



900 S.W. Jackson Street, Suite 102
 Topeka, Kansas 66612-1212
 (785) 296-3201
 www.ksde.org

*INTEREST RATE ON INVESTMENT
 Effective 8/12/24 through 8/18/24*

Date: August 12, 2024
To: Chief School Administrators
From: Frank Harwood
 Deputy Commissioner
 Dale Brungardt
 Director of School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	5.33%	5.33%
3 Months	5.03%	5.10%
6 Months	4.78%	4.93%
1 Year	4.35%	4.57%
18 Months	4.11%	4.36%
2 Years	3.95%	4.19%

*Minimum investment rates banks must offer to secure public funds as prescribed by [K.S.A. 75-4210](#)
 Maximum length of investment term is two years.*

August Payments

Aug 16.....SNP, CACFP & SFSP
 Aug 23.....SNP, FFVP, CACFP & SFSP
 Aug 26.....Pre-K Pilot (CIF)
 Aug 30.....SNP, CACFP & SFSP

Payment amounts for each district/LEA will be posted near the date of deposit:
[Payment Information](#).

State Aid Payments: [Rose Ireland](#) (785) 296-4973

Federal Aid Payments/Form 240: [Amanda Williams](#) (785) 296-2020

Refer to **Form 240** (Federal Aid Payment request form) for a list of federal program funds. To receive a September federal aid payment, submit Form 240 no later than August 20. The Federal Cash Management Act requires that these funds must be spent by the end of the month in which they are received. LEAs cannot carry over federal funds to the following month.

Child Nutrition Program (CNP) Payments: [Dessa Gifford](#) (785) 296-4965

- SNP = School Nutrition Programs
- CACFP = Child & Adult Care Food Program
- FFVP = Fresh Fruit & Vegetable Program
- SFSP = Summer Food Service Program

CNW Financial Management Reminders

- Enter the End-Of-Year Balance of Uncollected Charges on the Annual Financial Report (AFR) in KN-CLAIM by **August 15**.

For important details surrounding the Child Nutrition Programs (CNP), please be sure to check out the Monthly Updates provided from Child Nutrition & Wellness (CNW) leadership each month and posted to the CNW website at <https://cnw.ksde.org/> for each of the following under their respective menu: SNP - SNP Monthly Updates; CACFP - CACFP Monthly Updates; or SFSP - SFSP Monthly Updates.

Report Due Dates

- Aug 12-16... Request for State Foundation Aid for September (all USDs - open Aug 12-16)
[Rose Ireland](#) (785) 296-4973
- Aug 15.....CTE Pathways Student Data Management (open May 15 - deadline to submit August 15) [Pathways Helpdesk](#) (785) 296-4908
- Aug 20 Request September Federal Funds (Form 240) *if funds available* (open Aug 1-20)
[Amanda Williams](#) (785) 296-2020
- Aug 25..... Directory Updates - annual review/update for KS Educational Directory (open July 6-Aug 25) [Marcia Ricklefs](#) (785) 296-4209
- Aug 25..... Submit Budget Document (USDs) [Frank Harwood](#), [Dale Brungardt](#) or [Sara McCullah](#) (785) 296-3872
(For USDs *not exceeding* the revenue neutral rate)
- Aug 26..... Submit Budget Document (Interlocals) [Frank Harwood](#), [Dale Brungardt](#) or [Marcia Ricklefs](#) (785) 296-3872
- Aug 30..... **18-E** Annual Statistical Report (all USDs - open August 5-Aug 30)
[Rose Ireland](#) (785) 296-4973
- Aug 31..... Driver Education claim form for reimbursement due
[Jessica Apodaca](#) (785) 296-0952

September State Foundation Aid Request

All districts shall submit the *State Aid Request for September by Friday, August 16th*. The web application is currently open on the [KSDE Authentication portal](#).

On the login screen, enter your **username** and **password**.

- Click on **LEA Forms**
- Click on **State Aid Request for September**
- Click on **Create New Report for 2025**

On the screen to request **State Foundation Aid for September**, your payment is already calculated. If you request additional funds for September, please enter justification. **Please note: The calculated payment includes additional amounts requested for the September 2023 (FY24 payment); if you are requesting additional funds for September 2024 (FY25 payment), please take this into account.**

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

USD Budget Adoption Reminders

As you finalize the 2024-2025 Budget, the School Finance team wishes to remind you of what we consider “best practices”:

1. **Double Check** your budget document and publications for **accuracy**.
2. Your RNR and Budget **publication notices** should include the **correct time, date, and location** of your hearings. Both the RNR and Budget should be prior to your Board of Education meeting.

Publish Notice of Hearing at least 10 days prior to the hearing:

- a. Publish on the **district’s website** the Notice of its proposed intent to exceed the Revenue Neutral Rate, which includes the proposed tax rate, the revenue neutral rate, and the date, time, and location of the public hearing.
- b. Publish in a **weekly or daily newspaper** of the county having a general circulation the Notice of its proposed intent to exceed the Revenue Neutral rate to also include all mentioned in 2(a) above.

If applicable, the **Revenue Neutral Rate (RNR) Hearing** should be held **prior** to your Budget Hearing (may be held the same day) and may be held on the same evening as the Budget Hearing. The RNR Hearing must be not sooner than August 20 and not later than September 20.

During the RNR Public Hearing:

1. Adopt Revenue Neutral Rate by **resolution**. ([RNR Resolution](#))
 - i. The governing body shall adopt a resolution to approve exceeding the revenue neutral rate by **roll call vote**.

Reminder: Submit the **adopted RNR resolution** to the **County Clerk** (along with the Budget) to certify board approval by roll call vote.

During the Board Meeting:

1. Official motion/resolution to **adopt the 2024-2025 Budget**.
2. Local Option Budget adoption by resolution ([LOB Resolution](#)) certifying the LOB amount/percentage being adopted this year.

Your minutes of the budget adoption meeting should include the following:

- a. Both the **Building Needs Assessment and State Assessments** were:
 - i. **provided** to the Board of Education,
 - ii. were **evaluated** by the Board, and
 - iii. **used** in the **Budget Approval Process**.

(Include even if the Board reviewed assessments and included them in the minutes of an earlier meeting).

- b. The minutes of this meeting must also include the board adopted by roll call vote the resolution to exceed the **Revenue Neutral Rate**.

Certify Budget to your **County Clerk** by:

August 25 (did not exceed RNR)
or October 1 (exceeded RNR)

Upload Budget document to **KSDE** by:

August 25 (did not exceed RNR)
or September 20 (exceeded RNR)

Submit USD Budget by August 25 (USDs not exceeding Revenue Neutral Rate)

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.
Note: Districts that are exceeding the RNR shall upload by September 20.
2. **County Clerk** – Certify the budget document by August 25. Contact the county clerk's office to see if they prefer an electronic copy.
Note: Districts that are exceeding the RNR shall certify by October 1.

Steps to upload your budget files to KSDE:

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

Enter: User ID and password

Select: **LEA Forms**

Select: **Upload USD Budget Files**

Create: **New report for 2025**

Enter: District contact information

Upload: 2 budget files into the 2025 report

1) Codes.xlsx (Excel document)

2) Profile Information.docx (Word document) - - *Please verify this is completed prior to uploading; it does not get populated from the budget file*

Select: **Submit Report** (electronically transmits budget files to KSDE).

Select: **Print Report** menu to print a confirmation all files were received by KSDE (to 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:

smccullah@ksde.org

USDs are encouraged to **upload the budget document** by the date as shown above.

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

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



Kansas State Dept of Education
Attn: School Finance
Landon State Office Building
900 SW Jackson, Ste. 356
Topeka KS 66612-1212

We recommend sending the budget using standard mail (lowest-priced method) when submitting the paper copy.

*By statute, the budget is to be filed electronically with KSDE and the county **by August 25, if you do not exceed RNR**. The budget may be approved and certified to the county and KSDE on the same day.*

Kansas leads the world in the success of each student.

Instructions to prepare paper copy (one-sided) of the budget for KSDE (in this order):

1. **Code 01-99** (budget funds)
 - Please print and mail pages of funds being used (if not using a fund, don't print)
 - Print one-sided; do not staple budget pages
 - **On Code 01** (upper right corner) print budget contact person name & phone #
 - **Are signatures** of Board Clerk and Board President on Code 01 and Code 99?
 - The **Revenue Neutral Rate** form will print with the C099.
2. **Proof of publications** - Include copy of the signed affidavit of publication and **Code 99 and Revenue Neutral Rate** (Notice of Hearings) published in your local paper
3. **USD Information** (Open page)
4. **Certify page** (signed by superintendent)
5. **Forms** (Form 110, 118, 150, etc.) in numerical order. Mail only forms being used.
6. **Average Salaries page**
7. **Unencumbered cash balance** (by fund on July 1) (Codes file – Cash Balances tab)

Save postage: Do not mail BUDGET AT A GLANCE and PROFILE INFORMATION

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.

Fact sheet to submit USD Budget: [Instructions to Submit to KSDE and County](#)

Interlocal Budget due August 26

Submit Interlocal Budget

Interlocals Budgets are to be submitted to KSDE by August 26. Upload the Excel file by following the same process as shown above for USDs but select: **Upload Interlocal Budget Files**. Refer to: [Instruction Manual](#) (Pg 15).

A single-sided paper copy of the Interlocal Budget should also be mailed to KSDE Attn: School Finance (KDSE mailing address in next article).

KSDE - Attn: School Finance
Landon State Office Building
900 SW Jackson, Ste. 356
Topeka KS 66612-1212