



School Finance

Kansas State Department of Education
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Date: August 6, 2018
To: Chief School Administrators
From: Dale M. Dennis, Deputy Commissioner
Craig Neuenswander, Director
School Finance

INTEREST RATE ON INVESTMENT Effective 8/6/18 through 8/12/18

TERM	CURRENT	PREVIOUS
1 to 89 Days	1.91%	1.91%
3 Months	2.05%	1.97%
6 Months	2.24%	2.17%
1 Year	2.47%	2.41%
18 Months	2.60%	2.57%
2 Years	2.67%	2.66%

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

Annual Statistical Report (18E) open for data entry (repeat – email sent 8/6/18)

The web application to complete the **18E Annual Statistical Report** for the 2017-18 school year is now open and **due August 31, 2018**. Examples of information collected on the annual 18E report are bond data, summer school enrollment information, indirect costs, and transportation data such as number of bus drivers, miles traveled, vehicle depreciation, indirect costs and teacher contracts.

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>
- Click on the link for **18-E Annual Statistical Report User's Guide**

Accessing KSDE Authenticated Applications:

Below are instructions for logging on to the KSDE web application program:

- Open your internet browser and type in the following address:
<https://apps.ksde.org/authentication/login.aspx>
- Enter your User ID and Password - then select **Annual Statistical Report (18E)**.

Note: If the **Annual Statistical Report (18E)** is not listed after logging in, click on **Manage My Account** to request permission to access. You will receive an email authorizing access to the 18E report after your superintendent approves your request.

Do you have new staff that will enter or review information on the 18E Report? They will need to register for an **individual User ID/Password**. Open the KSDE web app program (link above), and click on the **Register** button to apply. Your superintendent will receive an email to approve your request. After the superintendent has approved it, KSDE will notify you by e-mail that your user ID/password was activated and which report(s) you can access.

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

Have you submitted Directory Updates? Attn: USDs, Interlocals, Service Centers, Coops, Private Accredited Schools

Open the July 23rd interest letter for instructions to review Directory Updates and submit by August 15.

It is crucial the **Directory Updates** application is updated and submitted to KSDE, as the data is used for various state and federal reporting purposes. The **2018-2019 School Term Notification** (either 1,116 hours, or 186, 6 hour days) is also submitted to KSDE through this web app.

Did you submit the Directory Updates report? Here is how to check:

KSDE will not receive your changes until you press the **“Submit”** button located on the last screen, after all of the school building pages. To check whether your directory information was updated and submitted, click here:

<https://apps.ksde.org/authentication/login.aspx>.

- Enter: **User ID/Password**
- Select: **Directory Updates**
- Hover cursor over **Report** (upper left corner)
- From drop down menu, select **Submit**
- It will state that district is complete – or provide a report of incompleteness.

Questions on User ID and/or password, call the KSDE I.T. Help Desk at (785) 296-7935.

Questions on entering data in the Directory Updates web application, contact:

Rose Ireland at (785) 296-4973 or rireland@ksde.org

Sara Barnes at (785) 296-4972 or sbarnes@ksde.org

Christie Wyckoff at (785) 296-6321 or cwyckoff@ksde.org

Register for Counting Kids workshop

Plan to have your staff attend a **Counting Kids Workshop** to learn how student data will be entered in KIDS for the September 20th count date. Space is limited at some sites so early registration is recommended. Please contact the site you will attend to register. Download the [workshop announcement](#).

Date	Workshop site	Session time
Wed, Aug 29.....	Girard (Greenbush).....	8:30 – 11:30 am
Fri, Aug 31.....	Hiawatha High School USD 415.....	9 am – noon
Tues, Sept 4.....	Topeka USD 437 Auburn Washburn...	9 am – noon
Wed, Sept 5.....	Hutchinson (ESSDACK).....	9 am – noon
Thurs, Sept 6.....	Oakley (NW KS Ed Srv Center).....	8:30 – 11:30 am
Fri, Sept 7	Cimarron High School USD 102.....	9 am – noon
Mon, Sept 10	KCK USD 500 Central Office.....	8 – 11 am
Mon, Sept 10.....	Olathe USD 233 Board Room.....	1 – 4 pm
Wed, Sept 12.....	Andover Central High School.....	8:30 - 11:30 am
Wed, Sept 12.....	Maize High School USD 266.....	1 – 4 pm
Thurs, Sept 13.....	Salina (Smoky Hill Ed Srv Center).....	9 am – noon

The **FY2019 Enrollment Handbook** is available on the **Fiscal Auditing** website under the heading **Audit Guides**:

<http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing>

The PowerPoint presentation from the workshop will be posted on the Fiscal Auditing website as soon as it is available. At this time, there are no plans to offer a webinar of the Counting Kids workshop.

If you have questions, contact Laurel Murdie, Director of Fiscal Auditing lmurdie@ksde.org or call (785) 296-4976.

Report August 1 Cash Balances – USDs only (repeat)

All districts should submit the **August 1 Unencumbered Cash Balances** report *by Friday, August 10.*

Access this web application through the [KSDE Authentication portal](#). On the login screen, enter your **user name** and **password**.

- Click on **LEA Forms**
- Click on **Unencumbered Cash Balance-August 1**
- Click on **Create New Report for 2019**

For assistance, call Rose Ireland at (785) 296-4973 or email rireland@ksde.org.

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