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 www.ksde.org

*INTEREST RATE ON INVESTMENT  
 Effective 9/18/23 through 9/24/23*

**Date:** September 18, 2023  
**To:** Chief School Administrators  
**From:** Craig Neuenswander  
 Deputy Commissioner  
 Dale Brungardt  
 Director of School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	5.33%	5.33%
3 Months	5.36%	5.40%
6 Months	5.40%	5.44%
1 Year	5.41%	5.39%
18 Months	5.20%	5.16%
2 Years	4.98%	4.93%

*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**

- Oct 2..... State Foundation Aid, Supplemental General (LOB),  
 Bond & Interest (Capital Improvement), Mental Health (Liaisons)
- Oct 5.....Selected Federal Payments
- Oct 16.....Special Education, KPERS, Mental Health (CMHC)
- Oct 27.....KS Pre-K Pilot (TANF)
- State Aid payments .....Rose Ireland (785) 296-4973 [rireland@ksde.org](mailto:rireland@ksde.org)
- Federal Aid (Form 240) .....Sierra Stanley (785) 296-2020 [sstanley@ksde.org](mailto:sstanley@ksde.org)
- Meal reimbursement .....Jennifer Barger (785) 296-4965 [jbarger@ksde.org](mailto:jbarger@ksde.org)

State and federal payment amounts for each LEA are available on the School Finance homepage: [Payment Information](#).

**Report Due Dates**

- Sept 20 ..... **PBR** (Principal's Building Report) and **SO-66** (Superintendents Organization Report) (Open Sept 20-Oct 10) [Rose Ireland](#) (785) 296-4973
- Sept 20 .....Request October Federal Funds (Form 240) if funds available (open Sept 1-20) [Rose Ireland](#) (785) 296-4973
- Sept 20 ..... Interlocal Agreements (open Sept 20-Oct 10) [Marcia Ricklefs](#) (785) 296-4209
- Sept 20 .....Submit budget documents to KSDE  
[Craig Neuenswander](#), [Dale Brungardt](#) or [Sara McCullah](#) (785) 296-3872  
 (For USDs exceeding the revenue neutral rate)
- Sept 20 .....KIDS Collection **ENRL** (Funding and Enrollment) (open Sept 20-Oct 10) [KSDE Helpdesk](#) (785) 296-7935
- Sept 20.....Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) for incoming kindergarten students (open April – Sep 20) [Stacy Clarke](#) (785) 296-3953
- Sept 25 .....**Fall Vacancy Report** (ECDS web app) All USDs/Buildings (open August 1 – Sept 25) [Leslie Bruton](#) (785) 296-8011

- Sept 25 ..... **Mentor Programs** Mentor Teacher Stipend Grant Submission  
(submit by Sept 25) [Leslie Bruton](#) (785) 296-8011
- Sept 29 ..... **LCP** (Local Consolidated Plan) (Application due September 29 - open year-round for changes) [Nicole Clark](#) (785) 296-4925
- Oct 1 ..... Submit budget documents to County Clerk  
[Craig Neuenswander](#), [Dale Brungardt](#) or [Sara McCullah](#) (785) 296-3872  
(For USDs exceeding the revenue neutral rate)
- Oct 1 ..... Special Education Personnel Categorical Aid Report (deadline to update)  
[Evelyn Alden](#) (785) 296-3868
- Oct 1-31 ..... Dropout/Graduation Summary Report (**DGSR**) (all USDs - open Oct 1-Oct 31)  
[David Fernkopf](#) (785) 296-8447
- Oct 2 ..... Round 1 [Capital Projects Fund Accelerator grant applications](#) due Oct 2  
([Link to submit questions](#))
- Oct 2-13 ..... Kansas Pre-Kindergarten Pilot (**KPP-TANF**) 1st Quarter Expense Reimbursement  
Payment Request [Sierra Stanley](#) (785) 296-2020
- Oct 2-20 ..... Request November Federal Funds (**Form 240**) if funds available (open Oct 2-20)  
[Sierra Stanley](#) (785) 296-2020
- Oct 7 ..... Federal Fiscal File Review (located in KIAS web app) (open Sept 1-Oct 7)  
[Christy Weiler](#) (785) 296-1712
- Oct 9-13 ..... Request for State Foundation Aid for November (all USDs - open Oct 10-14)  
[Rose Ireland](#) (785) 296-4973
- Oct 10 ..... KIDS Collection **ENRL** - (Funding and Enrollment)  
(deadline for submission Oct 10) [KSDE Helpdesk](#) (785) 296-7935
- Oct 10 ..... Interlocal Agreements (open Sept 20-Oct 10) [Marcia Ricklefs](#) (785) 296-4209
- Oct 10 ..... **PBR** (Principals Building Report) & **SO-66** (Superintendent's Organizational  
Report) (open Sept 19-Oct 10) [Rose Ireland](#) (785) 296-4973
- Oct 10 ..... Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) deadline to  
submit data in ASQ Online [Stacy Clarke](#) (785) 296-3953

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### Sept 20 is the official student count date: PBR/SO66 Reports will open

Wednesday the School Finance office will announce the KSDE web applications are open to complete the Principal's Building Report (PBR) and Superintendent's Organization Report (SO66). The notification will be sent out to the Superintendent's Listserv, Board Clerks Listserv and Principals Listserv.

The official student count date is Wednesday, September 20. *The [Enrollment Handbook](#) provides guidance for reporting student enrollment.* All changes in how student FTE is counted under the school finance formula are highlighted in yellow. The handbook is available on the KSDE [Fiscal Auditing homepage](#). More information to prepare for PBR and SO66 Reports is on page 3 in the [Sept 11 interest letter](#).

Note: **The ENRL Collection opens on 9/20.** Please remind USD staff responsible for uploading student ENRL records to KIDS to wait until then.

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## Adopt USD Budget and Submit by Sept. 20

Attn: USDs that have not held the RNR Hearing and adopted the 2023-2024 budget  
Prior to your hearing, please open the [Sept 11 interest letter](#) to review the article:  
**Budget Hearing Reminders.** The Revenue Neutral Rate (RNR) Hearing should be held  
**prior** to your Budget Hearing (may be held the same day) and may be held in  
conjunction with the Budget Hearing. The RNR Hearing must be no later than  
September 20.

Attn: Board Clerks - Recommendations for September minutes  
Please review the instructions in the [Sept 11 interest letter](#). It will specify exactly what  
to include in your board minutes during the RNR hearing and regular board meeting  
(budget hearing).

If you have not submitted the Excel budget file and mailed a paper copy of the budget  
document: [How to Submit USD Budget to KSDE and County](#) This Fact Sheet will provide  
step-by-step instructions:

- Upload budget files to KSDE (due 9/20)
- Prepare a paper copy of the budget to mail to KSDE
- Contact your county clerk for budget submission requirements (due 10/1)
- CPA's - email USD budget files to [smccullah@ksde.org](mailto:smccullah@ksde.org)

If you have questions, please contact School Finance at (785) 296-3872.

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