



900 S.W. Jackson Street, Suite 102  
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 www.ksde.org

*INTEREST RATE ON INVESTMENT  
 Effective 8/14/23 through 8/20/23*

**Date:** August 14, 2023  
**To:** Chief School Administrators  
**From:** Craig Neuenswander  
 Deputy Commissioner  
 Dale Brungardt  
 Director of School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	5.33%	5.22%
3 Months	5.37%	5.27%
6 Months	5.39%	5.38%
1 Year	5.35%	5.38%
18 Months	5.11%	5.19%
2 Years	4.85%	4.90%

*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.*

**Payments**

Aug 25 ..... KS Pre-K Pilot (CIF)  
 State Aid payments .....Rose Ireland (785) 296-4973 [rireland@ksde.org](mailto:rireland@ksde.org)  
 Federal Aid (Form 240) .....Rose Ireland (785) 296-4973 [rireland@ksde.org](mailto:rireland@ksde.org)  
 Meal reimbursement .....Jennifer Barger (785) 296-4965 [jbarger@ksde.org](mailto:jbarger@ksde.org)  
 State and federal payment amounts for each LEA are available on the School Finance homepage: [Payment Information](#).

**Report Due Dates**

Aug 15.....CTE Pathways Student Data Management (open May 15 - deadline to submit August 15) [Pathways Helpdesk](#) (785) 296-4908  
 Aug 18.....Request September Federal Funds (Form 240) if funds available (open Aug 1-18) [Rose Ireland](#) (785) 296-4973  
 Aug 18.....Request for State Foundation Aid for September (all USDs - open Aug 7-18) [Rose Ireland](#) (785) 296-4973  
 Aug 21.....Directory Updates - annual review/update for KS Educational Directory (open July 6-Aug 21) [Sara McCullah](#) (785) 296-4972  
 Aug 25.....Submit Budget Document (Interlocals) [Craig Neuenswander](#), [Dale Brungardt](#) or [Sara McCullah](#) (785) 296-3872  
 Aug 25.....Submit Budget Document (USDs) [Craig Neuenswander](#), [Dale Brungardt](#) or [Sara McCullah](#) (785) 296-3872 (For USDs not exceeding the revenue neutral rate) See also Sept 20  
 Aug 31.....Driver Education claim form for reimbursement due [Jessica Apodaca](#) (785) 296-0952  
 Aug 31.....18-E Annual Statistical Report (all USDs - open August 10-Aug 31) [Rose Ireland](#) (785) 296-4973

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## Budget Adoption Reminders

As you finalize the 2023-2024 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.

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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 in conjunction with 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.

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**During the Board Meeting:**

1. Official motion/resolution to **adopt the 2023-2024 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**.

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**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)

(Refer to the steps below to upload and submit.)

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## Interlocal Budget due August 25

### Submit Interlocal Budget

Interlocals Budgets are to be submitted to KSDE by August 25. 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).

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## 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 2024**

Enter: District contact information

Upload: 2 budget files into the 2024 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 (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](mailto: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 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 Friday, August 25, if you do not exceed RNR**. The budget may be approved and certified to the county and KSDE on the same day.*

**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](#)

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