



900 S.W. Jackson Street, Suite 102  
 Topeka, Kansas 66612-1212  
 (785) 296-3201  
 www.ksde.org

**Date:** June 30, 2020  
**To:** Chief School Administrators  
**From:** Dale M. Dennis, Deputy  
 Commissioner of Education  
 Craig Neuenswander,  
 School Finance Director  
**Subj:** Unencumbered Cash Balances for Selected Funds

The Department of Education will report on a quarterly basis to the Director of Legislative Research, monthly unencumbered fund balances as of the 1<sup>st</sup> of each month for every school district. Therefore, districts will be expected to report unencumbered fund balances on a monthly basis, due no later than the 12<sup>th</sup> of each month. Reminders will be sent for each monthly collection.

It is expected many districts may have negative beginning cash balances in these funds on July 1 due to the delayed June split payments for both State Foundation Aid and Supplemental General State Aid, which will deposit approximately July 8.

Below are instructions on how to log on and complete the Unencumbered Cash Balances web form.

Please contact Rose Ireland at [rireland@ksde.org](mailto:rireland@ksde.org) or 785-296-4973 or Sara Barnes at [sbarnes@ksde.org](mailto:sbarnes@ksde.org) or 785-296-4972 if additional information is requested.

CASH BALANCE ON	WINDOW TO SUBMIT REPORT
JULY 1	Open June 30 – July 13, 2020
AUGUST 1	Open July 31 – Aug 12, 2020
SEPTEMBER 1	Open Aug 31 – Sept 11, 2020
OCTOBER 1	Open Sept 30 – Oct 12, 2020
NOVEMBER 1	Open Oct 30 – Nov 12, 2020
DECEMBER 1	Open Nov 30 – Dec 11, 2020
JANUARY 1	Open Dec 31 – Jan 12, 2021
FEBRUARY 1	Open Jan 29 – Feb 12, 2021
MARCH 1	Open Feb 26 – Mar 12, 2021
APRIL 1	Open Mar 31 – April 12, 2021
MAY 1	Open April 30 – May 12, 2021
JUNE 1	Open May 31 – June 11, 2021

# UNENCUMBERED CASH BALANCE REPORT

## Instructions to Complete and Submit:

Please submit this information no later than close of business on date specified in the table above.

The following are instructions for logging on and completing the web form:

- Click on the following address: <https://apps.ksde.org/authentication/login.aspx>
- Enter user ID and password (see below if you have problems with your logon password)
- Once logged on, select **LEA Forms** from the Application Page
- Select **Unencumbered Cash Balance-July 1** (or specific month being submitted) and **“Create New Report for 2021”**.
- Complete, **Save**, and **Submit**.

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## Request access to LEA Forms:

Many of you are already registered (have an individual user ID and password) for our online applications. After logging in with your user ID and password, if the **LEA Forms** web application doesn't appear in your list, you may request access by clicking on **Manage My Account**.

[Manage My Account](#)

## Password issues:

Can't remember your password? On the Authentication login screen, click the **“Forgot Your Password”** and you will be prompted to answer specific questions to change/update your password.

## New User Registration

New employees who begin work on or after July 1 should register for an individual user ID and password if they will be required to complete KSDE online web applications.

To register, logon to the KSDE server: <https://apps.ksde.org/authentication/login.aspx>

Then click the **Register** button and follow the steps outlined.

Call the KSDE Help Desk at 785-296-7935 for assistance.

[Register](#)

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