



School Finance

Kansas State Department of Education
Landon State Office Building
900 SW Jackson Street, Suite 356
Topeka, Kansas 66612-1212

(785) 296-3872
(785) 296-6659 - fax
www.ksde.org

Date: July 23, 2018
To: Chief School Administrators
From: Dale M. Dennis, Deputy Commissioner
Craig Neuenswander, Director
School Finance

INTEREST RATE ON INVESTMENT Effective 7/23/18 through 7/29/18

TERM	CURRENT	PREVIOUS
1 to 89 Days	1.91%	1.91%
3 Months	2.01%	1.98%
6 Months	2.18%	2.16%
1 Year	2.40%	2.37%
18 Months	2.55%	2.52%
2 Years	2.61%	2.59%

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

Indirect Cost Rates form due July 31 (listserv sent June 21 repeated below)

Reminder: Was your USD's 2018-19 indirect cost rates form signed and submitted to KSDE?

If the answer is no, please go online to print your district's Indirect Cost Rates form. **Sign, date and return a copy to the School Finance Team no later than July 31, 2018. Retain a signed copy for your records.**

The 2018-19 Indirect Cost Rates have been computed. Indirect costs of a program are those costs not readily identified with a specific program but incurred by the school district for the benefit of all programs.

To print your district's Indirect Cost Rates Certification, go to the School Finance homepage – [Indirect Cost Rates link](#). Place your cursor on the page with your district's Indirect Cost Rate and change your print command to **current page**.

Sign, date and return a copy to the School Finance Team by July 31, 2018. Retain a signed copy for your records.

2 options to return to KSDE – submit electronically preferred (1):

- (1) a. Scan to convert to a PDF document.
- b. Rename file with your district number, i.e. **D0229** (D zero 229).
- c. Attach PDF document to an email to: cwyckoff@ksde.org.
- d. Subject line: **DO__ Indirect Cost Rates**

- (2) Fax to: 785-296-6659 Attn: Christie Wyckoff

Note: There is no need to mail the original. KSDE no longer mails each district a copy of the Indirect Cost Certification.

If you have questions, please contact our office at (785) 296-6321.

INDIRECT COST RATES FOR TITLE AND FOOD SERVICE PROGRAMS FOR 2018-2019

DD012 Northern Valley

1. UNALLOWED COSTS:	0%
2. RESTRICTED DIRECT + UNALLOWED COSTS:	2.22%
3. RESTRICTED INDIRECT + UNALLOWED COSTS:	10.01%
4. RESTRICTED RECOVERY LEADER OR CHAIR:	42.91%
5. RESTRICTED NET COST - UNALLOWED COSTS:	20.86%
6. RESTRICTED RATE % (5+4+3):	13.87%
7. UNRESTRICTED DIRECT + UNALLOWED COSTS:	1.88%
8. UNRESTRICTED INDIRECT + UNALLOWED COSTS:	42.14%
9. UNRESTRICTED RECOVERY LEADER OR CHAIR:	46.91%
10. UNRESTRICTED NET COST - UNALLOWED COSTS:	64.73%
11. UNRESTRICTED RATE % (7+8+9):	33.38%

I CERTIFY THAT THE INFORMATION CONTAINED HEREIN CONFORMS WITH THE CRITERIA IN THE KSDE SCHOOL ADMINISTRATION REGULATIONS GOVERNING LEADER OR CHAIR AND RECOVERY LEADER OR CHAIR AND (C) IN CONNECTION TO THE BIRTH OF MY CHILDREN AND (D) BY THE DISTRICT OR FROM THERE INCURRED BY THIS DISTRICT WHICH ARE INCLUDED IN THE INDIRECT COST RATE APPLICATION. THE BIRTH COSTS THAT WERE INCURRED ARE INDIRECT COSTS THAT HAVE NOT BEEN AND WILL NOT BE CLAIMED AS DIRECT COSTS, AND BIRTH COSTS THAT HAVE BEEN ACCRUED TO THE DISTRICT WILL BE REPORTED AS DIRECT COSTS ON THE APPLICATION FORM HAVE BEEN MADE, AND RECORDS SUPPORTING THEM HAVE BEEN MAINTAINED AND AVAILABLE FOR AUDIT.

WE HEREBY APPLY FOR THE INDIRECT COST RATES AS LISTED ABOVE.

Date Signed: _____ Signature of the Superintendent of Schools of the Authorizing Office of Local Education Agency

ACCEPTED AND APPROVED BY THE AUTHORIZING OFFICE OF LOCAL EDUCATION AGENCY

Date Approved: June 19, 2018 *[Signature]*
Signature of Authorized Official
Craig Neuenswander
Chief Financial Officer

Below rates were computed by using 2018-19 actual budget data on file with the State Department of Education. Representative rates were furnished to the USD.

PLEASE RETURN ONE COPY BY JULY 31, 2018 TO: SCHOOL FINANCE
KSDE
900 SW JACKSON ST. 356
TOPEKA KS 66612-1212
FAX: 785-296-6659

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. If you would like a face-to-face meeting to review your USD budget document before publishing, please call us to schedule a one-hour appointment with Craig Neuenswander, Dale Dennis or Veryl Peter if you will drive to KSDE for a budget review.

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

The day of your appointment, **please bring a printed copy of the budget (codes and forms) along with your laptop computer with the budget program.** This will allow you to make revisions to your budget during the review. Directions to our office are shown below.

**Kansas State Department of Education
– Room 355 South**

**Landon State Office Building
900 SW Jackson Street, Topeka, KS 66612**

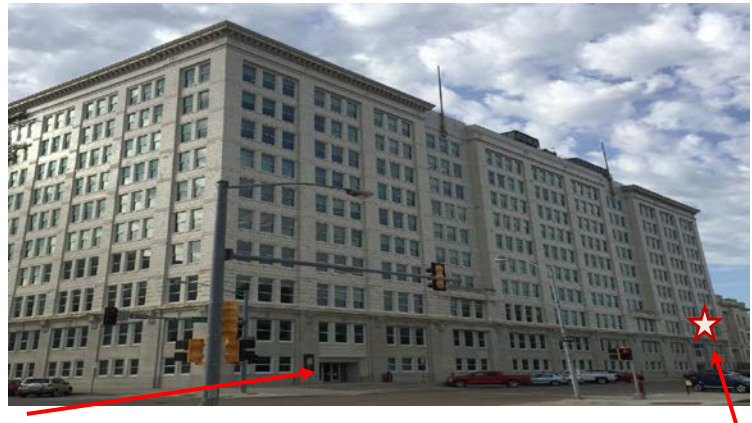
The Landon building is located across the street from the east steps of the State Capitol Building.

PARKING options:

- **City Centre parking garage** is located on 9th Street between Jackson St. and Kansas Avenue. Parking is \$1 an hour (½ block from the main entrance at the corner of 9th and Jackson).
- There are parking meters along Jackson Street that require change - approx. \$1 hour.
- Free parking on Kansas Avenue (one block east) for up to 2 hours.
- Free parking in the visitor parking lot for the Kansas Judicial Center, 301 SW 10th Avenue. Driving west on 10th Avenue, pass the Judicial Center and turn south onto Harrison Street to Lot 1 (one block past Jackson Street). This is a two block walk from the main entrance to the Landon Building.



Enter at the north entrance pictured above
– **900 SW Jackson Street - corner of 9th & 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 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 conference room 355 to wait for your appointment. Dale Dennis, Craig Neuenswander, or Veryl Peter (former Director of School Finance) will greet you here when it is time for your budget review. When leaving the building, feel free to use the exit doors by the south elevators.

Or conduct a budget review by telephone:

To save the time/cost of driving to Topeka, please 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. Generally, a mailed-in budget is reviewed within one full day of delivery.

*Because a high number of districts that visit KSDE in person during office hours, we may call to review the mail-in budgets **before 8 a.m. or after 5 p.m.** To help us reach you, please include a cell or home phone number, in addition to your office number.*

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.

To conduct your budget review by conference call, please mail your printed budget document (all codes and forms being used) to:

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

A paper copy of the budget is needed for the review.

MAILING INSTRUCTIONS:

IMPORTANT: Prepare a cover letter with your budget and include the following:

1. Explain any specific problem area(s) to be reviewed
2. Provide contact name(s)
3. Office phone (first attempt) and home/cell phone number
4. If time is critical, provide the “latest date” we can return a call to your office. This might be just prior to your board meeting. Allow time to make any changes and publish the Notice of Hearing.

Also, if you already scheduled a one-hour time slot to visit our office and decide to do a conference call instead, please indicate the person, date and time of your appointment on the cover page of the mail-in budget so we can coordinate the return call.

WHAT IS CHECKED ON A BUDGET REVIEW

1. Form 150 – Computed General Fund.
2. Form 118 – Special Education state aid is high enough.
3. Form 110 – Percent of collection (same for each fund) Collection rate for 2018-19 is 2% lower than 2017-18.
4. Form 110 – Delinquent tax rate is included.
5. Motor vehicle taxes are similar to prior year.
6. Code 99 – Amounts budgeted are the same as the individual funds.
7. Code 01 – Amounts are the same as Code 99 and individual funds.
8. Bond and Interest – Cash balance is stable.
9. Bond and Interest fund – Cash flow is adequate.
10. Capital Outlay fund – Revenue and expenditures balance in Column 4.
11. Resolutions for levy limits have not expired.
12. Special funds – Are they budgeted high enough?
13. Special funds – Cash balances are about the same.

Instructions for KSDE Directory Updates (repeat – message sent July 16)

The submission window is now open to review and update the **2018-2019 KSDE Educational Directory**.

Each year in July, the USDs, Interlocals, Service Centers, Cooperatives and Private Accredited Schools are required to go online to verify and update data used in the **KSDE Educational Directory**, then submit to KSDE. *It is crucial the **Directory Updates** application is reviewed, updated and submitted to KSDE*, as the data is used for various state and federal reporting purposes.

There are no new requirements for 2018-19 school year.

Examples of administrative and building level data that will be requested:

- KIDS Student Transfer email contacts (Central Office Data Screen/Building Screen) – First Name, Last Name, and Email required for Contact #1 but optional for Contact #2.
- School Term (Central Office Data Screen) – Per KSA 72-3115, required to select 186-6 hour day or 1,116 hour prior to <Save to KSDE> at bottom of screen.
- District Test Coordinator (Central Office Data Screen) – Required to be reported in “Administrators” section prior to <Save to KSDE> at bottom of screen.
- E-Rate Coordinator (Central Office Data Screen) – Required to be reported in “Administrators” section prior to <Save to KSDE> at bottom of screen.
- Director of Counseling and Student Support Services (Central Office Data Screen) – Required to be reported in “Administrators” section prior to <Save to KSDE> at bottom of screen.
- Grade Reconfiguration (Building Screen) – If a building was accredited prior to the Kansas Education Systems Accreditation (KESA), it cannot reconfigure to include only PK level grades (4yr At Risk, SpEd 3-4 yr olds, PreKindergarten, Day Care)
- Building Address and Mailing Address – if mailing address is the same as building address, please leave mailing address blank

- Number of hours school was in session
- Opening and closing date of school
- Board president name, address
- Number of days in session
- Total units (credits) required for graduation
- Daily schedule (start, dismiss, breaks, lunch)
- Preschool and kindergarten sessions
- Staff information (add or delete staff)

Please “submit” the Directory Updates online report to KSDE no later than August 15.

Instructions

The **Directory Updates** web application is designed to work with:

- Windows – Microsoft Internet Explorer (*version 10+*)
- MacOS – Mozilla Firefox [*latest version*]

Other browsers may have unexpected or undesirable results.

Logon to the KSDE authentication applications screen: <https://online.ksde.org/authentication/login.aspx>

Enter: valid User ID and Password (*scroll down if you need to register for a new individual user ID*)

Select: **Directory Updates** (*Note: This is considered a “Legacy” application. For all legacy applications you will need to login again. KSDE is in the process of updating this application.*)

Review all data and update information as needed.

Be sure to **save** changes, and **submit** to KSDE on the last screen.

If other staff will help to verify changes, the steps below may be helpful to verify building data:

1. Print each screen (Choose Print from File menu - change printer properties to print landscape).
2. From the paper copies of each screen (district level and building level), review data, including staff names and titles, e-mail addresses, add or delete staff, update daily schedules, etc.
3. Mark changes on the paper copy, and forward to the district office to review changes.
4. Provide the paper copy showing changes to a designated person who will enter the changes on the **Directory Updates** web application.
5. **Submit Directory Updates** report by August 15.

Even if there are no personnel or address changes for the coming school year, every LEA will need to logon to review existing data. When you press the **Submit** button, KSDE is notified that your data has been verified as accurate. Also, be certain to indicate which information you wish to appear in the online version of the **2018-2019 Educational Directory** and which information you do not.

The Directory Updates web application is **available to make changes when they occur year round**. Information from the Directory Updates report is used to prepopulate data in KSDE web applications such as the Superintendent’s Organization Report, Kan-Service, and others. Several Federal programs (Title I, Title II, etc.) will use data entered here at the end of July to determine funding for the coming year.

*For guidance updating the **Special Education programs**, download this short guide which is helpful in answering questions regarding the SPED program entries at [http://mediastream.ksde.org/media/main/Open SPED program - Building.docx](http://mediastream.ksde.org/media/main/Open_SPED_program_Building.docx). Additional questions on special education can be directed to Mason Vosburgh at mvosburgh@ksde.org or call (785) 296-4945.*

Instructions to register new users

If you have new staff who will do data entry on this report or review the data, or you will designate the Special Education Director to complete portions of the application, each person should register for an individual user ID and password on the KSDE authentication application page. Follow the steps below to register:

- Open Internet Explorer
- KSDE authentication applications: <https://online.ksde.org/authentication/login.aspx>
- Click the “**Register**” button and follow the steps outlined.

- Request level of access for “**Directory Updates**,” and any other reports as needed.
- **Approval process:** New user requests generate an email to the superintendent. When the superintendent approves the request, KSDE will notify you by email that access is granted.

If “**Directory Updates**” is not listed after logging in and entering a valid user ID/Password, scroll down to click on “**Manage My Account**” to request a access to this web application. The same approval process as outlined above will occur.

How to verify report was completed and submitted

Even if you have already entered information in the **Directory Updates** application, KSDE will not receive your changes until you press the “**submit**” button located on the last screen, after all of the school building pages.

To check whether your directory information has been updated and submitted, click here:

<https://online.ksde.org/authentication/login.aspx>.

- Enter: **User ID/Password**
- Select: **Directory Updates**
- Hover cursor over **Report** (upper left corner)
- From drop down menu, select **Submit**
- It will state that district is complete – or provide a report of incompleteness.

Be sure to submit your updates no later than August 15, 2018. Thank you for your cooperation.

Questions?

- If you have user ID and/or password issues, please call the KSDE IT Help Desk at (785) 296-7935.
- If you have general questions regarding the Directory Updates web application, contact:
Christie Wyckoff at (785) 296-6321 cwyckoff@ksde.org
Rose Ireland at (785) 296-4973 rireland@ksde.org
Sara Barnes at (785) 296-4972 sbarnes@ksde.org
- **Special Education questions:** Mason Vosburgh at mvosburgh@ksde.org or call (785) 296-4945

###