

# USD BUDGET REVIEWS



Prepare for budget review | Directions to KSDE | How to mail a budget for review

Before publishing the Notice of Hearing, superintendents and business officials may request someone in the School Finance office double-check their budget document. If you would like to meet with a member of the KSDE staff to review your budget document before publishing, please call us to schedule a one-hour appointment with Dale Brungardt, Dr. Frank Harwood, Dale Dennis, or Veryl Peter. Staff will meet **in person** (face-to-face), **virtual** (Teams, Zoom, etc.), or **conference call**.

**Call School Finance at (785) 296-3872 or (785) 296-3871 to schedule a time.**

Due to the volume of reviews, it is important to call our office if you need to cancel or change a scheduled budget review to open that time slot.

**All Budget Reviews** - Have the following information available:

1. Revenue Neutral Rates (RNR) from the county clerk
2. Estimated 2024 assessed valuation information
3. Your laptop computer with the budget program. This will allow you to enter revisions to your budget during the review.
4. A printed copy of the budget document (codes and forms being used) to take notes.

If possible, email the CODES.xlsx file 24-48 hours prior to your scheduled review. This will shorten the time needed to conduct your budget review. Please include in your message the time/date of your scheduled budget review and specify any budget concerns or funds to be reviewed carefully before your meeting. Email addresses are listed below:

- Dale Brungardt [dbrungardt@ksde.org](mailto:dbrungardt@ksde.org)
- Dr. Frank Harwood [fharwood@ksde.org](mailto:fharwood@ksde.org)
- Veryl Peter [vpeter@ksde.org](mailto:vpeter@ksde.org)
- Craig Neuenswander [cneuenswander@ksde.org](mailto:cneuenswander@ksde.org)
- Dale Dennis [ddennis@ksde.org](mailto:ddennis@ksde.org)

**In Person Reviews – Directions and Parking:**

Kansas State Department of Education - Landon State Office Building - 900 SW Jackson Street, Topeka  
Across the street from the State Capitol Building.



Enter at the north entrance pictured above

- 900 SW Jackson Street (corner of 9<sup>th</sup> & SW Jackson)

Doors open to the public at 8 a.m. *Take south elevator to 3<sup>rd</sup> floor – Conf. Room 355 South*

The School Finance office is located on the 3<sup>rd</sup> floor in the southwest corner of the **Landon State Office Building**. Enter the main doors and walk a few steps past the security desk, look to your right, and walk down a very long hallway to the South elevators to the 3<sup>rd</sup> floor. Enter conference room 355 to wait for your reviewer.

Dale Brungardt, Dr. Frank Harwood, Dale Dennis, or Veryl Peter will come to the conference room when they are ready to begin. When leaving the building, feel free to use the exit doors by the south elevators.

#### PARKING options:

- Parking meters along Jackson Street that require change - \$1 hour.
- Free 2-hour parking on YELLOW bagged meters along 9<sup>th</sup> Street.
- Free 2-hour parking on Kansas Avenue (one block east).
- Free parking in the visitor parking in Lot 1 by the **Kansas Judicial Center**, 301 SW 10<sup>th</sup> Avenue. Driving west on 10<sup>th</sup> Avenue, pass the Judicial Center and turn south at the light onto Harrison Street (one-way). Lot 1 is on your left. This is a 'scenic two block walk' past the capitol grounds to the corner of 9<sup>th</sup> and Jackson (main entrance to Landon Building).
- To park about ½ block from the main entrance, the **City Centre parking garage** is located off 9<sup>th</sup> Street, between Jackson St. and Kansas Avenue. Parking is \$1 hr.

#### Virtual Reviews:

Schedule a virtual review with Dale Brungardt [DBrungardt@ksde.org](mailto:DBrungardt@ksde.org), Craig Neuenswander [cneuenswander@ksde.org](mailto:cneuenswander@ksde.org), or Veryl Peter [vpeter@ksde.org](mailto:vpeter@ksde.org) (times are limited)

- First, contact School Finance by phone to schedule a time for a virtual review.
- **The district will be responsible for setting up the virtual meeting.** *At least a day ahead of your scheduled appointment*, send an email to invite the person conducting your budget review: Subj line: **USD ### Virtual review**
- **Specify in the body of the email:** (1) date and time of budget review; (2) VIRTUAL Meeting ID and Password; (3) names of people joining; and (4) good phone number to call in case of technical difficulties.
- **Attach** your "**Codes.xlsx**" budget file to the email and specify any budget concerns or funds to be reviewed carefully before the meeting.

#### Reviews by Conference Call:

Conference calls can be scheduled with all reviewers. Call School Finance to schedule a time.

- *At least a day ahead of your scheduled conference call*, send an email to the person conducting your budget review: Subj line: **USD ### conference call review**
- **Specify in the body of the email:** (1) date and time of budget review; (2) names of people joining; and (3) the phone number to call.
- Attach your "**Codes.xlsx**" budget file to the email and specify any budget concerns or funds to be reviewed carefully before the meeting.

**NOTE:** Dale Dennis will conduct budget review meetings **in person or by conference call only**. For reviews, he requests that you bring a paper copy of your budget or mail a paper copy in advance if you are reviewing by phone (see instructions above).

*We appreciate your patience during this busy time of the year!*

*Dr. Frank, Dale B, Dale D, Craig and Veryl.*

If you have questions, contact School Finance at 785-296-3872.