



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

*INTEREST RATE ON INVESTMENT
 Effective 07/13/20 through 07/19/20*

Date: July 13, 2020
To: Chief School Administrators
From: Dale M. Dennis,
 Deputy Commissioner
 Craig Neuenswander,
 School Finance Director

TERM	CURRENT	PREVIOUS
1 to 89 Days	0.09%	0.09%
3 Months	0.12%	0.16%
6 Months	0.14%	0.16%
1 Year	0.15%	0.15%
18 Months	0.15%	0.16%
2 Years	0.15%	0.16%

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

KPERS deposits July 15

Wednesday, July 15, the first quarter KPERS state aid payment will deposit. The KPERS payment is required to be deposited in the KPERS Special Retirement Contribution Fund as a receipt and recorded as an expenditure broken out by function code as outlined in Code 51 of the USD budget. Kansas law requires school districts to record this as a **revenue** and an **expenditure**. KPERS will withdraw these funds from your account on the day it is received, or the first working day thereafter.

To view the amount each district will receive for the first quarterly KPERS payment, link here: <http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Payment-Information>. Look under the heading **State and Federal Payment Amounts, FY21 Payments** and select **KPERS**.

FY2020 payment spreadsheets are still available on this screen showing a history of all state aid payments received July 1, 2019, through June 30, 2020.

Audited CPA Reports FY2020

The final **2019-20 CPA Reports** have been audited and may be accessed on **KSDE Data Central** – link: https://datacentral.ksde.org/cpa_reports.aspx. Select a county, then select your organization.

This is the **Annual Federal and State Aid Funding Report** for SFY2020 that lists all payments generated by the Kansas State Department of Education between July 1, 2019, through June 30, 2020.

Please file of copy of this report for your auditor.

The screenshot shows the 'CPA Reports' page on the KSDE Data Central website. At the top, there is a warning message: 'WARNING: Because of the large volume of data b...'. Below the warning, there are two dropdown menus: 'Fiscal Year' set to '2019-2020 - Audited' and 'County' set to 'Please Select a County'.

Federal aid deposits July 16

July federal aid (if requested in June) will deposit on Thursday, July 16. To review payment amounts, follow this link: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Payment-Information>

Federal Aid Reminder: The Federal Cash Management Act requires that federal 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.*

To request a federal aid payment for August, please submit a [Form 240 web application](#) by 5 pm on July 20.

Form 240 questions: Nicole Norwood nnorwood@ksde.org (785) 296-2020

If you have questions about federal grants, contact the KSDE program consultant listed below:

Title I & Title II-A Grants [Nicole Clark](#) (785) 296-4925
Title I Neglected and Delinquent..... [Rachel Beech](#) (785) 296-8965
Title I, Part A Homeless set asides [Maureen Ruhlman](#) (785) 296-1101
Title I, Part C Migrant Education & Summer Serv [Doug Boline](#) (785) 296-2600
Title III English to Speakers of Other Languages (ESOL)..... [Julie Ewing](#) (785) 296-4906
Secondary Program Improv & Perkins Reserve..... [Kathleen Mercer](#) (785) 296-2307
Title VI-B Pass Thru and Early Childhood Flow Thru [Christie Weiler](#) (785) 296-1712
Title IV 21st Community Learning Centers..... [Chris Macy](#) (785) 296-3287
Title VI-B Discretionary Special Project [Karen Maddox](#) (785) 291-3098
Striving Readers-LINK Grants..... [Kimberly Muff](#) (785) 296-7779

Request August State Aid

All districts shall submit the 2020-21 *State Aid Request for August* by **Friday, July 17**. The web application is open July 13 -17 on the [KSDE Authentication portal](#). On the login screen, enter your **user name** and **password**.

- Click on **LEA Forms**
- Click on **State Aid Request for August**
- Click on **Create New Report for 2020**

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

USD Budget Program – Issues Report

The 2020-21 USD Budget Program was released Wednesday, July 8. Special budget instructions were sent to sups/bdclerks listservs (from sroot@ksde.org) on Wed July 8 4:26 PM. Subj: 2020-2021 USD Budget Programs Now Available - Due August 25

Follow this link to download the budget software program and instruction manual, review the USD Budget Software Enhancements, review Help with Spreadsheets, or download the Issues Report: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Budget-Information/USD-Budget-Software>

Once you download the budget document, please frequently check the "[Issues Report](#)" for 2020-21 Budget for updates to your budget software. Most updates are easily corrected without needing to download the program again.

IMPORTANT - Read Before Downloading:
[Instructions for Windows and Macintosh users](#)
For questions regarding downloading, please contact [Sara Barnes](#) at 785-296-4972.

[USD Budget Software \(Excel Program\) Zip file - 2020-2021](#)

[Issues Report](#) for 2020-21 budget - open Issues Report to review budget software updates:
- reposted 7/9/20 9:20 am - Profile Information (revised year)
- reposted 7/9/20 10:45 am - Tools.xlsm (updated to create PDFs)
- reposted 7/10/20 11:35 am - Profile Information (replace links on page 3)

Don't hesitate to contact our office if you have questions regarding the budget software program.

Call Sara Barnes at (785) 296-4972.

USD Budget Reviews – Directions to KSDE and what to bring

Before publishing the Notice of Hearing, superintendents and business officials may request someone in the School Finance office double-check their budget document. Craig Neuenswander, Dale Dennis and Veryl Peter will conduct the reviews. **In order to schedule a time, call (785) 296-3871 or (785) 296-3872.**

Several options available to have your budget reviewed:

1. Face-to-face meeting
2. Conference call (scheduled meeting time)
3. ZOOM meeting (Craig Neuenswander or Veryl Peter only)
4. Mail-in Budgets (no appt needed) Mail in or electronically send budget for review. Phone reviews often occur outside normal business hours.

FACE-TO-FACE MEETING - By appointment only

Please call to schedule a date and time. Bring a **printed copy of the budget (codes and forms)** along with your **laptop computer with the budget program**. This will allow you to revise your budget during the review.

The Landon Building is located at **900 SW Jackson Street**, across the street from the east steps of the State Capitol Building. Directions to our office, along with options for parking in downtown Topeka, are provided at the end of this article.

To enter the Landon Building, please note the following:



In accordance with Executive Directive 20-52, **face masks or other facial coverings are mandatory in public spaces of our offices**. This includes all common areas, elevators, hallways, stairwells and public-facing offices. At the entrance, COVID-19 temperature screenings will be done before being granted access to the Landon Building.

CONFERENCE CALL – Scheduled meeting time

Please call to schedule a date and time.

To conduct a budget review with DALE DENNIS by conference call, please mail your printed budget document.

See heading top of next page: **Instructions to mail (paper) budget document**. Follow directions to mail in budget forms. Please use **Priority Mail, Fed Ex, or UPS** to guarantee delivery at least one day before your scheduled review time.

Kansas Dept of Education ATTN: School Finance | Landon State Office Bldg.
900 SW Jackson Street, Ste 356 | Topeka KS 66612-1182

To schedule a conference call with CRAIG NEUENSWANDER or VERYL PETER, you may either mail your budget, or email your **CODES** budget file. Please email **CODES** no later than the day before your appointment. Email budget to sroot@ksde.org and use **SUBJ: USD ### conference call**

Include in your message: (1) who is reviewing (Craig or Veryl), (2) date/time of your appointment; (3) contact person(s); (4) phone number; (5) specify any budget concerns or funds to be examined carefully during the review; (6) Attach **CODES** file (A message will be sent to confirm receipt.)

ZOOM MEETING - By appointment only

ZOOM reviews are being conducted with Craig Neuenswander craign@ksde.org or Veryl Peter vpeter@ksde.org.

- A. First, contact School Finance by phone to schedule a time for a ZOOM meeting.
- B. **The district will be responsible for setting up the ZOOM meeting.** *At least a day ahead of your scheduled appointment*, send an email to invite the person conducting your budget review: Use this subj line: **USD ### ZOOM review**
- C. Specify in the body of the email: (1) date and time of budget review; (2) ZOOM Meeting ID and Password; (3) names of people joining; and (4) good phone number to call in case of technical difficulties.
- D. Attach your **"Codes"** budget file to the email, and specify any budget concerns or funds to be reviewed carefully before the meeting.

This is the first year to offer ZOOM meetings, so bear with us.

MAIL-IN BUDGETS (no appointment needed)

If all the time slots are filled on the date you request, send your budget to our office to be reviewed. Either Craig Neuenswander, Dale Dennis, or Veryl Peter will conduct these budget reviews. Some calls may occur before 8 am and after 5 pm (weekends if needed).

Follow the instructions below to mail or email your budget. Mailed-in budgets will be worked first, and for emailed budgets, we will do our best to meet deadlines specified in your message.

Kansas leads the world in the success of each student.

Instructions to mail (paper) budget document

To save the time/cost of driving to Topeka, mail a paper copy of your budget (codes and forms) and someone in our office will review your budget and call you - **no appointment necessary**. Our goal is to have mailed-in budgets reviewed within one full day of delivery.

When you prepare the budget to mail, **print only the funds (codes) and forms (Form 110, 150, etc.) being used. Two-sided copies** will save on postage.

For mail-ins, we suggest using priority mail, UPS or Fed Ex to guarantee your delivery date, especially if your deadline is near. Regular mail can take longer than expected.

Include cover letter with the budget:

1. Contact Person(s) Name
2. Phone Numbers (office phone and a cell or home phone number)
3. Specify any budget concerns or funds to be carefully reviewed.
4. Note your deadline date to submit the Notice of Hearing to the newspaper (we prioritize incoming mail-in budgets to meet deadlines)
5. If you **scheduled an appointment for a conference call** to conduct your budget review, please specify who will review it and the date/time to call.

Instructions to email the CODES budget file

Craig Neuenswander and Veryl Peter will accept your budget electronically to review on their computer. Provide a 'deadline date' that you need us to call you back.

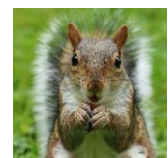
Attach your CODES file to an email to: sroot@ksde.org. Sherry will confirm receipt and distribute your budget to be reviewed. Use this as the subject line:

USD ### Budget Review (Codes)

PLEASE include the cover letter information (outlined above) in your message. Thank you.

PARKING options - downtown Topeka:

- A. Parking meters (gray) along Jackson Street require quarters, dimes, etc. \$1 hr.
- B. To park less than a ½ block from the main entrance, the **City Centre parking garage** is located off 9th Street, between Jackson St. and Kansas Avenue. \$1 hr.
- C. Free 2-hour parking on YELLOW bagged meters along 9th Street.
- D. Free 2-hour parking on Kansas Avenue (one block east).
- E. Free parking in the visitor parking in Lot 1 by the **Kansas Judicial Center**, located at 301 SW 10th Avenue. Driving west on 10th Avenue, pass the Judicial Center and turn south at the light onto Harrison Street (one-way). Lot 1 is on your left. Enjoy a 'scenic two-block walk' on the capital grounds passing friendly squirrels frolicking nearby.



IMPORTANT

If you email the Codes file and did not schedule an appointment, keep your budget document handy to receive a phone call... possibly at home.

These budget reviews are often conducted before or after regular work hours (weekends if needed).

LONDON BUILDING – SCHOOL FINANCE 3rd FLOOR SOUTH



Enter north doors main entrance pictured above
900 SW Jackson Street - corner of 9th & Jackson

Enter here

Destination

Doors open to the public at 8 a.m. Take south elevator to **3rd floor – Room 355 South**
COVID-19 screenings are conducted upon entering the building. Face covering required.

The School Finance office is located in the southwest corner of the **Landon State Office Building** on the 3rd floor. After you enter the building, walk a few steps past the security desk, look to your right, and walk down a very long hallway to the **South elevators** – on the **3rd floor**, exit elevator to your right. Enter Room 355 to wait for your appointment. Tables and chairs will be sanitized throughout the day.

When it is time for your budget review, Dale Dennis, Craig Neuenswander, or Veryl Peter (former Director of School Finance) will greet you here.

Thanks for your patience during this busy time of the year! Dale, Craig and Veryl

Due Date Reminders

July 13Report July 1 Unencumbered Cash Balances– link: [Instructions](#)

July 17Request for August General State Aid (window open - July 13-17)

July 31Indirect Cost Rates form (sign and submit) **Instructions emailed June 30-**
Subject: SIGN-Indirect Cost Rates for Title and Food Service Programs
(2020-21)

Aug 15.....KSDE **Directory Updates** web application *will reopen soon*.

Attn: All USDs, Interlocals, Coops – KSDE will request an annual update of building level and administrative level information. This data will be used to pre-populate web apps, create reports and publications, etc. A listserv message will be sent when **Directory Updates** is reopened.

It is important to review and update your data before August 15.

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