



## School Finance

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[www.ksde.org](http://www.ksde.org)

**Date:** June 10, 2019  
**To:** Chief School Administrators  
**From:** Dale M. Dennis, Deputy Commissioner  
Craig Neuenswander, Director  
School Finance

### INTEREST RATE ON INVESTMENT Effective 6/10/19 through 6/16/19

TERM	CURRENT	PREVIOUS
1 to 89 Days	<b>2.37%</b>	2.39%
3 Months	<b>2.28%</b>	2.38%
6 Months	<b>2.23%</b>	2.35%
1 Year	<b>2.06%</b>	2.27%
18 Months	<b>1.94%</b>	2.15%
2 Years	<b>1.84%</b>	2.05%

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

### Final Legal Max letters available by June 14

We anticipate final legal max letters will be available online **no later than Friday, June 14**, at the following link: <http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Legal-Max-General-Fund-School-Finance-Studies>. A listserv message will be sent to notify when they have been posted online under the heading **Final FY19 Legal Max Letters**. The original letter will also be mailed to the superintendent and Board President.

The final legal max letter reflects the district's final legal maximum general fund budget, audited enrollment, actual special education state aid, and estimated virtual credits as submitted on Local Effort. **Carefully review your legal max amount.** Final special education state aid affects general fund budget, and may affect the supplemental general fund budget if higher than 2008-09 special education state aid.

To view the legal max **spreadsheet** online, follow the link shown above. Select **<FY 2019 Legal Max>**. When you open the spreadsheet, scroll to the far right to see the columns with general fund and LOB information starting in Column 36. If the adopted budget (Column 37) is less than the computed budget (Column 36), your district will need to republish the general fund. The supplemental general fund budget cannot be republished.

### Did you recently republish your general fund, but not submit all the backup material to the State?

Several districts have sent the "Amend" page (Notice of Hearing) notifying us you are in the process of republishing the **general fund or other funds**. After your board hearing, convert all republication documents into a single pdf file and attach to an email to [sroot@ksde.org](mailto:sroot@ksde.org). If we have not received your republication materials, your legal max letter will not reflect the higher amount. Complete instructions to submit amended budget documents to the state and county is available online: [http://www.ksde.org/Portals/0/School%20Finance/budget/repub\\_instructions.pdf](http://www.ksde.org/Portals/0/School%20Finance/budget/repub_instructions.pdf)

If you have questions on the legal max letters, feel free to contact School Finance:

- o Rose Ireland at (785) 296-4973 - [rireland@ksde.org](mailto:rireland@ksde.org)
- o Sara Barnes at (785) 296-4972 - [sbarnes@ksde.org](mailto:sbarnes@ksde.org)
- o Christie Wyckoff at (785) 296-6321 - [cwyckoff@ksde.org](mailto:cwyckoff@ksde.org)

### Direct deposit of payments

If your district plans to change the financial institution that aid payments are deposited, please send an email to Sherry Root, School Finance, to request Form DA-130:

To: [sroot@ksde.org](mailto:sroot@ksde.org) – Subject line: **Payments**



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## KSDE Report Deadlines

<u>Window Open</u>	<u>Report/Claim/Data Collection</u>
May 31 – June 12	<b>June 1 Unencumbered Cash Balance report</b> – all USDs - <a href="#">Rose Ireland</a> (785) 296-4973
June 5 – June 13	<b>Professional Development</b> Final Expenditure Report (listserv sent 6/6/19 from Dale Dennis) see below
May 21 – June 14	<b>Mental Health Intervention Team Grant</b> (listserv 5/21/19) <a href="#">Application and instructions</a>
May 24 – June 14	<b>Safe &amp; Secure Schools Grant</b> (listserv sent 5/24/19) <a href="#">Application and instructions</a>
May 15 – June 14	<b>KIAS: Emergency Safety Intervention Data Collection</b> - <a href="#">instructions</a> 5/15/18 from Dale Dennis Contacts: <a href="#">Rachel Beech</a> (785) 296-8965 or <a href="#">Laura Jurgensen</a> (785) 296-5522
June 12 – June 19	* <b>Bond &amp; Interest Request</b> (to determine State Aid) - all USDs - <a href="#">Rose Ireland</a> (785) 296-4973
June 12 – June 19	* <b>Request July General State Aid</b> (resume monthly requests) - all USDs - <a href="#">Rose Ireland</a> (785) 296-4973
June 1 – June 20	<b>Request July Federal Funds</b> (via Form 240, if available) <a href="#">Nicole Norwood</a> Phone: (785) 296-2020
May 10 – June 29	<b>Discipline Data Collection</b> (KIAS web app) <a href="#">instructions</a> listserv 5/11/18 from Dale Dennis Contacts: <a href="#">Rachel Beech</a> (785) 296-8965 or <a href="#">Laura Jurgensen</a> (785) 296-5522

\* **NOTE: State Aid Request for July and the Bond Principal and Interest Request** - In a few days, this web application will open (estimated Wed, June 12). Watch for a listserv message with instructions. *All USDs* must submit.

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## Listservs – Notify KSDE of Personnel Changes

Time-sensitive information is sent to your district via listserv, so it is important that these messages continue to be delivered to someone in your office in the event of personnel changes. Any time your district or interlocal has staff turnover, KSDE will need to be notified in order to update the email addresses on the listservs.

To make a request, email the KDSE listserv owner. The owner is KSDE staff person sending the listserv messages. Reply to a recent listserv message to request to add/remove a member. Provide the following information:

1. Listserv name
2. Add: First and last name
3. Email address
4. Job title
5. Remove: Email address – We will delete the address of person leaving (if applicable)

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## Professional Development final claim due June 13 (all LEAs submit) repeat

On June 6, Dale Dennis sent the following message to superintendents and board clerks listservs:

Subj: **Professional Development Final Expenditure Report Now Open on KSDE Authenticated Applications**

School districts, special education coops and interlocals must submit a final expenditure report to receive a state aid payment for Professional Development. Instructions are available on the School Finance homepage under “**What’s New**” at this link: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Whats-New>

**NOTE:** All LEAs are asked to go online to the [KSDE Web Applications login screen](#) to submit this report. **If you are *not* requesting funds, please log on and complete the form with zeros. Please submit by Thursday, June 13.** Only districts/LEAs with a 5-year plan approved by the State Board are eligible to receive Professional Development aid. View the list of LEAs with an approved 5-year plan at the link above.

**If you have program questions:** Contact Lynn Bechtel at (785) 296-8110 or [lbechtel@ksde.org](mailto:lbechtel@ksde.org)

**If you have questions completing the final expenditure report:**

Contact Nicole Norwood at (785) 296-2020 or [nnorwood@ksde.org](mailto:nnorwood@ksde.org)

The professional development state aid payment will direct deposit on June 24.

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