

RELATED DOCUMENTS..... 3

TABLE OF CONTENTS..... 4

INTRODUCTION..... 5

BUDGET TABS 6

GLOSSARY 7

BUDGET CREATION..... 8

PRINTING 9

 Adjust Page Breaks and Margins.....10

 More Print Help11

SUBMISSION..... 12

 Electronic12

 Mail.....12

CHECKLIST 13

EXCEL TIPS 13

 Edit Page Size.....13

 Unselect Multiple Tabs.....13

ACCESSING LEA FORMS..... 14

 Current Users.....14

 New Users.....15

CONTACTS 17

 Budget Questions.....17

 Excel or LEA Forms Questions17



School Finance
 Kansas State Department of Education
 900 S.W. Jackson Street, Suite 356
 Topeka, Kansas 66612-1212

(785) 296-3872

www.ksde.org

INTRODUCTION

Dale M. Dennis

– Deputy Commissioner
Division of Fiscal & Administrative Services
Kansas State Department of Education
ddennis@ksde.org

Craig Neuenswander

– Director, School Finance
Division of Fiscal & Administrative Services
Kansas State Department of Education
craign@ksde.org

The Interlocal Budget and Forms must be used by all Interlocals and Service Centers. If you have suggestions concerning the design of the budget forms, please email or call our office.

The budget provides financial information to the public. All instructions, forms, and checklists should be studied carefully.

KSDE requires an electronic and paper copy of the completed budget (including forms). Refer to the [Submission](#) section for instructions on submitting the budget to KSDE.

BUDGET TABS

Tab	Purpose
Instructions	Gives instructions and tips on how to print one, all or a group of tabs.
Print	Select the funds to print and click "Print Selected Forms", or click on "Print all Forms" to print all tabs.
Name	This is where the organization name and number are entered.
Gen06	Revenue and expenditures for the General Fund are entered here.
Fed07	Revenue and expenditures for Federal Funds are entered here.
4yr AtRsk11	Revenue and expenditures for Preschool-Aged At-Risk (this is a revised name for this fund starting in 2019-20) are entered here.
K-12 AtRsk13	Revenue and expenditures for the Federal Fund are entered here.
Cap16	Revenue and expenditures for Capital Outlay are entered here.
Ext22	Revenue and expenditures for the Extraordinary School Program Fund are entered here.
Food24	Revenue and expenditures for Food Service are entered here.
Ins26	Revenue and expenditures for Professional Development are entered here.
PAT28	Revenue and expenditures for the Parent Education Program are entered here.
SuS29	Revenue and expenditures for Summer School are entered here.
SpE30	Revenue and expenditures for Special Education are entered here.
Voc34	Revenue and expenditures for Career & Post-Secondary Education are entered here.
Misc35	Revenue and expenditures for the Gifts and Grants Fund are entered here.
F118	Calculates the estimated Special Education revenue for the current school year.
C099	Summarizes expenditures for all funds.
Salaries	Collects personnel FTE and salaries.

GLOSSARY

Unencumbered Cash Balance, July 1: The sum of cash and investments reduced by outstanding warrants and unpaid purchase orders.

Cancellation of Prior Year Encumbrances: Any encumbrances from prior year which were cancelled, therefore making that money available for other uses.

Revenue

Local Sources (1000)

- Payments from Districts (1320): Member district contractual payments.
- Interest on Idle Funds (1510): Interest from investing idle funds.
- Other Revenue from Local Source (1900): Miscellaneous revenues such as user charges, reimbursements, and sale and rental of textbooks.

State Sources (3000)

- Restricted - Grants in Aid (3200): State aid restricted for a particular purpose. Some examples include special education aid, deaf/blind aid, catastrophic aid, professional development aid, and vocational regular aid.

Federal Sources (4000)

- Regular Restricted Aid (4500): Federal aid restricted for a particular purpose, some examples would be regular aid, Medicaid, Grants in aid, and vocational special project aid.

Federal grant revenue for specific programs should be deposited into the special revenue fund that accounts for programs. For example, Medicaid for special education services should be deposited in the Special Education fund; vocational special project aid to the Vocational Education fund. Any federal aid not allocated for a specific program would go to Federal Funds (Code 07).

Other (5000)

- Transfer from General Fund (5206): Revenue coming into a special fund as a result of a transfer from the General Fund.

Resources Available: The total of Unencumbered July 1 Cash Balance, Cancelled Prior Year Encumbrances, and all sources of Revenue.

Expenditures: These classifications are defined in the *Kansas Accounting Handbook*, which can be downloaded from KSDE's School Finance *Guidelines and Manuals* page:

https://www.ksde.org/Portals/0/School%20Finance/guidelines_manuals/Accounting%20Handbook18.pdf

Unencumbered Cash Balance, June 30: The difference between Resources Available and Total Expenditures & Transfers.

BUDGET CREATION

Please read all instructions before beginning work on the budget

1. Go to the *Interlocal Budget* page on *KSDE's School Finance* site: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Budget-Information/Interlocal-Budget-Software>
2. Click on "2019-20 Interlocal Budget File (Excel), and save the file to your computer.
3. Locate and open the file. Once open, all tabs are located at the bottom of your screen. Click on a tab to view and enter your information. The best order to complete your budget is as follows:
 - a. Click on the Name tab and enter your organization name and number
 - b. Click on the F118 tab. The estimated Special Education State Aid is computed here. In most cases, your entitlement is split and sent to your participating districts as "flow through" (where they will then forward to your organization). This should be recorded as revenue source 1321, Payment from Districts (Flowthrough), in the Special Education fund.
 - Form 118 must be completed first if it is applicable to your organization since information it calculates is used in other places on the budget.
 - c. Click on the Gen06 tab. Enter actual data from previous years in columns D & E in the **yellow cells**. Then, enter your estimated/budgeted numbers in column F (column E on the K-12AtRsk13 and 4yr AtRsk11 tabs) in the **yellow cells**. Totals for revenues and expenditures, as well as cash balances, will automatically calculate in the **green cells**. Remember that **transfers must be entered in the general fund** and then will carry over automatically to the special funds.
 - When finished with the General Fund, click on the next funds tab that is applicable to your organization, and enter the specific information for each fund until you have completed all funds (Fed07, 4yr AtRsk11, K-12AtRsk13, Cap16, Ext22, Food24, Prof26, PAT28, SuS29, SpE30, Voc34, and Misc35).

Note: On the 4yr AtRsk11 and K-12AtRsk13 tabs, previous year's data will be entered in columns C & D and estimated/budgeted data will be entered in column E.

- d. Click on the Salaries tab. Enter the specified personnel FTE from previous years in columns B & F and their Total Salaries in columns C & G in the **yellow cells**. Then, enter the specified personnel contracted FTE in column J and their Total Salary in column K in the **yellow cells**. The **green cells** will automatically calculate the average salary.

Tip: When entering information, make sure to use **rounded, whole dollars**. The only exception would be when inputting FTE. FTE will round to the nearest tenth (one decimal). The formatting for the specific cells should reflect how each specific number should be input.

Cells have been color coded. **Yellow cells** are editable in order to allow data to be entered into them. You cannot enter data into the **green cells** as they are protected and used to automatically calculate totals based on the data entered in the yellow cells.

- e. Click on the C099 tab. There is not anything you need to enter on this tab, however, it's always best practice to double check that your totals calculated for each fund are being populated here accurately. If they are not, please give us a call.

PRINTING

Once all applicable tabs have been entered, you are ready to print your budget. Only the funds used by your organizations need to be printed and returned to KSDE. Each funds tab can be printed separately or you can use the [Print](#) tab to specify which funds to print all at once.

Print each Fund Separately

1. Click on the tab you want to print.
2. Click on File → Print
3. View the Print Preview and confirm the page breaks and margins are aligned correctly. If they are not, go to the [Adjust Page Breaks and Margins](#) section for help on how to fix.
4. Once your page breaks and margins are correctly aligned, click "Print".

Print using the Print Tab

1. Click on File → Print
2. Choose the printer you would like to print to from the Printer drop down box.
3. Click the ← arrow at the top, left of the screen.
4. Click on the [Print](#) tab.
5. Put an "X" in the white box next to "Gen06".
6. Click on "Print Selected Forms"
7. When the following pop up message appears, click on "Yes".
8. Check the printout you received to make sure the page breaks and margins are set correctly for your printer. If they are not, go to the [Adjust Page Breaks and Margins](#) section for help on how to fix. Once the printout of your General Fund prints correctly, you may move onto step 6.
9. If you want to print all funds, click "Print all Forms".

OR

If you want to only print tabs applicable to your organization, click on the white cell next to the first tab you want to print and then type an "X" in the cell. Continue to type an "X" into the white cells next to the tabs you wanted printed until there is an "X" in the white cells next to all of the tabs you want to print. Then click on "Print Selected Forms".

10. When the following pop up message appears, click on "Yes".

If using the [Print](#) tab is not working for you, please see the [More Print Help](#) section or the [Instructions](#) tab of the budget file on other ways to print.

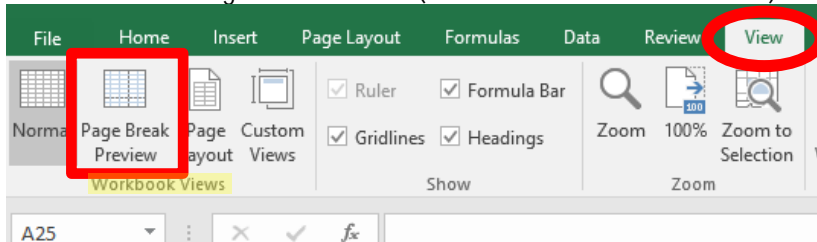
Make sure to double check the following when printing:

- Be sure code numbers are at the bottom of every page and did not roll over to the top of the following page when printing.
- The paper copy submitted to KSDE should be printed single sided.

Adjust Page Breaks and Margins

You do **NOT** need a password to adjust page breaks and margins.

1. Click on the tab of the printout that needs adjusted.
2. Click on View → Page Break Preview (in the “Workbook Views” section).



3. Blue horizontal and vertical lines will show where page breaks are. When you move the mouse over the vertical blue lines it will change to a horizontal line with arrows on each end indicating that you can click and drag left or right to move the page break. When you move the mouse over the horizontal blue lines it will change to a vertical line with arrows on each end indicating that you can click and drag up or down to move the page break.

The image shows an Excel spreadsheet in Page Break Preview mode. The spreadsheet contains a list of items with their respective values. A vertical blue line is positioned on the right side of the spreadsheet, and a horizontal blue line is positioned on row 28. Red diamonds point to these lines, indicating that they can be moved. The spreadsheet data is as follows:

561 Tuition/Other State LEA's	240			
562 Tuition/other LEA's outside the State	245			
563 Tuition/Priv Sources	250			
590 Other	255			
600 Supplies				
610 General Supp (Teaching)	260			
644 Textbooks	265			
650 Supplies (Technology Related)	267			
680 Miscellaneous Supplies	270			
700 Property (Equipment & Furnishings)	275			
800 Other	280			
Budget Form - Interlocal 2019-20				
		12 mo.	12 mo.	12 mo.
	Code	2017-2018	2018-2019	2019-2020
	06	Actual	Actual	Budget
	Line	(1)	(2)	(3)
2000 Support Services				
2100 Student Support Services				
100 Salaries				

4. Once you are done adjusting the page breaks, you may click on “Normal” in the “Workbook Views” section to go back to the original view.

More Print Help

The following can also be found on the **Instructions** tab of the budget file.

Print Multiple Consecutive Tabs

1. Click on the first tab you would like to print.
2. Hold the Shift key down and then click on the last tab you would like to print. All of the tabs you would like to print should now be selected.
3. Click File → Print
4. Choose the printer you would like to print to from the Printer drop down box.
5. Click "Print"

Print Multiple Non-Consecutive Tabs

1. Click on the first tab you would like to print.
2. Hold the Ctrl key down and then click on all the tabs you would like to print.
3. Click File → Print
4. Choose the printer you would like to print to from the Printer drop down box.
5. Click "Print"

Print All Tabs

1. Right click any tab → Select All Sheets
2. Click File → Print
3. Choose the printer you would like to print to from the Printer drop down box.
4. Click "Print"

SUBMISSION

All organizations must submit their budget electronically and by mail.

Electronic

Please submit electronically by uploading it into the LEA Forms web application through the "Upload Interlocal Budget Files" form on the *KSDE Web Applications* site: <https://apps.ksde.org/authentication/login.aspx>. If you do not have access to this site or if you log in and do not have access to the LEA Forms web application, see the *Accessing LEA Forms* section.

1. Go to the *KSDE Web Applications* site and log in: <https://apps.ksde.org/authentication/login.aspx>.
2. Click on "LEA Forms".
3. Click on "Upload Interlocal Budget Files".
4. Click on "New Report for 2020".
5. Enter the Contact Name, Position and Phone Number, then click "Next Screen".
6. Click "Browse..."
7. In the Open window that pops up navigate to the where you have saved your budget and double click the file to upload.
8. Click "Upload file", then click "Next Screen"
9. Make sure there are not any errors, if there are, click on each error to fix until all errors are rectified.
10. Click "Submit Report".

Mail

Please mail one paper copy of your completed budget to:

Kansas State Department of Education, School Finance
Landon State Office Building
900 SW Jackson St, Suite 356
Topeka, KS 66612-1212

Check the following before mailing:

- On the top, right corner, write the name and phone number of a contact person in your office who can answer budget questions.
- Please put the Name tab first and then the Salaries tab. The rest of the pages should follow in order by fund number.
- Please do ***NOT*** staple or bind the pages; a large clip or rubber band is preferred in order to secure the pages.
- Be sure code numbers are at the bottom of every page and did not roll over to the top of the following page when printing.
- The paper copy submitted to KSDE should be printed ***single sided***.

TIP: *Save Paper & Postage*

Print and mail only the funds your organization is using as well as the Name and Salaries tabs.

For example, if you don't have expenditures in Parent Education, do not submit a paper copy for that fund.

CHECKLIST

- Did you print all worksheets used?
- Did you upload your budget file?
- Has the paper copy of the budget been assembled in the correct order and mailed to KSDE?


EXCEL TIPS

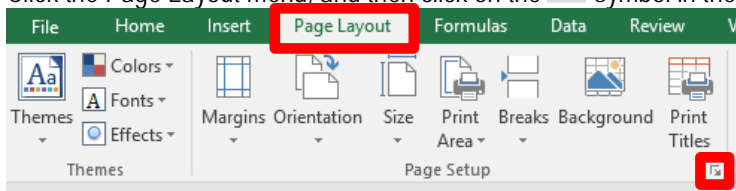
All sheets in this workbook are preset for printing on 8½" x 11" paper. Although pagination and margins are preset internally, your particular printer may require different settings. For best results and to save paper, use the "Print Preview" function before printing. If the pages appear incorrect in the print preview window, you may change the page settings by editing the page size.

Edit Page Size

The instructions below are specifically for Excel 2016, but steps should be similar for other versions of Excel.

The following can also be found on the **Instructions** tab of the budget file.

1. Click the tab to be edited.
2. Click the Page Layout menu, and then click on the  symbol in the bottom, right corner of the "Page Setup" section.



3. The Page Setup window should appear. In the Scaling section on the Page tab adjust the percentage to the appropriate size.
 - If the size is 100%, reduce it to 95%; or if it is 95%, reduce to 90%; and so on until you get the correct fit.
4. Click Print Preview to see if your adjustments are satisfactory.
 - If more adjustments are needed, click on the bottom drop down box (should say "Custom Scaling") and then click on "Custom Scaling Options...". The Page Setup window should appear and you can now go back to start at step 3.
 - If your adjustments are satisfactory, click File → Print
5. Choose the printer you would like to print to from the Printer drop down box.
6. Click "Print"

Unselect Multiple Tabs

This may be helpful if you have selected multiple tabs for printing. When multiple tabs are selected it suppresses many other Excel functions like being able to edit data in cells. Therefore, making entering data impossible.

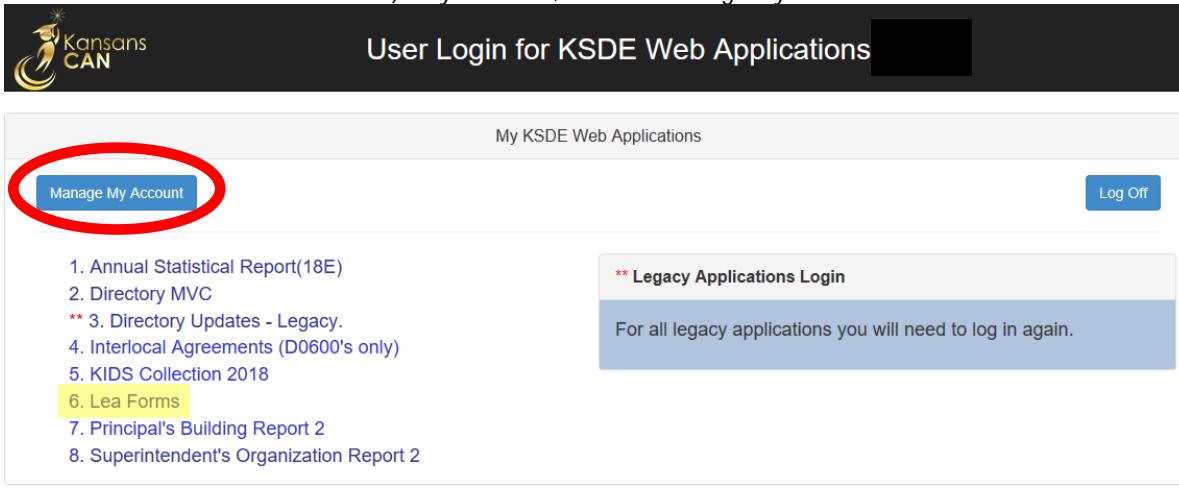
1. Hold down the Shift key (or Ctrl key). **OR** 1. Click on a tab that is not selected.
2. Click on any currently selected tab.

ACCESSING LEA FORMS

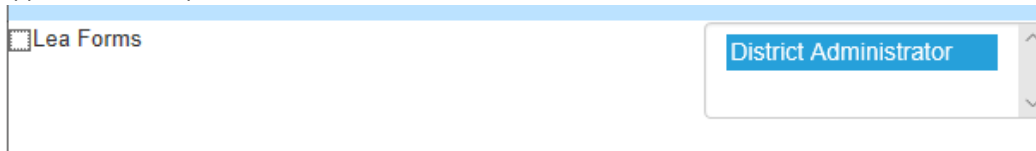
Current Users

If you already have access to KSDE Web Applications, log in and make sure you have "LEA Forms" in your list of Web Applications.

1. Go to the *KSDE Web Applications* site: <https://apps.ksde.org/authentication/login.aspx>
2. Log In and click on "Accept" on the Legal Notice screen.
3. Check to see if you have "LEA Forms" in your list of web applications (it may be a different number on your screen than number 6 as shown in the screen shot below). If you do not, click on "Manage My Account".



4. If your account has district level access, LEA Forms will be available to add to your current account. Scroll down the list of applications (in alphabetical order), to check the box next to "LEA Forms" and then select "District Administrator".



Note: If you do not see LEA Forms listed here, your account does not have district level access. Please see the [New Users](#) section below to register a new account with district level access.

If you must register for a new username and password, take a minute to note what current Web Applications you are registered for and what user level you are for each. Then, when you re-register for a new username and the LEA Forms application, you can also check the web applications you were already registered for and have all web applications you use available to you under your new username and password.

5. Scroll down to the bottom and fill in the three fields under "In Case You Forget Your Password".

IN CASE YOU FORGET YOUR PASSWORD:

Enter your birthdate, then choose a question to which only you know the answer and which has nothing to do with your password. If you forget your password, we'll verify your identity by asking you to enter your birthdate and the answer to this question:

Birthdate (MM/DD/YYYY):*

Question:*

Answer (this field is case-sensitive):*

Submit

6. Click on "Submit". Once this happens, our IT department will email the contact denoted as "Superintendent" on the Directory MVC web application for approval.
7. Once the Superintendent approves the request, our IT department will add the requested application to your account. When complete, they will email you to let you know that you can now access the new application as requested.
8. You will then be able to go to: <https://apps.ksde.org/authentication/login.aspx> and sign in. You should then see all web applications you had registered and been approved for.

New Users

Individuals who do not have access to KSDE web applications will need to register for access.

1. Go to the *KSDE Web Applications* site: <https://apps.ksde.org/authentication/login.aspx>
2. Click on "Register"

Common Authentication Login

Username:

Password:

[Login](#)

[Forgot Your Password?](#)

Need Assistance?			
General Help	KN-CLAIM Support	KESA Support	KEEP Support
Email: helpdesk@ksde.org	Email: cnwapplications@ksde.org	Email: jnobo@ksde.org - Jeannette Nobo bbagshaw@ksde.org - Bill Bagshaw	Email: ayates@ksde.org - Ann Yates bbagshaw@ksde.org - Bill Bagshaw
Phone: (785) 296-7935	Phone: (785) 296-2276	Phone: (785) 296-4948 - Jeannette Nobo (785) 296-2198 - Bill Bagshaw	Phone: (785) 296-5140 - Ann Yates (785) 296-2198 - Bill Bagshaw

New User Registration

If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.

[Register](#)

3. Enter in the required information.
 - a. Make sure to select your district from the "Organization" drop down list.
 - b. Make sure to select "All Buildings" in the "Building" drop down list. This will then populate a list of applications below to sign up for.

Note: If you select a specific building instead of "All Buildings", the LEA Forms application will NOT populate in the list of applications.

KSDE User Registration Form

[Back to Login Page](#)

* Indicates required field.

Please enter your contact information:

First Name:*

Last Name:*

Phone #:*

Email Address:*

Please select the organization and building that you belong to:*

Organization: Building:

All Buildings

- # 0106 - USD 101 - Public Off-Site Preschools
- # 0109 - USD 101 - Community-Based Preschool
- # 0110 - USD 101 - K Time Program W/O SPED
- # 0111 - Erie Elementary
- # 0112 - Galesburg Middle School
- # 0113 - Erie High School

Please enter a Username and password.

Username:*

Password:*

Tip: Do not use spaces when defining your username login ID. When creating your password keep in mind the password requirements shown on the screen. You will need to remember the username, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.

- c. Scroll down and Check "LEA Forms", and make sure that "District Administrator" is highlighted as your user level.

- d. If there are any other applications you would like to register for, please go through and check those as well as highlighting the requested user level for each one.
- e. Click on Submit. Once this happens, our IT department will email the contact denoted as "Superintendent" on the Directory MVC web application for approval.

4. Once the Superintendent approves the request, our IT department will add the requested application to your account. When complete, they will email you to let you know that you can now access the new application as requested.

5. You will then be able to go to: <https://apps.ksde.org/authentication/login.aspx> and sign in. You should then see all web applications you had registered and been approved for.

Tip: If you forget your KSDE web applications password, click on the link that says "Forgot Your Password?" on the Authentication screen. You will be prompted to supply the answer to a security question, type in your birth date, and enter a new password. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

Once you have access to the LEA Forms web application, you should see it in your "My KSDE Web Applications" list after you log into the KSDE Web Applications site. Click on "LEA Forms".

Note: If you still do not have access to the LEA Forms web application after requesting access to the application for a current Username or registering for a new username, than please contact our IT Help Desk (helpdesk@ksde.org) at (785) 296-7935.

CONTACTS

Budget Questions

Dale Dennis	(785) 296-3871	ddennis@ksde.org
Craig Neuenswander	(785) 296-3872	craign@ksde.org
Sara Barnes	(785) 296-4972	sbarnes@ksde.org

Excel or LEA Forms Questions

Christie Wyckoff	(785) 296-6321	cwyckoff@ksde.org
Sara Barnes	(785) 296-4972	sbarnes@ksde.org
Rose Ireland	(785) 296-4973	rireland@ksde.org



Kansans
CAN

*Kansas leads the world in
the success of each student.*