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 www.ksde.org

*INTEREST RATE ON INVESTMENT  
 Effective 6/10/24 through 6/16/24*

**Date:** June 10, 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	5.32%	5.33%
6 Months	5.28%	5.30%
1 Year	5.08%	5.16%
18 Months	4.92%	5.06%
2 Years	4.74%	4.90%

*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**

- June 10..... Selected Federal Payment (**Please note revised deposit date.**)
- June 7.....SNP & CACFP
- June 13.....SNP, State Match Re-apportionment & FFVP
- June 14..... State Foundation Aid, Juvenile Detention, CACFP & SFSP
- June 17..... KS Parents as Teachers (PAT), Mentor Teacher, CTE Transportation
- June 20..... Professional Development
- June 21..... State Foundation Aid balance, Supplemental General (LOB) balance,  
 Food Service (state match re-apportionment)

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

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## CNW Financial Management Reminders

As we approach the end of the fiscal year, please keep the following in mind:

- The deadline for submitting April claims for meal reimbursement submitted through KN-CLAIM is **June 29**.
- All transfers to the Food Service Fund for free adult meals and indirect costs must be completed by **June 30**.
- Enter the End-Of-Year Balance of Uncollected Charges on the Annual Financial Report (AFR) in KN-CLAIM by **August 15**.

For important details surrounding the Child Nutrition Programs (CNP), please be sure to check out the Monthly Updates provided from Child Nutrition & Wellness (CNW) leadership each month and posted to the CNW website at <https://cnw.ksde.org/> for each of the following under their respective menu: SNP - SNP Monthly Updates; CACFP - CACFP Monthly Updates; or SFSP - SFSP Monthly Updates.

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## Report Due Dates

- June 10.....Emergency Safety Intervention Data (in KIAS) due for events occurring between December 1-May 31 [Trish Backman](#) (785) 296-6937
- June 17-21 .Bond & Interest Form (to determine State Aid) (all USDs - open June 17-21) [Rose Ireland](#) (785) 296- 4973
- June 17-21 .Request for State Foundation Aid for July (all USDs - open June 17-21) [Rose Ireland](#) (785) 296-4973
- June 20.....Request July Federal Funds (Form 240) if funds available (open June 3-20) [Amanda Williams](#) (785) 296-2020
- June 30.....Discipline Data Collection (in KIAS) final data due for events occurring between July 1-June 30 [Trish Backman](#) (785) 296-6937
- June 30.....KIDS Collection EOYA - End of Year Accountability (open May 6-June 30) [KSDE Helpdesk](#) (785) 296-7935
- June 30.....Chronic Absenteeism Report (located in AMOSS web app) (open May 17-June 30) [Robyn Kelso](#) (785) 296-3444
- June 30.....Mental Health Intervention Final Expenditures Report 2023-2024 [Marcia Ricklefs](#) (785) 296-4209

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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 view a list of KSDE listservs and owners, go to Division of Learning Services website:

<https://www.ksde.org/Agency/Division-of-Learning-Services>

Scroll down to the following heading:

### KSDE Listservs

- [Policies & Procedures](#) – do's and don'ts for sending listserv messages
- [KSDE Listservs and Contacts](#) – spreadsheet of KSDE Listservs, their purpose, and the listserv owner.

### How to add or remove a member:

To make a request, send an email to the KSDE listserv owner (refer to the list above).

Provide the following information:

1. Listserv name
2. Add: First and last name
3. Email address
4. Job title
5. Remove: Email address (if replacing a position)

### Guidance when sending a message on a KSDE listserv

Below are excerpts from the **Policies and Procedures** document:

- Please include your name, affiliation and contact information for responses.
- When posting information to the listservs, please note there are to be NO attachments or any type of graphic, etc. in the listserv message.
- Do NOT post defamatory, abusive, profane, threatening, offensive or illegal materials.
- Do NOT post any information or other material protected by copyright without the permission of the copyright owner.
- Listservs may NOT be used for political, financial, or other non-educational purposes.
- Do not send messages to the listserv address to answer a question. (See below)

The practice at KSDE is – and has been – to NOT distribute anything on the listservs, that is not sponsored, co-sponsored or directly related to KSDE. For those organizations or associations who believe they have a service or product they believe may be of interest to others, email addresses may be requested from appropriate KSDE staff.

### How to reply to a question posted by a school district:

Please reply directly to the person sending the message. Do *not* post your reply to the listserv address. The person that posted the question can either share their findings in a follow-up message or send them directly to people who request it. Since attachments are not allowed on listserv messages, findings should be in the body of the message. Otherwise, send attachments to individuals that request it.

*Kansas leads the world in the success of each student.*

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## Register now for USD Budget Workshops

Registration with the site is required to attend.

Seating capacity is limited. To register at one of the other locations, open the workshop announcement for dates, locations, and contact information. Link

<http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Whats-New>

June 12 – Sublette - **CLOSED**  
June 13 – Oakley - **CLOSED**  
June 17 – Greenbush - **CLOSED**  
June 20 - Hutchinson  
June 24 – Valley Center  
June 25 - Abilene  
June 26 – Topeka

USD budget workshops are presented by Dr. Frank Harwood and Dale Brungardt for superintendents, board clerks, and business directors/managers. Please invite your CPA and county clerk. The 2024-25 budget document will be reviewed, and we will discuss the new school finance bills passed by the 2024 Legislature.

**Attn: New Superintendents -- BUDGET 101 Workshop** will be presented in **Salina** on **Tuesday, July 2, 2024**. To register please open the New Supt/New Board Clerks Workshop – Register Here. <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Whats-New>. Attendance at this workshop has always been limited to new (first-year) superintendents. This year, we also invite new (first-year) board clerks or business managers to attend whose job it is to assist in preparing the budget document. We strongly encourage all first-year superintendents to attend this workshop where the budget process is explained in detail. We also recommend attending one of the regular budget workshops listed above, if possible.

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