



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 30, 2018
To: Chief School Administrators
From: Dale M. Dennis, Deputy Commissioner
Craig Neuenswander, Director
School Finance

INTEREST RATE ON INVESTMENT Effective 7/30/18 through 8/5/18

TERM	CURRENT	PREVIOUS
1 to 89 Days	1.91%	1.91%
3 Months	1.97%	2.01%
6 Months	2.17%	2.18%
1 Year	2.41%	2.40%
18 Months	2.57%	2.55%
2 Years	2.66%	2.61%

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

August payments

August 1 General State Aid, Bond & Interest (Capital Improvement)
August 9 Selected Federal Payments (if requested)

Payments can be viewed online: <http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Payment-Information>

State aid: Rose Ireland (785) 296-4973 rireland@ksde.org
Federal aid: Nicole Norwood (785) 296-2020 nnorwood@ksde.org

To receive federal aid payments, please submit your request via Form 240 by the 20th day of the prior month.

Report August 1 Unencumbered Cash Balances by 8/10– Unified School Districts only

All districts should submit the August 1 Unencumbered Cash Balances report by *Friday, August 10*.

The web application **will open Tuesday, July 31**, on the [KSDE Authentication portal](#). On the login screen, enter your **user name** and **password**.

- Click on **LEA Forms**
- Click on **Unencumbered Cash Balance-August 1**
- Click on **Create New Report for 2019**

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

Update statutes on Code 01 USD budget

Prior to certifying the budget to the County Clerk, all USDs will need to open the [Bug Report](#) and follow instructions to correct statute numbers (lines 25-38) on the C01 worksheet. The statute numbers are not lining up with the appropriate fund. If the USD Budget software was downloaded after 8:45 AM on July 30, the updates are reflected.

In addition, the **NOTE** on the **USD Public Notice of Vote (2nd Publication)** has a reference to **Line 8**, which should be **Line 9**. If your district is required to publish the **USD Public Notice of Vote**, please reference the [Bug Report](#) for instructions to update the 2nd Publication.

To download the above instructions, please download the [Bug Report](#). For assistance with these updates, please contact Sara Barnes at (785) 296-4972.

Q&A on the 10-Day Rule (USD Budget)

Question: When publishing the Notice of Hearing, for compliance with the 10-day rule, are these business days? Or do weekend days count too?

Answer: All days, including weekend days, are counted. K.S.A. [79-2929](#) provides that “[t]he governing body shall give at least 10 days’ notice of the time and place of the meeting by publication in a weekly or daily newspaper of the county having a general circulation therein.” Publish the Notice of Hearing one day.

Question: The newspaper publishes once a week. The budget hearing can’t be held until after at least 10 days have passed after publication. In computing the 10 days, does the day of publication count as one?

Answer: No, do not include the day of publication in the 10 days. Day one is *the day following* publication.

Question: Our official county newspaper is a weekly paper. The notice of budget hearing was delivered to the paper on July 30th, with the instructions to publish in the August 5th edition in order to meet the 10-day deadline before the hearing scheduled on August 16th. By mistake, the newspaper didn’t publish it on August 5th. They offered to run it the following week on August 12th, but that makes the district in violation of the 10-day period before the public hearing scheduled on the 15th.

Answer: Unfortunately, of all the deadlines, etc. in the budget law, the 10-day rule is the one with which you should make sure you are compliant. Obviously, you did everything you could do to publish on time. Your only option is to change your hearing date to a date at least 10 days following the expected publication date.

We hope this will be helpful as you prepare for your board meeting. If you need further clarification, call the School Finance office at (785) 296-3872.

August 25 deadline to submit USD budget

Saturday, August 25, is the date **set by statute** to have the budget submitted to the County Clerk and KSDE. If your board hearing will be later than August 25, as soon as you publish the Notice of Hearing in the newspaper, please **call your County Clerk(s)** to explain the situation and advise what date you will certify the budget to their office. The budget can be certified the same day as it is adopted.

Also, please upload your budget Codes and Profile to KSDE as soon as the budget is adopted. Mail the “paper copy” of your signed, adopted budget to KSDE using whatever method is the least expensive.

Budget Reviews – face-to-face or conference call

Call our office at (785) 296-3871 or (785) 296-3872 to schedule a one-hour budget review with Dale Dennis, Craig Neuenswander, or Veryl Peter. 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. If you are driving to Topeka, **complete directions to visit our office** (with parking directions) are in the [July 23 interest letter](#).

Or mail the budget and 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 24 hours of delivery.

Because a high number of districts that visit KSDE in person during office hours, we will usually 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.

*To conduct your budget review by conference call, **mail paper budget to:***

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

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.

Please **include a cover letter** with the following information:

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 reviewed carefully
4. Note your deadline date (we prioritize to meet all deadlines)
5. If you scheduled a budget review (conference call), specify date, time and person reviewing

Depending on the volume of budgets received, we **always do our best** to review your budget and call you back by the deadline specified in your cover letter, allowing you time to meet the newspaper's deadline to publish.

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

Out-of-District School Attendance and Transportation application available for 2018-19

This form must be signed and resubmitted every year

[K.S.A. 72-3124](#) allows a parent that resides 2.5 or more miles from the attendance center their child(ren) would attend to apply for attendance and transportation at another district.

1. This application is given to the board of the receiving school district, requesting to be furnished transportation as a non-resident pupil.
2. If the receiving board agrees to furnish transportation, it will be provided until the end of the school year.
3. Prior to providing transportation, the receiving district should provide a copy of the application to the school district of residence.
4. This application must be resubmitted every year and must be signed by the parent or legal guardian.

The application form for school year 2018-19 is now available to use at enrollment, and to have parents renew their application for the upcoming school year. Download a PDF form from the School Bus Safety homepage. Select: [Application for Out-of-District School Attendance and Transportation](#) (app - pdf) or [Out-of-District School Attendance and Transportation](#) (App - Word).

A copy of this form should be provided to the school district of residence.
Effective 2018-2019 School Year

Application for Out-Of-District¹ School Attendance and Transportation²

To: Board of Education - USD No. _____ County, Kansas
(Receiving School District)

I, the parent of:

Student's Legal Name _____	_____	_____	_____
Gender: Male Female _____	Last Name _____	First Name _____	Grade in 2018-19 _____
Student's Legal Name _____	_____	_____	_____
Gender: Male Female _____	Last Name _____	First Name _____	Grade in 2018-19 _____
Student's Legal Name _____	_____	_____	_____
Gender: Male Female _____	Last Name _____	First Name _____	Grade in 2018-19 _____
Student's Legal Name _____	_____	_____	_____
Gender: Male Female _____	Last Name _____	First Name _____	Grade in 2018-19 _____

I hereby certify that my child(ren) and I are residents of U.S.D. No. _____ and we reside 2 1/2 or more miles from the attendance center my child or children would attend in U.S.D. No. _____.

Therefore, under K.S.A. 72-3124, I hereby apply for authority for my child(ren) named above to attend school in U.S.D. No. _____ (Receiving School District) and to be furnished or provided transportation to and from school by the Receiving School District for the 2018-2019 school year.

Date _____ Signature - Parent/Legal Guardian _____ Parent/Legal Guardian Name: _____ Address: _____ City St Zip: _____	Authority _____ Official Signature - RECEIVING School District Date _____	Acknowledgment _____ Official Signature - School District of Residence Date _____
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¹ Not for school districts with territory in Johnson, Sedgwick, Shawnee or Wyandotte counties.
² This form must be resubmitted every year.

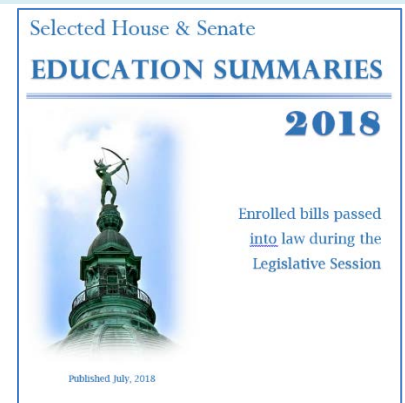
NOTE: This statute **excludes school districts** with territory in Johnson, Sedgwick, Shawnee, or Wyandotte counties.

Senate and House Education Summaries posted online

Selected Senate & House Education Summaries were distributed at the budget workshops. It is published annually to provide summaries of selected education bills passed by the Kansas Legislature relating generally to Unified School Districts, Interlocal operatives, and private schools.

On page 20 is a bulleted list of major policy provisions showing changes to the school finance law. This 25-page booklet can be downloaded and printed from the School Finance homepage: <http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Legislation>.

If you have questions on legislation, call Dale Dennis or Craig Neuenswander at (785) 296-3871.



New requirements to conduct Emergency Preparedness Drills (State Fire Marshal)

House Sub for Senate Bill 109 requires administrators of public and private schools to conduct **at least 16 emergency preparedness drills** during the school year at some time during school hours, aside from the regular dismissal at the close of the day's session, and to prescribe the manner in which such emergency preparedness drills are to be conducted. Provided, that such emergency preparedness drills shall include at least:



- Four (4) fire drills;
- three (3) tornado drills conducted pursuant to the tornado procedures established by administrators of public schools and subject to approval by the state fire marshal;
and
- nine (9) crisis drills that shall include, but not be limited to, intruder response drills and lockdown drills.

On July 13, 2018, a listserv message from Dale Dennis provided the official notice from the Office of the State Fire Marshal. If you have questions, please contact:

Joel Beckner

**Fire Prevention Public Education
Office of the State Fire Marshal**

Phone: (785) 296-0659

joel.c.beckner@ks.gov

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