



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

*INTEREST RATE ON INVESTMENT
 Effective 8/15/22 through 8/21/22*

Date: August 15, 2022
To: Chief School Administrators
From: Craig Neuenswander
 Deputy Commissioner
 Dale Brungardt
 Director of School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	2.33%	2.33%
3 Months	2.54%	2.53%
6 Months	2.92%	2.87%
1 Year	3.19%	3.08%
18 Months	3.24%	3.10%
2 Years	3.21%	3.06%

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

Report Due Dates

- Aug 15.....IDEA Application for funds: Title VI-B Flow Through Part II - funds for 2022-23 school year (open July 1-Aug 15) [Christy Weiler](#) (785) 296-1712
- Aug 19.....Request September Federal Funds (Form 240) *if funds available* (open Aug 1-19) [Nicole Norwood](#) (785) 296-2020
- Aug 19.....Request for State Foundation Aid for September (all USDs - open Aug 15-19) [Rose Ireland](#) (785) 296-4973
- Aug 19.....Directory Updates - annual review/update for KS Educational Directory (open July 11-Aug 19) [Christie Wyckoff](#) (785) 296-6321
- Aug 25.....Submit Budget Document (USDs)
 (Schools not exceeding revenue neutral rate)
[Craig Neuenswander](#), [Dale Brungardt](#) or [Sara Barnes](#) (785) 296-3872
- Aug 25..... Submit Budget Document (Interlocals)
[Craig Neuenswander](#), [Dale Brungardt](#) or [Sara Barnes](#) (785) 296-3872
- 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
- Sep 20.....Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) for incoming kindergarten students (open July 1-Sep 20)
[Amy Rzaczyznski](#) (785) 296-6035

Unencumbered Cash Balances for Selected Funds

The Department of Education is no longer collecting unencumbered cash balances on a monthly basis. We will continue to collect July 1 of each year on the KSDE Authenticated Web Applications – LEA Forms. For additional information, review the [Unencumbered Cash Balance Instructions](#).

Payments

Aug 25.....KS Pre-K Pilot (CIF)

State Aid paymentsRose Ireland (785) 296-4973 rireland@ksde.org
Federal Aid (Form 240)Nicole Norwood (785) 296-2020 nnorwood@ksde.org
Meal reimbursementJennifer Barger (785) 296-4965 jbarger@ksde.org

State and federal payment amounts for each LEA are available on the School Finance homepage: [Payment Information](#).

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 below for USDs, but select: **Upload Interlocal Budget Files**. Refer to: [Instruction Manual](#) (pg. 14).

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

Budget Adoption Reminders

As you close out the budget-creation season, the school finance team wishes to remind you of what we consider “best practices”:

1. **Double Check** your document and publication for **accuracy**.
2. Your budget **publication notice** should include the **correct time, date and location** of your hearing(s).
3. If applicable, your **Revenue Neutral Rate (RNR) Hearing** should be held **prior** to your Budget Hearing. Both Hearings should be prior to your Board of Education’s meeting
4. Your **resolution(s)/motion(s)** should be adopted during the **Board’s official business meeting** that follows the hearings.
5. Resolutions and Motions to adopt, include:
 - a. **Revenue Neutral Rate adoption.** ([RNR Resolution](#))
 - b. Official motion/resolution to **adopt the** current year’s **Budget**.
 - c. **Local Option Budget Percentage adoption.** ([LOB Resolution](#)) You only need to complete a resolution that states the percentage you are adopting this year.
6. **The RNR Resolution is a Roll Call Vote** and is certified to the County Clerk.
7. Your **minutes of the budget adoption** meeting **should include** and reflect that both the Building Needs Assessment and State Assessments were provided to the Board of Education, and that they were evaluated by the Board, and used in the Budget Approval Process. The minutes of this meeting must include that the assessments were provided to the Board, even if the Board reviewed them and included them in the minutes of an earlier meeting.
8. Remember to **Certify** your budget to your **County Clerk** by the due dates applicable to your District, either August 25th or October 1.

9. Remember to **Upload** your document to the **KSDE** by either August 25th or September 20th. See this Interest Letter or future ones for more information on the upload process.

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 2023**

Enter: District contact information

Upload: 2 budget files into the 2023 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:

kalbright@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 Barnes 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

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

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

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 publication** - **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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