



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: October 9, 2018
To: Chief School Administrators
From: Dale M. Dennis, Deputy Commissioner
 Craig Neuenswander, Director
 School Finance

INTEREST RATE ON INVESTMENT Effective 10/08/18 through 10/14/18

TERM	CURRENT	PREVIOUS
1 to 89 Days	2.18%	2.07%
3 Months	2.24%	2.27%
6 Months	2.39%	2.41%
1 Year	2.67%	2.64%
18 Months	2.79%	2.77%
2 Years	2.86%	2.83%

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

Federal grant programs - KSDE Contacts

October federal aid (if requested in September) will deposit on Thursday, October 11. To review payment amounts, follow this link: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Payment-Information>. Title funds awarded for FY19 are now accessible on the Form 240, if the district has submitted their LCP Application.

Reminder: The Federal Cash Management Act requires that federal 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.

To request a federal aid payment for November, submit a [Form 240 web application](#) no later than October 19.

Form 240 questions: Nicole Norwood nnorwood@ksde.org (785) 296-2020

If you have questions about federal grants, contact the KSDE program consultant listed below:

- Title I & Title II-A GrantsNicole Clark nclark@ksde.org (785) 296-4925
- Secondary Program Improvement/Perkins ReserveKathleen Mercer KTMercer@ksde.org (785) 296-2307
- Title VI-B Disc Special Project Karen Maddox kmaddox@ksde.org (785) 291-3098
- Title IV 21st Comm. Learning CentersChris Macy cmacy@ksde.org (785) 296-3287
- Title VI-B and Early Childhood Flow Thru Christy Weiler cweiler@ksde.org (785) 296-1712
- Title III English Language Acquisition..... Julie Ewing jewing@ksde.org (785) 296-4906
- Americorps and Volunteer Generation FundAmanda Noll anoll@ksde.org (785) 368-6207
- Title I Neglected/Delinquent Rachel Beech rbeech@ksde.org (785) 296-8965
- Homeless Children/Youth..... Maureen Ruhlman mruhlman@ksde.org (785) 296-1101
- Migrant Family Literacy & Migrant Summer Services Doug Boline dboline@ksde.org (785) 296-2600
- Striving Readers-LINK..... Kimberly Muff kmuff@ksde.org (785) 296-7779

Request November General State Aid

All districts shall submit the 2018-19 **State Aid Request for November** by **Friday, October 12.**

The web application is open October 8-12 on the [KSDE Authentication portal](#). On the login screen, enter your **user name** and **password**.

- Click on **LEA Forms**
- Click on **State Aid Request for November**
- Click on **Create New Report for 2019**

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

October Reminders

October 8-14 – 2018 Anti-Bullying Awareness Week – Link: [Posters and Resources](#)

October 9 – State Board of Education meeting Link: [agenda](#) (Topeka)

October 10 – Council of Superintendents meeting (2-5 pm) Oct meeting at Washburn Institute of Technology [Agenda](#)

October 10 – Principal’s Building Report (PBR) and Superintendent’s Organizational Report (SO66)

October 10 – Interlocal Agreements (window closes Oct 10) email from sbarnes@ksde.org on 9/19/18 to Interlocals, Coops

October 10 – 2019 Kansas Horizon Award - Nominate first-year teachers by Oct 10 - see listserv sent 9/18/18

October 11 – KIDS Collection ENRL (funding and enrollment) (window closes Oct 11) KSDE Help Desk 785-296-7935

October 12 – Report Oct 1 Unencumbered Cash Balances (ALL USDs - window open Sept 28-Oct 12)

October 12 – Request for General State Aid for November (ALL USDs - window open Oct 8-12)

October 15 – Mentor Programs (apply for mentor teacher stipend funds by Oct 15) [Susan Helbert](#) (info in [Sept 24 interest letter](#))

October 19 – Request for November federal funds (Form 240) due (if funds are available) (window open Oct 1–19)

Oct 22-26 – National School Bus Safety Week

October 24 – School Bus Drivers’ Appreciation Day Link: [Governor’s proclamation](#)

October 31 – Dropout Graduation Summary Report (DGSR) (open Oct 1-31) All USDs - [John Girodat](#) 785-296-3444
[DGSR User Manual 2018-19](#); [Graduation and Dropout Documents and Links](#) (see listserv from Dale Dennis sent 10/4/18)

Submit SO66 and Principal’s Building Reports

Wednesday, October 10, is the due date for districts to submit both reports. Your attention to submitting these reports by the due date is greatly appreciated. While working online, **help screens** are available.

How can we assist you?

Content questions such as counting student FTE, transportation, etc., please contact:

- Rose Ireland (785) 296-4973 rireland@ksde.org
- Sara Barnes (785) 296-4972 sbarnes@ksde.org
- Christie Wyckoff (785) 296-6321 cwyckoff@ksde.org

Request to ‘unsubmit’ a PBR or SO66 report to make corrections, call (785) 296-4973.

KIDS system questions, ENRL data or password problems, call: IT Help Desk: (785) 296-7935

Your attention to submitting all reports **no later than October 10th** is greatly appreciated.

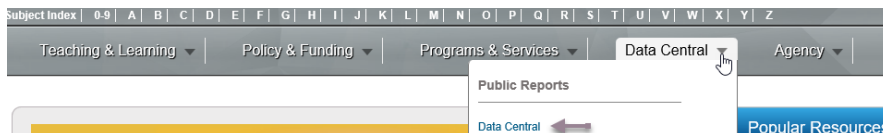
CPA Reports (Annual Federal and State Aid Funding Report)

View all payments generated from the State Department of Education on the **CPA Report** (Annual Federal and State Aid Funding Report). Payments listed by fund, date of deposit and amount, including refunds.

CPA Reports are available on the KSDE website www.ksde.org in **KSDE Data Central**. Data Central is the Kansas Education Data Reporting page where users can create customized reports.

Open from the gray menu bar – Click on **Data Central** from the dropdown box

- Select **School Finance Reports** module
- Select link to **CPA reports**
(several fiscal years available)



If you are looking for payments received during the current 2018-19 school year, the previous month’s payments are updated at the end of each month.

Subject Index

From the **Data Central Home** screen, another easy way to search for a standard report is to click on **Subject Index** located in top right corner of the screen in the dark blue background.



- From the subject list, select CPA Report for a Selected Organization and Fiscal Year
- On the next screen, customize your report and select the fiscal year, County, and your organization

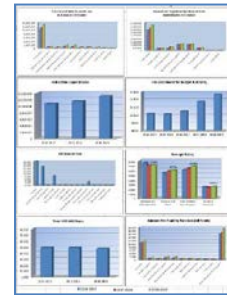
Checklist: Documents required to be on school website (repeat from Aug 27 interest letter)

Kansas law requires that two USD budget documents (see #1) for 2018-2019 shall be published on your district’s website; and your local ESI policy (see #3) shall be posted on each school building website.



For the complete list, review this 2-page reference: [Documents required to be on the school website](#).
Next, go online to your school websites to verify that this information is currently available.

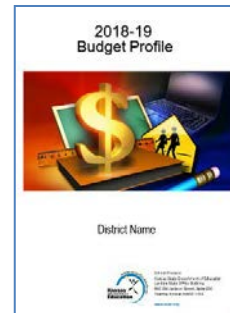
- Per K.S.A. [72-1167](#), listed below are **requirements for publication** on the school district’s internet website:
 - Form 150**, estimated legal maximum general fund budget; and
 - one-page Budget Summary** (open budget file called sumexpen.xlsx – worksheet labeled “1 Pg Summary”)



Publications required by this statute “shall be published with an easily identifiable link located on such district’s website homepage.”

These publications “shall be made available to the public at every meeting held by the board of education of each school district when the board is discussing the district’s budget or any other school finance matter. “

- Other budget documents** districts might want to post include:
 - The full budget document
 - Budget Profile
 - Budget at a Glance
 - Code 99 Notice of Hearing
 - Unencumbered cash balances as published in the budget

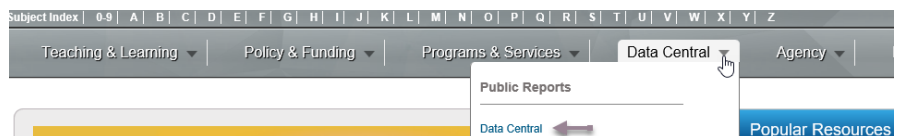


- K.A.R. 91-42-3(b) requires that the district’s **ESI (emergency safety intervention)** policy shall be posted **on each school’s website**. Please note the bold reference to the **website of each school**, rather than just the district. Instructions are in the [August 20 interest letter](#). A template districts may use to put this information together is available on the [TASN website](#).

Kansas State Department of Education is required to publish on its internet website www.ksde.org:

- All of the publications required above for school district in section 1;
- School District Funding Report (selected USD data - see below)
- The following expenditures for each school district on a per pupil basis:
 - Total expenditures
 - Capital outlay expenditures
 - Bond and interest expenditures
 - All other expenditures not included in b and c.

Last week, KSDE posted online all USD’s 2018-2019 budget documents adopted in August on the **KSDE Data Central** Website: <https://datacentral.ksde.org/>.



- Open from the gray menu bar illustrated above– Click on **Data Central** from the dropdown box
- Scroll down to select **School Finance Reports** module
 - Select link to Budget Documents (several fiscal years available)

Each USD Budget, Budget at a Glance, Budget Profile, Form 150 and Summary page are available for the current school year, or select budgets from eight previous school years.