2019-20
Local Effort for
General State Aid

Instruction Manual

LEA Forms Web Application
Submit by: June 8, 2020
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

KANSAS STATE DEPARTMENT OF EDUCATION

COMMISSIONER OF EDUCATION
Dr. Randy Watson

DEPUTY COMMISSIONER
Division of Fiscal and Administrative Services
Dale M. Dennis

DEPUTY COMMISSIONER
Division of Learning Services
Dr. Brad Neuenstunnder
Local Effort

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Local Effort

INTRODUCTION

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.**
Login the KSDE Authentication Portal:  [https://appss.ksde.org/authentication/login.aspx](https://appss.ksde.org/authentication/login.aspx)

Enter your User Name and Password

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](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”.
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>.
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

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

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) | 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 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.

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Miles</th>
<th>Amt per mile</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Bus - Types C &amp; D</td>
<td>1489.0</td>
<td>1.45</td>
<td>2159</td>
</tr>
<tr>
<td>School Bus - Types A</td>
<td>968.0</td>
<td>1.15</td>
<td>1113</td>
</tr>
<tr>
<td>Passenger Vehicles*</td>
<td>2486.0</td>
<td>0.90</td>
<td>2227</td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
<td>5509</td>
</tr>
</tbody>
</table>

*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

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

<table>
<thead>
<tr>
<th>ERROR LIST</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report contact person must be filled in.</td>
<td>Stop</td>
</tr>
<tr>
<td>Report contact telephone number must be filled in.</td>
<td>Stop</td>
</tr>
<tr>
<td>Report contact position must be filled in.</td>
<td>Stop</td>
</tr>
<tr>
<td>You must enter a figure for the ACTUAL federal impact aid.</td>
<td>Stop</td>
</tr>
<tr>
<td>Virtual Credits earned for students 20 years and older is zero.</td>
<td>Warning</td>
</tr>
<tr>
<td>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.</td>
<td>Warning</td>
</tr>
<tr>
<td>Actual column is all zeroes on Local Effort Form for Lines 1 to 5.</td>
<td>Warning</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>ERROR LIST</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>All forms complete.</td>
<td>Stop must be corrected Warning-can submit without correction</td>
</tr>
</tbody>
</table>

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

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  
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Email: cnuenswander@ksde.org