



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: September 10, 2018
To: Chief School Administrators
From: Dale M. Dennis, Deputy Commissioner
Craig Neuenswander, Director
School Finance

INTEREST RATE ON INVESTMENT Effective 9/10/18 through 9/16/18

TERM	CURRENT	PREVIOUS
1 to 89 Days	1.92%	1.92%
3 Months	2.14%	2.14%
6 Months	2.27%	2.27%
1 Year	2.50%	2.47%
18 Months	2.60%	2.60%
2 Years	2.65%	2.65%

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

Due dates and reminders

September 11-12 – State Board of Education meeting (Topeka) **Link:** [State Board Agenda](#)

September 12 – Council of Superintendents meeting (2 pm at KASB – Topeka) **Link:** [agenda and meeting dates](#)

September 12 – Unencumbered Cash Balance on September 1
([window open](#) Sept 4 – Sept 12)

September 14 – Request for General State Aid for October
(ALL USDs - [window open](#) Sept 10-14)

September 20 – Request for October federal funds (Form 240) due (if funds are available) ([window open](#) Sept 1–20)
Contact: Nicole Norwood (785) 296-2020 nnorwood@ksde.org

October 10 – Principal’s Building Report and Superintendent’s Organizational Report (SO66)
(open early in the week of Sept 17 – Oct 10) Watch for an email to announce it is open – see below.

October 10 – KIDS Collection ENRL (enrollment - September 20th student count) (window open Sept 20 – Oct 10)

REMINDER: Email one-page School Calendar to:
Auditing@ksde.org

Be prepared: SO66 and Principal’s Building Reports available soon

We anticipate these two online reports (Superintendent’s Organization Report (SO66), and Principal’s Building Report (PBR) will be available for data entry next Thursday, September 20. **When these reports are open**, KSDE will send an announcement via email to Superintendents, board clerks, and building principals’ listservs.



Upload ENRL records on or after the ‘official’ student count date - September 20

KIDS staff are asked to upload ENRL records on or after Thursday, September 20 (and not before). After you upload student records, KSDE will use ENRL records to pre-populate enrollment totals into the PBR and SO66 reports.

Please reference the **2018-19 Enrollment Handbook** for instructions and changes in how student FTE is to be calculated under the new school finance formula. The handbook is available online: <http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing> Scroll down under the heading **Audit Guides** and select **Enrollment Handbook FY19**.

We recommend you download and print this handbook to calculate student FTE.



This Week - "To Do" List to prepare for entering data on SO66 and/or PBR

The following information should be forwarded to building level staff responsible for these reports.

✓ **New staff members should request access to SO66 and/or PBR**

If you have new staff members on board that will be responsible for data entry (or new administrators that will review these reports), notify them to go online and click on > **Register** to create their own Individual User ID and Password. Link to web app login screen: <https://apps.ksde.org/authentication/login.aspx>

Place a check mark next to all reports that you request access to and submit. If you need assistance, please call the KSDE Help Desk at 785-296-7935. An email from KSDE will notify you when your access is approved by your superintendent.

✓ **Staff members having a User ID should verify access to SO66 and/or PBR**

We encourage superintendents to notify ALL designated district and building level personnel to verify access to these reports by going online to the [login screen](#). When you enter an existing User ID and password, all reports and forms that can be opened will be listed. If you don't see a report on the list, you need to request access. Once you have entered the system using an existing User ID and Password, scroll down and click on > **Manage My Account**:

- Place a check mark next to the application(s) requested.
- Specify the Application Access Level (i.e., school or district).
- Answer the security Question (look under Birth date)
- Scroll to the bottom of the screen and hit the > **Submit** button.

If you can't remember your answer to the security question, contact the Help Desk at 785-296-7935. An email from KSDE will notify you when you may access new reports (after superintendent approval).

Do you need help while working on the SO-66/PBR?

If you have questions counting students or how to report data, call or email one of the following School Finance staff for assistance:

- Rose Ireland rireland@ksde.org (785) 296-4973
- Christie Wyckoff cwyckoff@ksde.org (785) 296-6321
- Sara Barnes sbarnes@ksde.org (785) 296-4972
- Craig Neuenswander craign@ksde.org (785) 296-3872

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