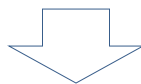


Instructions
to complete the

2018-19
INTERLOCAL BUDGET

Using Excel



Submit by August 25



KANSAS STATE DEPARTMENT OF EDUCATION
SCHOOL FINANCE – 900 SW JACKSON ST, STE 356
TOPEKA KS 66612-1212

2018-19 Interlocal Budget, Forms and Instructions

The **2018-19 Interlocal Budget and Forms** must be used by all interlocals and service centers. If you have suggestions concerning the design of the budget forms, please email or call our office.

The budget provides financial information to the public. All instructions, forms, and checklists should be studied carefully.

KSDE requires one electronic copy of the completed budget and one complete paper copy of the budget, including forms. Refer to **page 5** for instructions on submitting the budget to KSDE.

Calendar

This budget must be filed with the State Department of Education by August 25, 2018.

Index of Interlocal Budget Worksheets

Name	Interlocal Name and Number
Salaries	Average Salaries
F118.....	Estimated Special Education Revenue
Gen06.....	General Fund
Fed07.....	Federal Funds
4yr AtRsk11.....	At Risk Fund (4 Year Old)
K-12 AtRsk13.....	At Risk Fund (K-12)
Cap16.....	Capital Outlay Fund
Ext22.....	Extraordinary School Program Fund
Food24.....	Food Service Fund
Ins26.....	Professional Development Fund
PAT28.....	Parent Education Program Fund
SuS29.....	Summer School Fund
SpE30.....	Special Education Fund
Voc34.....	Vocational Education Fund
Misc35.....	Gifts and Grants
C099.....	Summary of Expenditures
Print.....	Automates the printing of the Interlocal Budget

General Instructions

Please read all instructions before beginning work on your budget.

1. Open Internet Explorer and go to the following address:
<http://www.ksde.org/Default.aspx?tabid=422>
2. Save the 2018-19 Budget (Interlocal2019.xlsm) from the Internet to your computer before entering data. To do this, click on the [Interlocal Budget Software](#) link to download the Excel file. Click on Save As and specify the folder where to save the file.
3. When you open the Excel workbook, you will have access to all budget worksheets. Each worksheet (F118, Gen06, etc.) is located at the bottom of the workbook window. Click on a tab to activate a particular worksheet.
4. Use rounded whole dollars on all forms in all columns. Individual amounts may need to be adjusted to add to the correct totals.
5. Cells have been **color-coded**. Yellow cells allow data to be entered into them. You cannot enter data into the green cells. These cells are protected and you should not attempt to unlock them. The green cells will calculate automatically based on the data entered in the yellow cells.
6. Only those worksheets used by your interlocal need to be printed and returned to KSDE. Each worksheet can be printed separately or you can use the Print worksheet, see [Page 6](#), to specify which worksheets to print at once. See [page 7](#) for instructions on how to adjust page breaks/margins if they are printing off.

Note: If you have problems or other questions
concerning the **budget**,
please call one of the following for help:

Dale Dennis, Craig Neuenswander or Sara Barnes
(785) 296-3872

If you have problems or other questions
concerning the **computer program**,
please call or email one of the following for help:

Sara Barnes (785) 296-4972 or email sbarnes@ksde.org

Rose Ireland (785) 296-4973 or email rireland@ksde.org

Christie Wyckoff (785) 296-6321 or email cwyckoff@ksde.org

Definitions

The following categories are included in the budget.

Unencumbered Cash Balance, July 1

The sum of cash and investments reduced by outstanding warrants and unpaid purchase orders.

Cancellation of Prior Year Encumbrances

Any encumbrances from prior year which were cancelled, therefore making that money available for other uses.

Revenue – Local Sources

Payments from Districts--Member district contractual payments.

Interest on Idle Funds--Interest from investing idle funds.

Other Revenue from Local Source--Miscellaneous revenues such as user charges, reimbursements, and sale and rental of textbooks.

Revenue – State Sources

Restricted Grants in Aid--State aid restricted for a particular purpose. Some examples include special education aid, deaf/blind aid, catastrophic aid, professional development aid, and vocational regular aid.

Revenue – Federal Sources

Regular Restricted Aid--Federal aid restricted for a particular purpose, some examples would be regular aid, Medicaid, Grants in aid, and vocational special project aid.

Federal grant revenue for specific programs should be deposited into the special revenue fund that accounts for programs. For example, Medicaid for special education services should be deposited in the Special Education fund; vocational special project aid to the Vocational Education fund. Any federal aid not allocated for a specific program would go to Federal Funds (Code 07).

Revenue – Other

Transfer from General Fund--Revenue coming into a special fund as a result of a transfer from the General Fund.

Resources Available

The total of Unencumbered July 1 Cash Balance, Cancelled Prior Year Encumbrances, and all sources of Revenue.

Expenditures

These classifications are defined in the *Kansas Accounting Handbook*. The Accounting Handbook can be downloaded from the School Finance Guidelines and Manuals website:

<http://www.ksde.org/Default.aspx?tabid=429>

Unencumbered Cash Balance, June 30

The difference between Resources Available and Total Expenditures & Transfers.

Order of Work and Specific Directions

The order of work listed below is the best way to complete the budget.

1. Open worksheet "Name" and fill in the Interlocal name and number.
2. Open Form 118 (worksheet "F118"). The estimated special education state aid is computed here. In most cases, your entitlement is split and sent to your participating districts as flow-thru. In turn, they will forward this to you and should be recorded as revenue source 1321 as a payment from Districts (flow-through) in the special education fund.

Form 118 must be completed first if it is applicable to your Interlocal since information it contains is transferred to other parts of the budget.

3. For the following funds, follow these directions:
 - a. Salaries
 - b. General Fund (Gen06)
 - c. Federal Funds (Fed07) Any federal revenue not accounted for in another fund must be shown here, along with the corresponding expenditures.
 - d. At Risk Fund - 4 Year Old (4yr AtRsk)
 - e. At Risk Fund - K-12 (K-12 AtRsk)
 - f. Capital Outlay Fund (Cap16)
 - g. Extraordinary School Program (Ext22)
 - h. Food Services Fund (Food24)
 - i. Professional Development (Ins26)
 - j. Parent Education Program (PAT28)
 - k. Summer School Fund (SuS29)
 - l. Special Education (SpE30)
 - m. Career and Postsecondary Education (Voc34)
 - n. Gifts and Grants (Misc35)
- Enter actual data from previous years in column 1 and 2. Then, complete column 3. Totals for revenues and expenditures, as well as cash balances will automatically calculate. Remember that **transfers must be entered in the general fund** and then will carry over automatically to the special fund.

Submitting the Budget

UPLOAD 2018-19 INTERLOCAL BUDGET TO KSDE

To upload the Interlocal budget, access through the KSDE web application screen:

<https://apps.ksde.org/authentication/login.aspx>

- Enter:** User ID and Password (contact KSDE Help Desk with password problems at 785-296-7935)
- Select:** LEA Forms
- Select:** Upload Interlocal Budget Files
- Create:** New Report for 2019
- Enter:** District contact information and <Save> <Next Screen>
- Upload:** Browse to locate Interlocal2019.xlsm file to submit your budget prior to August 25 and <Upload File> <Next Screen>
- Submit:** Click <Submit Report>

Please mail one paper copy budget to KSDE:

KSDE - ATTN: SCHOOL FINANCE
LANDON STATE OFFICE BUILDING
900 SW JACKSON ST, STE 356
TOPEKA KS 66612-1212

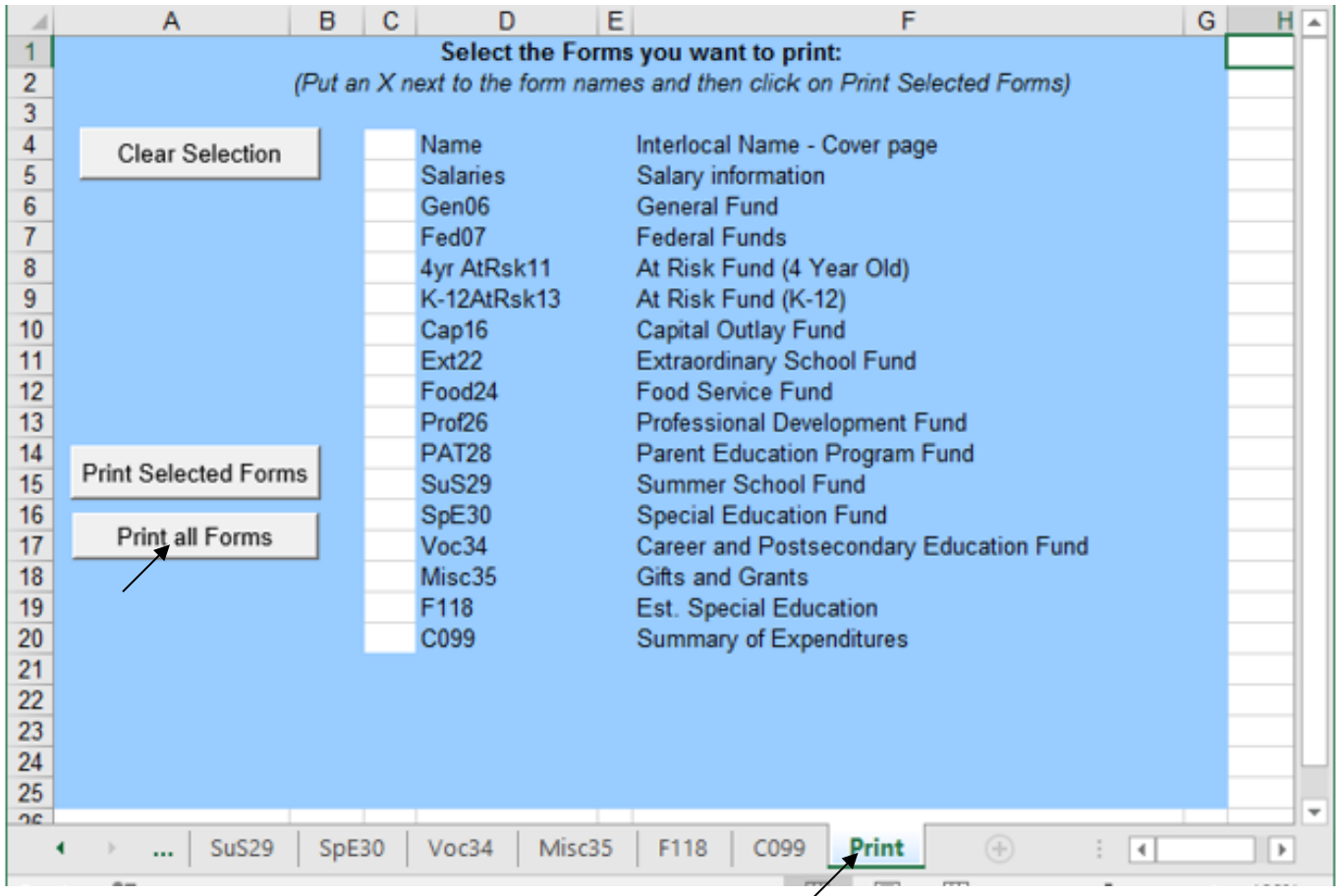
- a. **Save paper and postage!** Print and mail only the pages in which the fund is being used (including Name and Salaries). For instance, if you don't have expenditures in Parent Education, do not submit a paper copy of that fund.
- b. On the top left-hand corner, write the name and phone number of a contact person in your office who can answer budget questions.
The paper copy submitted to KSDE should be printed on one side only.
- d. Please put the budget pages in the appropriate fund order. **Please do not STAPLE or BIND the pages** -- a large clip or rubber band to secure the pages is preferred.
- e. Be sure code numbers are at the bottom of every page and did not roll over to the top of the following page when it printed off the computer.

Final Checklist

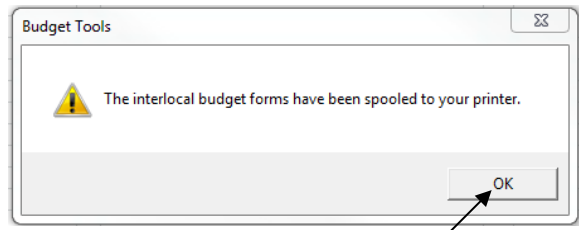
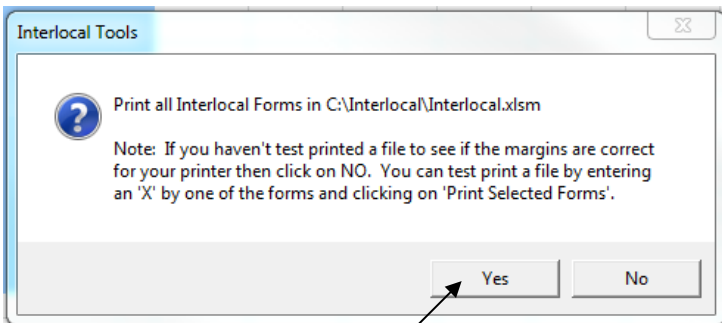
1. Did you print all worksheets used? Did you upload your budget file?
2. Has the paper copy of the budget been assembled in Code number sequence? Be sure to include the Name file in the front and any Forms used at the back.

PRINTING ALL WORKSHEETS AT ONCE

Use the Print worksheet to specify which forms you want to print. Click on the Print worksheet tab (in blue) found at the end of your worksheet tabs. You can either put an X beside each form you want to print or click on 'Print all Forms'. The forms will print to your default printer.



Click on Yes then OK.

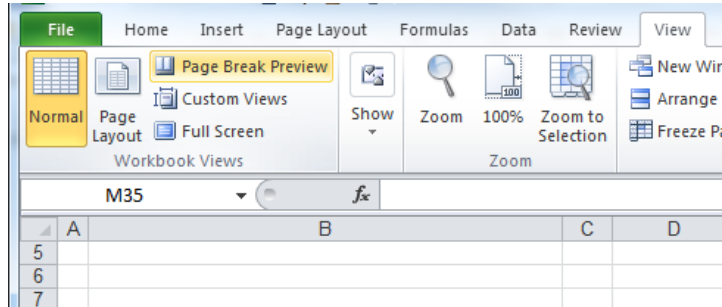


EXCEL TIPS

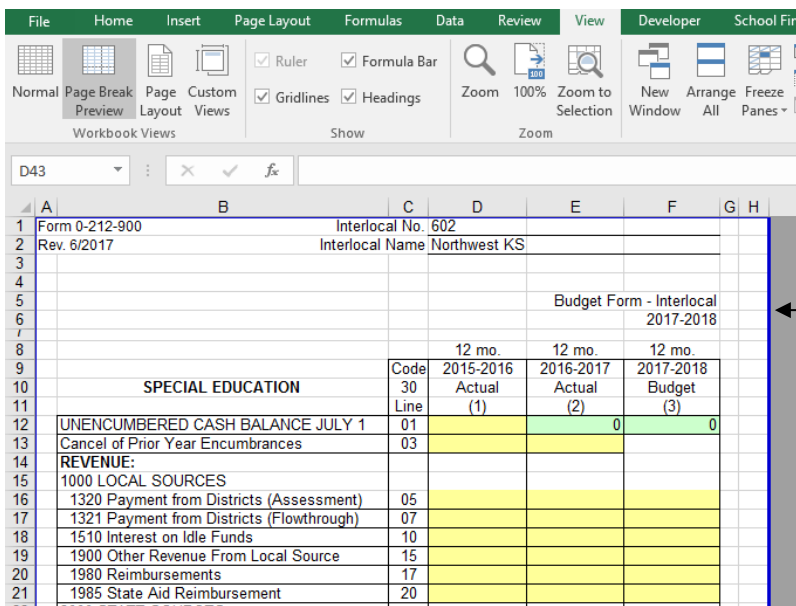
How to adjust page breaks/margins when they are off:

(Do not need password to change page breaks.)

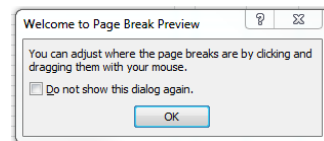
1. Click on Page Break Preview under the View menu.



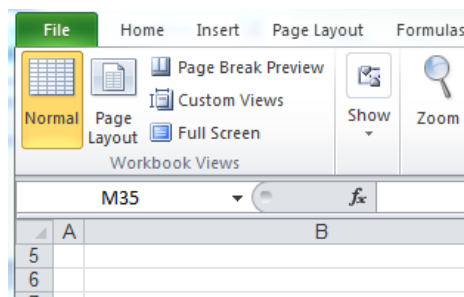
2. Blue vertical lines will show where page breaks are, move mouse over blue line and pointer will become a line with right/left arrows. Click and drag blue line to end of column you want to appear on the page. Click on SAVE.



Move mouse over blue line (page break) and click and drag blue line where you want page break.



3. To get back to normal view of the page, go to View Menu and select Normal. SAVE.



4. Now page should print with correct page breaks.