

2020-21 Local Effort for State Foundation Aid

Instruction Manual

LEA Forms Web Application
Submit by: June 8, 2021



Kansas leads the world in the success of each student.



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

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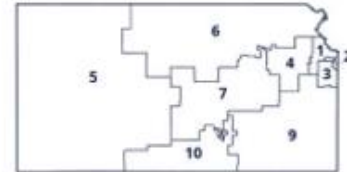


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JAN 2021

Local Effort

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Local Effort

INTRODUCTION

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Below are instructions to log on and complete the 2020-21 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, 2021

INSTRUCTION

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

Enter your User Name and Password

New User Registration Help'."/>

Need Assistance?	
General Help Email helpdesk@ksde.org (785) 296-7935	KN-CLAIM Support Email cnwapplications@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 2021".

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](#)

You may create your 2021 report by clicking on (Create New Report for 2021) below.

You may edit your current report or view prior reports by clicking Select next to the fiscal year.

If no reports are listed then the reporting period may not be open or you have no prior reports.

	Fiscal Year	Status	Due Date	KSDE Use
Select	2020	SUBMITTED	6/8/2020	LOCKED
Select	2019	SUBMITTED	6/7/2019	LOCKED

[Create New Report for 2021](#) ←

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 State Foundation Aid payment.

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>.

Administrative Data

[Next Screen](#)

USD information is populated from KSDE directory information.

USD #	D0107
Name	Rock Hills
Address	109 E Main Street
City	Mankato
State	KS
Zip	66956
Superintendent	Ms. Nadine Smith

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

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

[Save](#)

Local Effort for State Foundation Aid 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 stat foundation 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.
- Reimbursements should not be reported as Miscellaneous Revenue. The General Fund budget authority can be spent in excess of the reimbursed amount.

Local Effort for State Foundation Aid and General Fund Budget Authority

[Previous Screen](#)[Next Screen](#)

2020-2021 GENERAL FUND ONLY

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. 6/30/2020 Unencumbered Cash Balance		0	<input type="text" value="200"/>	(Should agree with CPA report.)
2. Student Tuition	1312, 1320, 1330	0	<input type="text" value="2,000"/>	
3. Miscellaneous Revenue	1990	0	<input type="text" value="0"/>	
4. Mineral Production Tax	3130	0	<input type="text" value="5,000"/>	(Alternately called severance tax)
5. Federal Impact Aid	4820	0	<input type="text" value="0"/>	(70%)
Total Local Effort (#1 through #5)--			<input type="text" value="7,200"/>	(Does not include special ed state aid.)

Includes the June 5, 2021 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. 6/30/2020 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 \(ksde.org\)](http://ksde.org)

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 style="width: 100px;" 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.

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.

USD # D0101 Erie-Galesburg

2020-2021 Status: **IN PROGRESS**

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 email address must be filled in.	Stop
Report contact telephone number must be filled in.	Stop
Report contact position must be filled in.	Stop
Actual column is all zeroes on Local Effort Form for Lines 1 to 5.	Warning
Virtual Credits earned for students 20 years and older is zero.	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.

USD # D0101 Erie-Galesburg

2020-2021 Status: **IN PROGRESS**

Results of Completeness Check

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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 # D0101 Erie-Galesburg 2020-2021 Status: **IN PROGRESS**

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
Veryl Peter	(785) 296-3872	vpeter@ksde.org

User Name and Password:

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

Name: Veryl Peter
Title: Interim Director
Team: School Finance
Phone: 785-296-3872
Email: vpeter@ksde.org



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