



School Finance

Kansas State Department of Education
Landon State Office Building
900 SW Jackson Street, Suite 356
Topeka, Kansas 66612-1212

(785) 296-3872
(785) 296-6659 - fax
www.ksde.org

Date: August 20, 2018
To: Chief School Administrators
From: Dale M. Dennis, Deputy Commissioner
Craig Neuenswander, Director
School Finance

INTEREST RATE ON INVESTMENT Effective 8/20/18 through 8/26/18

TERM	CURRENT	PREVIOUS
1 to 89 Days	1.92%	1.91%
3 Months	2.07%	2.07%
6 Months	2.23%	2.24%
1 Year	2.45%	2.48%
18 Months	2.56%	2.59%
2 Years	2.62%	2.66%

Minimum investment rates banks must offer to secure public funds as prescribed by K.S.A. 75-4210

Submit USD Budget by August 25

*Note: If your budget hearing will be held after August 25, contact the county clerk’s office to notify them when you will certify your budget to them. After the board has adopted the budget, submit as follows:

1. **KSDE** - Please **UPLOAD** your electronic budget files by *August 25 (or after budget hearing to adopt). Also, prepare a single-sided paper copy (see details below) to mail.
2. **County Clerk** – Certify the budget document by *August 25 (or notify them the date of your budget hearing to adopt). Contact the county clerk’s office to see if they prefer an electronic copy.

Steps to upload your budget files:

Go online to the KSDE web application screen: <https://apps.ksde.org/authentication/login.aspx>

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 2019**

Enter: District contact information

Upload: 2 budget files into the 2019 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.**

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:



Use standard mail (lowest-priced method) to submit the paper copy.

Kansas State Department of Education
Attn: School Finance, Suite 356
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Topeka KS 66612-1212

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

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 send only funds being used
 - Do not staple budget pages and print one-sided
 - On page 1, Code 01, write the name of the budget contact person and phone number (upper right)
 - Page 2, **Code 01 and Code 99** include **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) 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 2.1% 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 - CashBalances 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.

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 submitted to KSDE.

2nd Publication Notice instructions

If your property taxes levied increased more than **2.1%** (Consumer Price Index) for 2018-19, 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. If so, please follow these instructions:

- Under **Board of Education Vote**, enter number of votes cast for and against to adopt the budget;
- Clerk of the Board **signs**; and
- **publish once** in the USD's official newspaper (no deadline, other than you have to wait until after your board adopts the budget).
- Submit 2nd publication notice (if applicable) showing proof of publication to the county clerk. If you have already mailed the paper budget to KSDE, please scan the 2nd publication to convert to a pdf document and email to sroot@ksde.org.

Note: *If Line 10 is less than 2.1%, the 2nd publication notice in the local newspaper*

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 2018-19 USD Budget – [Instructions](#) Contact: Sara Barnes (785) 296-4972 sbarnes@ksde.org

August 25 – Submit 2018-19 Interlocal Budget – [Instructions](#) Contact: Sara Barnes (785) 296-4972

August 31 - 18E Annual Statistical Report ([web application](#) open Aug 6 - 31) See August 6 interest letter for instructions. Contacts: Rose Ireland (785) 296-4973 rireland@ksde.org or Sara Barnes (785) 296-4972 sbarnes@ksde.org

August 31 – Driver’s Education reimbursement claim ([web app](#) closes 8/31) For programs offered between Sept 1, 2017, through August 31, 2018. [Instruction manual](#) Contact: Robyn Meinholdt (785) 296-3379 rmeinholdt@ksde.org

September 11 - Kansas School Safety Hotline: update contact list (instructions sent in August 2 email from Dale Dennis) Contact: Tamara Milligan (785) 296-3871 or tmilligan@ksde.org ([web app](#) open year round to revise as needed)

September 11 – Designation of School Attendance Officer(s) (instructions sent in July 26th email from Dale Dennis) ([web app](#) closes Sept 11)

Aug 29 – Sept 13 – Counting Kids Workshops Link: [workshop announcement](#) to register (see July 23rd interest letter)

September 1 – Fall Vacancy Report Link: [Instructions](#) Contact: EDCS help desk (785) 296-8011 between 10:00 – 2:00 (notice sent in August 13 email from Dale Dennis)

September 12 – Unencumbered Cash Balance on September 1 (window open Aug 31 – Sept 12)

September 14 – Request for General State Aid for October (ALL USDs - window open Sept 10-14)

September 20 – Request for October federal funds (Form 240) due (if funds are available) (window open Sept 1–20) Attn: USDs, Interlocals, Service Centers, Coops ([web application](#)) Contact: Nicole Norwood (785) 296-2020 nnorwood@ksde.org

October 10 – Principal’s Building Report (PBR) and Superintendent’s Organizational Report (SO66) (window open Sept 20 – Oct 10)

October 10 – KIDS Collection ENRL (funding and enrollment) (window open Sept 20 – due Oct 10)

Post district’s ESI policy on each school’s website

K.A.R. 91-42-3(b) requires that the district’s **emergency safety intervention** policy be posted **on each school’s website**. Please note the bold reference to the **website of each school**, rather than just the district.

K.A.R. 91-42-4(c)(2) requires that after **emergency safety intervention** incidents other than the first of the school year a parent must receive a full website address for the following information:

- a) A copy of the standards of when emergency safety interventions can be used;
- b) a flyer on the parent’s rights;
- c) information on the parent’s right to file a complaint through the local dispute resolution process and the complaint process of the state board of education; and
- d) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

This information can be placed on a website of the district’s choosing, whereas the district’s **emergency safety intervention** policy must be posted on each school’s website. A template districts may use to put this information together is available on the **TASN** website, <http://ksdetasn.org/resources/393>.

USD Documents Required To Be Posted Online

What other documents do districts need to post on their website? **USD Documents Required To Be Posted Online** is available on the School Finance website:

<https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Online-Budget-Packet>

A reference was included in the budget workshop packet (ivory color paper - second handout). Review this list of documents that need to be posted on either the district or school building websites. It will also provide what USD budget information will be posted on the State Department of Education’s website.

Trainings Required (list) for staff, students, bus drivers

Website Postings - Documents required to be on school website

Pupil Transportation, Bus Drivers

Title
Drug and Alcohol Testing for Bus Drivers
Fuel Excise Taxes (State & Federal)
Out-of-District School Attendance and Transportation (App - PDF)
Out-of-District School Attendance and Transportation (App - Word)

Submit 18E Annual Statistical Report – Unified School Districts only – see August 6 interest letter

Ten working days remain to complete the **Annual Statistical Report 18E** due **Friday, August 31**. Examples of information collected on the **18E report** are bond data, summer school enrollment information, indirect costs, and transportation data such as number of bus drivers, miles traveled, vehicle depreciation and indirect costs.

NOTE: The 18E Report collects information from the *prior school year (2017-18)*.

Prior to entering data on the 18E report, please download and print the user's guide. The manual provides screen shots and step-by-step instructions on entering data to complete the report. Additional help is available by clicking on the "**Help Screen**" link in the web application.

- To download user's guide: <http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Guidelines-and-Manuals>
- Select: **18E - Annual Statistical Report User's Guide**

If you have questions regarding User ID/password, please contact the IT Help Desk at (785) 296-7935.

18E Questions: Rose Ireland rireland@ksde.org at (785) 296-4973
Christie Wyckoff cwyckoff@ksde.org at (785) 296-6321
Sara Barnes sbarnes@ksde.org at (785)296-4972

Submit Driver Education claim form by Aug 31

If your district offered a driver education program between Sept 1, 2017, through August 31, 2018, an online claim form to receive state aid must be **submitted by Friday, August 31**. Download the **Driver Ed Reimbursement Web Application User's Handbook** at this [link](#) for instructions. If you have questions, call the KSDE Driver Education office and visit with Robyn Meinholdt (785) 296-3379 or email rmeinholdt@ksde.org.

The State Safety (Driver Ed) state aid payment will **deposit on November 1**. To review a list of all FY 2019 payment dates, download: **2018-19 Payment Dates for State and Federal Aid** from the School Finance homepage -- Link: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Payment-Information>.

This one-page reference lists USD payments and direct deposit dates (est.) by month - July 1 through June 30.

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