Submit Interlocal Budget by August 25

Interlocals should submit their budget to KSDE by August 25. Please upload the electronic files by following the same process as shown above for USDs, but select: Upload Interlocal Budget Files. A single-sided paper copy of the interlocal budget document should also be mailed to KSDE School Finance (address at the top of page 2).

Submit USD Budget by August 25

After the board has adopted the budget, submit as follows:

1. **KSDE** - Please UPLOAD your electronic budget files by August 25. Also, prepare a single-sided paper copy (see details below) to mail.

2. **County Clerk** – Certify the budget document by August 25. Contact the county clerk’s office to see if they prefer an electronic copy.

**Steps to upload your budget files to KSDE:**

Go online to the [KSDE web application](#) screen.

- **Enter:** User ID and password - contact KSDE Help Desk with password problems (785) 296-7935
- **Select:** LEA Forms (If LEA Forms does not appear, scroll down to “Manage My Account” to request access)
- **Select:** Upload USD Budget Files
- **Create:** New report for 2020
- **Enter:** District contact information
- **Upload:** 2 budget files into the 2020 report
  1. Codes.xlsx (Excel document)
  2. Profile Information.docx (Word document)
- **Select:** Submit Report (electronically transmits budget files to KSDE).
- **Select:** Print Report menu to print a confirmation all files were received by KSDE (keep with your records).

**NOTE:** CPAs will not have access to the KSDE authentication screen. Therefore, CPAs can either 1) provide the electronic budget files to the district office to be uploaded by the USD, or 2) the CPA can email USD budget files directly to KSDE to: sroot@ksde.org. USDs are encouraged to upload the budget document as shown above.

Please upload the electronic budget files by August 25. Send the paper copy afterwards using standard mail rates. 

If you need assistance with the upload, contact Sara Barnes at (785) 296-4972.

In addition to submitting the budget files electronically, please mail a signed paper copy (single-sided) of the budget to:

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**INTEREST RATE ON INVESTMENT**

**Effective 8/19/19 through 8/25/19**

<table>
<thead>
<tr>
<th>TERM</th>
<th>CURRENT</th>
<th>PREVIOUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 89 Days</td>
<td>2.13%</td>
<td>2.12%</td>
</tr>
<tr>
<td>3 Months</td>
<td>1.98%</td>
<td>2.04%</td>
</tr>
<tr>
<td>6 Months</td>
<td>1.88%</td>
<td>1.91%</td>
</tr>
<tr>
<td>1 Year</td>
<td>1.76%</td>
<td>1.78%</td>
</tr>
<tr>
<td>18 Months</td>
<td>1.64%</td>
<td>1.68%</td>
</tr>
<tr>
<td>2 Years</td>
<td>1.57%</td>
<td>1.61%</td>
</tr>
</tbody>
</table>
Instructions to prepare paper copy of the budget for KSDE (in this order):

1. **Certify page** is signed by the superintendent
2. **Code 01-99** (budget funds)
   - Please print and mail pages of funds being used (if not using a fund, don’t print it)
   - Print one-sided; do not staple budget pages
   - On page 1, Code 01, print the name of the budget contact person and phone number (upper right)
   - Page 2, **Code 01 and Code 99** must have signatures of the Board Clerk and Board President
3. **Proof of publication** - Include copy of the affidavit of publication and Code 99 (Notice of Hearing) page published in your local paper
4. **Open page**
5. **Forms** (Form 110, 118, 150, etc.) Print and mail only forms being used.
6. **Copy of 2nd Publication** (if applicable) - This applies if Property Taxes Levied increased 2.5% or more from prior year. Open the 2nd Publication form in the Codes.xlsx budget file to verify if your district needs to publish. Publish after the board adopts budget. This can be published any time during the school year (no deadline).
7. **Salaries page** (3 year history showing FTE and average salary for teachers, administrators, and other personnel)
8. **Unencumbered cash balance by fund** (July 1) (Codes file – Cash Balances tab)

It is **not necessary** to mail KSDE a paper copy of Budget at a Glance and Profile Information. Print these documents for your board members and patrons to provide summaries of your budget information.

**2nd Publication Notice instructions**

If your property taxes levied increased more than 2.5% (Consumer Price Index) for 2019-20, the district will need to publish the 2nd Publication notice in the official district newspaper. Please wait until after your hearing when the board adopts the budget to publish this notice.

Open the Codes.xlsx budget file and select 2nd Publication. Mill levies automatically pre-populate from your budget, and there will be a note in red indicating that you should publish this notice.

Instructions to publish:

- Under **Board of Education Vote**, enter number of votes cast for and against the adoption of the budget;
- Clerk of the Board signs; and
- **Publish once** in the county’s official newspaper. No deadline, as long as publication is before June 30, 2020. The 2nd publication was approved when your board adopted the budget. A special board meeting is not necessary.
- After publication, please electronically submit a copy of the 2nd publication notice (along with proof of publication) to the county clerk and KSDE, School Finance. Convert into a pdf document and attach to an email to sroot@ksde.org and the county clerk.

**Note:**

*If Line 8 is less than 2.5%, 2nd publication is not necessary.*
Due dates and reminders

**August 20** – Request September Federal funds (Form 240) - Attn: USDs, Interlocals, Service Centers, Coops (web application) Contact: Nicole Norwood (785) 296-2020 nnorwood@ksde.org


**August 25** – Submit 2019-20 USD Budget – Instructions to submit budget to KSDE and County

**August 25** – Submit 2019-20 Interlocal Budget – Instruction Manual (pg 12) Contact: Sara Barnes (785) 296-4972

**August 30** – 18E Annual Statistical Report – All USDs (web application open Aug 6–30) 18E- User’s Guide Contact: Rose Ireland (785) 296-4973 rireland@ksde.org

**August 31** – Driver’s Education reimbursement claim (web app) closes 8/31 For programs offered between Sept 1, 2018, through August 31, 2019. Instruction manual Contact: Robyn Meinholdt (785) 296-3379 or rmeinholdt@ksde.org

**Aug 28 – Sep 14** – Counting Kids Workshops Link: workshop announcement – registration now open. KSDE staff will discuss the process of counting students on Friday, September 20, and information entered in KIDS system for funding purposes. Available online: 2019-20 Enrollment Handbook * Aug 29 Topeka workshop is FULL — Sep 3 Topeka is open

**Aug 19 – Sept 27** – Mentor Programs – Apply for grant by submitting mentor teacher names Shane Carter (785) 296-8011 (instructions sent on 8/20 via listserv from Dale Dennis) Guidance – Mentoring and State Funded Stipends

**Sept 1 - 27** – Fall Vacancy Report Contact: EDCS help desk (785) 296-8011 between 10:00 — 2:00 (instructions to submit sent on Aug 13 via listserv from Dale Dennis)

**Sept 2 – Oct 4** – Federal Fiscal File Review (located in KIAS web app) Christy Weiler (785) 296-1712 Reminder: Kansas School Safety Hotline – Please review and update, via web application, your list of persons (in priority order) to be contacted by the Kansas Highway Patrol dispatchers in reporting potential violence. Instructions sent on Aug 15 via listserv from Dale Dennis. This web application stays open year round.

### Website Postings - USD Documents required to be on school website

Per Kansas statute, school districts are required to post certain budget data, accreditation accountability measures, corrective action plan, and the district’s Emergency Safety Intervention policy on their district or school building websites. We have provided a list of this information in the document illustrated below which was included in the budget workshop packet (second handout).

Or download from the School Finance website: https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Online-Budget-Packet Scroll to the heading: Guidance for Administrators and Business Officials, then select: Website Postings - Documents required to be on school website

The Kansas State Department of Education is also required to make available USD budget data for every district on the KSDE Data Central website: https://datacentral.ksde.org/

### Amended law on Safety Drills

2019 Senate Bill 128 decreased the number of safety drills for the 2019-20 school year. Schools are required to conduct at least four fire drills, two tornado drills (September and March) and at least three crisis drills each school year. Please alternate conducting the fire drills and crisis drills from month to month.

Hutchinson-area schools experienced a 4.2 earthquake around 8 a.m. last Friday. Are your schools prepared? Read why rescuers and experts agree that “drop, cover and hold on” is the appropriate action. Link: Earthquake Guidance

Visit the KSDE Safe And Secure Schools website for additional guidance and resources. If you have questions, contact our School Safety Consultants: Susan McMahan (785) 296-4946 or John Calvert (785) 296-7056.

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