



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

*INTEREST RATE ON INVESTMENT
 Effective 7/1/24 through 7/7/24*

Date: July 1, 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	5.35%	5.33%
6 Months	5.28%	5.29%
1 Year	5.04%	5.06%
18 Months	4.86%	4.87%
2 Years	4.69%	4.67%

*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

- July 11State Foundation Aid
- July 11Bond and Interest State Aid
- July 12.....SNP, CACFP & SFSP
- July 19Selected Federal Payments
- July 19.....SNP, FFVP, CACFP & SFSP
- July 25FY24 KPP-TANF 4th Quarter Reimbursement
- July 26.....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 July federal aid payment, submit Form 240 no later than June 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

Report Due Dates

- July 1-12..... Kansas Pre-Kindergarten Pilot (KPP-TANF) 4th Quarter Expense Reimbursement Payment Request [Amanda Williams](#) (785) 296-2020
- July 1 Discipline Data Collection (in KIAS) (open July 1-June 30)
[Trish Backman](#) (785) 296-6937
- July 19 KIDS Collection TEST - Assessment Testing (all USDs – (open August 7, 2023-July 19, 2024) [KSDE Helpdesk](#) (785) 296-7935
- July 26 Kansas Parents as Teachers - Affiliate Performance Report FY24
[Lisa Williams](#) (785) 296-4964
- July 31 LCP (Local Consolidated Plan) Annual Report (tentative due date July 31, 2024)
[Nicole Clark](#) (785) 296-4925
- July 31 State Deaf-Blind Funds (KSA 72-3481) Application for 2023-2024 funds (open April 17 – July 31, 2024) [Lisa Karney](#) (785) 296-4602

Submit District Calendar to KSDE

The KSDE Fiscal Auditing team is collecting each district's one-page 2024-25 school calendar. Action: Email a PDF attachment of your district calendar to auditing@ksde.org.

Please enter your district number in the subject line of the email. The team uses the calendars to prepare for scheduling the annual KSDE USD audits. Questions? Contact Peggy Hill, Fiscal Auditing, at 785-296-4976, or email auditing@ksde.org

Counting KIDS Workshop

Registration is open for the annual Counting KIDS Workshops led by KSDE Fiscal Auditing Director Laurel Murdie. Make plans to attend one of the in-person sessions conducted at 11 locations – including two new host sites – to learn more about counting kids on count day and the information needed to enter for funding purposes. Also, KSDE Information Technology staff will discuss transitioning from KIDS data system to Kansas Education Data System (KEDS).

Workshops are scheduled on selected days from Aug. 26 through Sept. 13, in advance of the Sept. 20 Count Day. The sessions are not recorded, but all workshop materials will be made available on the KSDE Fiscal Auditing webpage at a later time.

Registration is required. Online registration is set up through the KSDE Training Portal <https://learning.ksde.org/> Select **Counting Kids Workshops** and sign up for the session you want to attend. First-time users of the KSDE Training Portal must select "Request an Account" icon on the Portal homepage. There is no cost to attend, however, due to limited seating, registration may close at some locations.

Dates and Locations – Link to [Schedule](#)

Monday, Aug. 26 – Oakley, Northwest Kansas Education Service Center

Tuesday, Aug. 27 – Dodge City, USD 443 District Office Bldg. – New Location

Thursday, Aug. 29 – Topeka, USD 437 Auburn-Washburn District Office (morning and afternoon sessions)

Tuesday, Sept. 3 – Kansas City, USD 500 Central Office

Wednesday, Sept. 4 – Olathe, USD 233 Instructional Resource Center

Thursday, Sept. 5 – Andover, USD 385 District Office Board Room

Friday, Sept. 6 – Maize, USD 266 Performing Arts & Aquatic Center

Monday, Sept. 9 – Girard, SE Kansas Education Service Center (Greenbush)

Tuesday, Sept. 10 – Hutchinson, USD 308 CTE Academy

Wednesday, Sept. 11 – Abilene, USD 435 Eisenhower Elementary

Friday, Sept. 13 – Hiawatha, USD 415 Hiawatha High School

Questions? Contact Fiscal Auditing office at 785-296-4976 or email auditing@ksde.org

USD Budget Program Released

The 2024-2025 USD Budget Program was released June 27, 2024. Special budget instructions were sent to sups/bdclerks listservs (from farwood@ksde.org)

Subj: 2024-2025 USD BUDGET PROGRAM IS AVAILABLE.

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 2024-2025 Budget for updates to your budget software. Most updates are easily corrected without needing to download the program again. **There are no Budget Issues currently.**

Schedule USD Budget Reviews (In Person-Virtual-Conference Call)

Before publishing the Notice of Hearing, superintendents and business officials may request someone in the School Finance office double-check their budget document. If you would like to meet with a member of the KSDE staff to review your budget document before publishing, please call us to schedule a one-hour appointment with Dale Brungardt, Craig Neuenswander, Dale Dennis or Veryl Peter. Staff will meet **in person** (face-to-face), **virtual** (Teams, Zoom, etc.), or **conference call**.

Call School Finance at (785) 296-3872 or (785) 296-3871 to schedule a time.

Due to the volume of reviews, it is important to call our office if you need to cancel or change a scheduled budget review to open that time slot.

All Budget Reviews - Have the following information available:

1. Revenue Neutral Rates (RNR) from the county clerk.
2. Estimated 2024 assessed valuation information.

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3. Your laptop computer with the budget program. This will allow you to enter revisions to your budget during the review.
4. A printed copy of the budget document (codes and forms being used) to take notes.

If possible, email the CODES.xlsx file 24-48 hours prior to your scheduled review. This will shorten the time needed to conduct your budget review. Please include in your message the time/date of your scheduled budget review and specify any budget concerns or funds to be reviewed carefully before your meeting. Email addresses are listed below:

- Dale Brungardt dbrungardt@ksde.org
- Craig Neuenswander cneuenswander@ksde.org
- Veryl Peter vpeter@ksde.org
- Dale Dennis ddennis@ksde.org

In Person Reviews – Directions and Parking:

Kansas State Department of Education - Landon State Office Building - 900 SW Jackson Street, Topeka Across the street from the State Capitol Building.



Enter at the north entrance pictured above

- 900 SW Jackson Street (corner of 9th & SW Jackson)

Doors open to the public at 8 a.m. *Take south elevator to 3rd floor – Conf. Room 355 South*

The School Finance office is located on the 3rd floor in the southwest corner of the **Landon State Office Building**. Enter the main doors and walk a few steps past the security desk, look to your right, and walk down a very long hallway to the South elevators to the 3rd floor. Enter conference room 355 to wait for your reviewer. Dale Brungardt, Craig Neuenswander, Dale Dennis or Veryl Peter will come to the conference room when they are ready to begin. When leaving the building, feel free to use the exit doors by the south elevators.

PARKING options:

- Parking meters along Jackson Street that require change - \$1 hour.
- Free 2-hour parking on YELLOW bagged meters along 9th Street.
- Free 2-hour parking on Kansas Avenue (one block east).
- Free parking in the visitor parking in Lot 1 by the **Kansas Judicial Center**, 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. This is a 'scenic two block walk' past the capitol grounds to the corner of 9th and Jackson (main entrance to Landon Building).

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- To park about ½ block from the main entrance, the **City Centre parking garage** is located off 9th Street, between Jackson St. and Kansas Avenue. Parking is \$1 hr.

Virtual Reviews:

Schedule a virtual review with Dale Brungardt DBrungardt@ksde.org, Craig Neuenswander craign@ksde.org, or Veryl Peter vpeter@ksde.org (times are limited)

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

Reviews by Conference Call:

Conference calls can be scheduled with all reviewers. Call School Finance to schedule a time.

- *At least a day ahead of your scheduled conference call*, send an email to the person conducting your budget review: Subj line: **USD ### conference call review**
- **Specify in the body of the email:** (1) date and time of budget review; (2) names of people joining; and (3) the phone number to call.
- Attach your “**Codes**” budget file to the email and specify any budget concerns or funds to be reviewed carefully before the meeting.

NOTE: Dale Dennis will conduct budget review meetings **in person or by conference call only**. For reviews, he requests that you bring a paper copy of your budget or mail a paper copy in advance if you are reviewing by phone (see instructions above).

KSDE offices will be closed on Thursday, July 4.

