

2019-20 Local Effort for General State Aid

Instruction Manual

LEA Forms Web Application
Submit by: June 8, 2020



Kansas leads the world in the success of each student.



2019 KANSAS STATE BOARD OF EDUCATION

MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

VISION

Kansas leads the world in the success of each student.

MOTTO

Kansans Can

SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES

- Social-emotional growth measured locally
- Kindergarten readiness
- Individual Plan of Study focused on career interest
- High school graduation
- Postsecondary success

900 S.W. Jackson Street, Suite 600
Topeka, Kansas 66612-1212

(785) 296-3203

www.ksde.org

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DISTRICT 8**

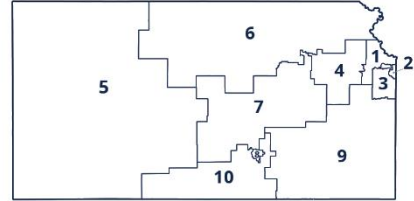


Kathy Busch
kbusch@ksde.org

**VICE CHAIR
DISTRICT 1**



Janet Waugh
jwaugh@ksde.org



BOARD MEMBERS

DISTRICT 2



Steve Roberts
sroberts@ksde.org

DISTRICT 3



Michelle Dombrosky
mdombrosky@ksde.org

DISTRICT 4



Ann E. Mah
amah@ksde.org

DISTRICT 5



Jean Clifford
jclifford@ksde.org

**LEGISLATIVE LIAISON
DISTRICT 6**



Dr. Deena Horst
dhorst@ksde.org

DISTRICT 7



Ben Jones
bjones@ksde.org

**LEGISLATIVE LIAISON
DISTRICT 9**



Jim Porter
jporter@ksde.org

DISTRICT 10



Jim McNiece
jmcniece@ksde.org



KANSAS STATE DEPARTMENT OF EDUCATION

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Division of Fiscal and Administrative Services



Dale M. Dennis

DEPUTY COMMISSIONER
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Dr. Brad Neuenswander

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SEPT. 2019

Local Effort

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Local Effort

INTRODUCTION

Dale M. Dennis

Deputy Commissioner
Division of Fiscal & Administrative Services
Kansas State Department of Education
ddennis@ksde.org

Craig Neuenswander

Director, School Finance
Division of Fiscal & Administrative Services
Kansas State Department of Education
craign@ksde.org

Below are instructions to log on and complete the 2019-20 Local Effort web application. **Accuracy on this form is extremely important.** The web application includes *estimated* amounts submitted on your district's budget. In addition, you should include the June 5th Mineral Production Tax distribution if applicable. **Miscellaneous Revenue was applicable only during the Block Grant years and should not include Interest or Reimbursements for General Fund.**

The local effort form **MUST BE SUBMITTED TO OUR OFFICE NO LATER THAN** close of business on June 8, 2020.

INSTRUCTION

Login the KSDE Authentication Portal: <https://appss.ksde.org/authentication/login.aspx>

Enter your User Name and Password

Need Assistance?	
General Help Email helpdesk@ksde.org (785) 296-7935	KN-CLAIM Support Email cwapplications@ksde.org (785) 296-2276
KESA Support Email jnobo@ksde.org - Jeannette Nobo bbagshaw@ksde.org - Bill Bagshaw (785) 296-4948 - Jeannette Nobo (785) 296-2198 - Bill Bagshaw	KEEP Support Email ayates@ksde.org - Ann Yates bbagshaw@ksde.org - Bill Bagshaw (785) 296-5140 - Ann Yates (785) 296-2198 - Bill Bagshaw

Password problems?

Many of you are already registered for our online applications. If you do not have access to LEA Forms, *after logging in* you will need to update your account by clicking on **Manage My Account**.

New employees who begin work after July 1 should also register for an individual user ID and password if they will be required to complete KSDE online web applications. To register, open your browser and 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 password assistance.

Once logged on, select LEA Forms from the Application Page

- Select Local Effort Form and "create new report for 2020".

1. Annual Statistical Report(18E)
2. Directory Updates
3. Driver Education Reimbursement - User approval pending or application not active.
4. EDEN Meta Data Administration
5. Form240
6. Interlocal Agreements (D0600's only)
7. Juvenile Detention Center - Final
8. KIDS Collection 2020
9. KN-CLAIM
10. Lea Forms ←
11. Principal's Building Report (PBR)
12. SPEDPro
- ** 13. State Forms - Legacy.
14. Superintendent's Organization Report (SO66)

- [ESSA Building Expenditures Form](#)
- [Local Effort Form](#) ←
- [Local Option Budget Percentage](#)
- [Mill Rate Form](#)
- [Kansas Preschool Pilot \(KPP\)-TANF-3rd Quarter Request](#)
- [Parents As Teachers-KPEP](#)
- [Professional Development Aid - May - Final](#)
- [Special Education Transportation \(Form 308\)](#)
- [State Aid Request for July and Bond Principal & Interest Request](#)
- [State Aid Request for August](#)
- [State Aid Request for September](#)
- [State Aid Request for October](#)
- [State Aid Request for November](#)
- [State Aid Request for December](#)
- [State Aid Request for January](#)
- [Unencumbered Cash Balance-May 1](#)
- [Upload USD Budget Files](#)
- [Upload Interlocal Budget Files](#)

Accuracy on this form is EXTREMELY important as this affects your final General Fund budget authority and it will be used to compute your Final General State Aid payment, and CTE Transportation State Aid.

Administrative Data

Please enter the appropriate contact information for your district. This should be the person responsible for submitting the report or the most knowledgeable person should KSDE need to contact your office.

Click <Save> then <Next Screen>.

USD # D0244 Burlington 2019-2020 Status: **IN PROGRESS**

Administrative Data

Next Screen

USD information is populated from KSDE directory information.

USD #	D0244
Name	Burlington
Address	200 South 6th
City	Burlington
State	KS
Zip	66839-1700
Superintendent	Mr. Cliff Williams

Enter/Change the contact information and click the save button.

Contact Name	<input type="text"/>
Contact Position	<input type="text"/>
Phone Number ###-###-####	<input type="text"/>

Save

Local Effort for General State and General Fund Budget Authority

Ad valorem property tax is no longer applicable as the 20 mills generated shall be remitted to the State Treasurer and redistributed as general state aid. Report only revenue deposited in the General Fund. The June 5th distribution shall be included in the “actual” amount reported. All figures should be rounded to the nearest whole number; do not enter comma or decimals.

- Federal Reservoir Flood Control payments should be deposited to any categorical fund as Other Local Revenue, most commonly deposited to Capital Outlay.
- Interest on Idle Funds should not be deposited to the General Fund. This was applicable only during Block Grant years.
- Reimbursements should not be reported as Miscellaneous Revenue. The General Fund budget authority can be spent in excess of the reimbursed amount.

Do not include Federal Reservoir Flood Control payments

LOCAL EFFORT	REVENUE CODE	AMOUNT BUDGETED	ACTUAL AMOUNT	(Round to the nearest whole dollar) Include June 5th distribution.
1. 6/30/2019 Unencumbered Cash Balance		0	<input type="text" value="0"/>	(Should agree with CPA report.)
2. Student Tuition	1312, 1320, 1330	0	<input type="text" value="0"/>	
3. Miscellaneous Revenue	1990	0	<input type="text" value="0"/>	
4. Mineral Production Tax	3130	0	<input type="text" value="0"/>	(Alternately called severance tax)
5. Federal Impact Aid	4280	0	<input type="text" value="0"/>	(70%)
Total Local Effort (#1 through #5)--			<input type="text" value="0"/>	(Does not include special ed state aid.)

Includes the June 5, 2020 Tax Distribution.

Effective July 1, 2014 (2014-15 school year) KSA 72-5142 states proceeds from the taxes levied under the 20 mills by a school district shall be remitted to the State Treasurer. Such remittance shall be redistributed as state general aid. For this reason, districts will not have any local property tax to report.

1. 6/30/2019 Unencumbered cash balance should agree with the CPA audit.
2. Student Tuition - Actual student tuition including all fees charged.
3. Miscellaneous Revenue - Watercraft Tax and In Lieu of Taxes IRBs/Rental Excise should have been remitted with the 20 mills. If your county distributed to you directly, this should be reported as “Miscellaneous Revenue” on Line #3.
4. Mineral Production Tax - May alternately be called severance tax, includes oil and gas.
5. Federal Impact Aid (PL-382) - Report only 70% of actual federal impact aid payments received in the general fund. Amounts of impact aid received for major disasters, low rent housing, excess special education, and Indian children should be excluded. In other words, report the amount placed in general fund only. (30% of impact aid receipts are placed in other funds.

To download the latest legal max spreadsheet reflecting audited enrollment and actual special education state aid, go to the School Finance website: Legal Max General Fund, School Finance Studies

Virtual Credits

Beginning in the 2017-2018 school year, KSA 72-3715 provided funding for Virtual students 20 years and over at \$709 per credit earned between July 1 and June 30.

For purposes of computing Virtual State Aid, manually enter Virtual Credit Earned (20 years and older) to the nearest 0.25, if applicable. Virtual Credits will be audited the following school year.

VIRTUAL CREDITS EARNED - KSA 72-3715	
Total Virtual Credits Earned (20 yrs and older)	<input type="text" value="24.00"/> (Maximum of six credits per student)

*KSA 72-3715 provides funding for Virtual students 20 years and over at \$709 per credit earned (maximum of six credits per student earned between July 1 and June 30th). Please enter total credits earned by those 20 and older for determining Virtual State Aid entitlement. Credits should be estimated through June 30. Credits will be audited the following school year.

Career and Technical Education Transportation

Beginning with 2012-13 school year, funding was made available thru the State Department of Education to reimburse school districts for transporting 11th and 12th grade pupils attending Career & Technical Education programs/courses at community colleges/technical colleges.

This applies only to transportation provided by school districts. Do not include mileage for students that chose to drive their own vehicle.

Total miles should be reported based on round trip(s) from regular school of attendance to the community college/technical college, reported separately for each vehicle/bus type, *for the entire school year*. Mileage reimbursement rates will vary based upon the vehicle type.

(Example: 37.3 miles round trip times 186 days transported = 6,937.8 total number of miles)

Career and Technical Education miles should be rounded to the nearest tenth.

This payment is anticipated to deposit in mid-June and shall be deposited in the Vocational Education fund (Code 34) as revenue source code 3225 CTE Transportation State Aid.

July 1, 2019 - June 30, 2020

Enter the total number of miles **for the entire year**, to the nearest tenth to and from community college/technical college for each vehicle type. Click on the Save button at the bottom of screen to save your changes.

Vehicle Type	Miles	Amt per mile	Total Cost
School Bus - Types C & D	1489.0 x	1.45	2159
School Bus - Types A	968.0	1.15	1113
Passenger Vehicles*	2486.0	0.90	2237
Totals:			5509

*This applies to transportation provided by school districts. Do not include mileage for students that choose to drive their own vehicle.

Vehicle Type

If you have questions regarding a specific vehicle please contact Keith Dreiling at (785) 296-4567 (kdreiling@ksde.org) or Dennis Tate at (785) 296-4545 (dtate@ksde.org).

A - Mini Bus: This bus is defined as a conversion constructed utilizing a cutaway front section vehicle with a left side driver door and cannot exceed the 25-year age restriction unless modified to meet current standards if used as a route bus to transport students from home to school and school to home per KSA 8-2009a.



C - Conventional Bus: This bus is defined as a conversion bus constructed utilizing a bus chassis with a hood and front fender assembly with the entrance door behind the front wheels and cannot exceed the 25-year age restriction unless modified to meet current standards if used as a route bus to transport students from home to school and school to home per KSA 8-2009a.



D - Flat Nose Bus: This bus is defined as a conversion constructed utilizing a stripped chassis with the entrance door ahead of the front wheels and the engine may be C – in the front or rear and cannot exceed the 25-year age restriction unless modified to meet current standards if used as a route bus to transport students from home to school and school to home per KSA 8-2009a.



Passenger Vehicle: This includes Car, Van/Mini-Van, Suburban and Pickup used for student transportation provided by the district. Do not include mileage for student that choose to drive their own vehicle.



Per KSA 72-64,100 12 & 15 Passenger Rated Vans are illegal for student transportation.


Submit Report

All errors must be resolved to submit to KSDE. On the Results of Completeness Check screen, If the STATUS is "Stop", you must take action to correct and if the STATUS is "Warning", it is recommended to verify the information is correct prior to submitting to KSDE.

Results of Completeness Check

[Back to Admin Page](#)

Click on error description to go to the data entry screen.

ERROR LIST	STATUS
Report contact person must be filled in.	Stop 
Report contact telephone number must be filled in.	Stop
Report contact position must be filled in.	Stop
You must enter a figure for the ACTUAL federal impact aid.	Stop
Virtual Credits earned for students 20 years and older is zero.	Warning
CTE total state aid for transportation is zero. Return to CTE Transportation Aid screen to enter total mileage if transportation was provided for Grades 11 or 12 pupils attending CTE programs/courses at community colleges.	Warning
Actual column is all zeroes on Local Effort Form for Lines 1 to 5.	Warning

This report is not complete as stated above. Please complete all the necessary data for this report. You can click on an error message to go to that screen.

Results of Completeness Check

[Back to Admin Page](#)

Click on error description to go to the data entry screen.

ERROR LIST	STATUS
All forms complete.	

You may submit this report now. Once submitted, you cannot go back and edit anything on the report.

[Submit Report](#) 

Printing

To print a copy of the Special Education Transportation report, click on the **Print Report** menu to navigate to the Print Report screen. Check the box next to “Excel Report” to generate as an Excel file and click <Print Section>, otherwise it will generate as PDF by default. Depending on your browser, you may be prompted to <Open> or <Save> the file. From the **File** menu, click **Print**.

USD # D0244 Burlington 2019-2020 Status: **SUBMITTED**

Print Report

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All reports will be generated in PDF format. To export to Excel, check the Excel Export box before clicking on a print button.

Excel Export

Select ONE section you want to print and click on the Print Section button

Local Effort Form

[Print Section](#)

Contacts

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

User Name and Password:

KSDE Help Desk	(785) 296-7935	HelpDesk@ksde.org
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For more information, contact:

Name: Craig Neuenswander
Title: Director
Team: School Finance
Phone: 785-296-3872
Email: cneuenswander@ksde.org



Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
www.ksde.org