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 (785) 296-3201
 www.ksde.org

*INTEREST RATE ON INVESTMENT
 Effective 7/8/24 through 7/14/24*

Date: July 8, 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	5.34%	5.35%
6 Months	5.28%	5.28%
1 Year	5.04%	5.04%
18 Months	4.86%	4.86%
2 Years	4.69%	4.69%

*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 15Bond and Interest State Aid, KPERS State Aid
- July 12.....SNP, CACFP & SFSP
- July 18Selected 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 August federal aid payment, submit Form 240 no later than July 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

Revenue Neutral Publication Requirements – Important Update

Districts are reminded that the board of education should be informed of the mill rates reported to the county clerk by July 20th, however the **Resolution to Exceed** the Revenue Neutral Rate (RNR) **is not adopted until the RNR Hearing** that occurs between August 20th and September 20th.

You may access a RNR guidance document on [School Finance/Online Budget Packet/Revenue Neutral Publication Requirements](#).

If you have further questions, please contact School Finance (785)-296-3872.

Additional Revenue Neutral and Budget Hearing Reminders

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

1. 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.
2. **Publish Notice of the RNR 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.
 - c. Remember to publish your budget hearing information as well. It is a good practice to publish it on your website, but it isn’t required.
3. Double Check your budget document and publications for accuracy.

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 adjacent to 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 the 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**.

The **Budget Hearing** should be conducted prior the normal business meeting of the board and after the RNR Hearing if applicable. No motions should be considered during the Budget Hearing.

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.

Audited CPA Reports FY2024 State and Federal Aid Payments Available

The **final 2023-2024 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 SFY2024 that lists all payments generated by the Kansas State Department of Education between July 1, 2023, through June 30, 2024. *Please file a copy of this report for your auditor.*

ACTION NEEDED:
Please file your final
2023-2024
Annual Federal and
State Aid Funding Report
with your auditor.

KPERS deposits July 15

Monday, 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 > FY25 Payments** and select **KPERS**.

FY2024 payment spreadsheets are still available on this screen showing a history of all state aid payments received July 1, 2023, through June 30, 2024.

Report Due Dates

- July 12 Kansas Pre-Kindergarten Pilot (KPP-TANF) 4th Quarter Expense Reimbursement Payment Request [Amanda Williams](#) (785) 296-2020
- 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

FY2025 State Mileage Rate increases to 0.67 cents

Effective July 1, 2024: As authorized by K.S.A. 75-3203a, the Secretary of Administration has fixed the privately-owned vehicle maximum mileage reimbursement state rate for FY2025 at 0.67 cents per mile.

Source: [FY 2025 | Informational Messages and Circulars | Kansas Department of Administration \(ks.gov\)](#)

Is a district required to pay the state's mileage reimbursement rate for privately-owned vehicles?

Answer: No, a local board of education can decide to reimburse teachers/parents at a rate other than the state rate. If the mileage rate your district reimburses exceeds the federal mileage rate, there are tax consequences.

Effective January 1, 2024: The federal privately-owned vehicle mileage reimbursement rate increased to 0.67 cents per mile.

Source: [IRS increases mileage rate for remainder of 2023 | Internal Revenue Service](#)

Mileage reimbursement rates are posted on the School Finance homepage under [Guidelines and Manuals](#).

Setoff Program (State Debt Recovery System for USDs)

The [Kansas Setoff Program](#) collects monies by withholding money from State payments that are issued to individuals or businesses that owe a state agency, district court, municipality, or a foreign state agency. The largest source of monies collected for municipalities comes from Kansas individual and joint Income tax refunds. Other payment sources include Homestead tax refunds, unclaimed property held by the Kansas State Treasurer, Lottery winnings, other state miscellaneous payments, and State payroll payments.

A setoff action occurs when the payee's name and Tax Identification Number (TIN) match the debtor's name and TIN. The TIN can be an individual's Social Security Number (SSN) or a business's Federal Employer Identification Number (FEIN).

To participate in the Setoff Program, the municipality must enter into an [agreement](#) with the State. The Municipal Agreement and additional information about the Setoff Program are available on the Setoff Program's website at <https://admin.ks.gov/offices/oar/setoff-program>. Debts submitted to the Setoff Program must be \$25 or more and the municipality must have made at least three collection attempts prior to submitting the debt to the Setoff Program. The Setoff Program may be contacted by phone at (785) 296-4628 or by email at KSSetoff@ks.gov.

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.
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.

Kansas leads the world in the success of each student.

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).
- 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).

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