2021-2022
Local Effort for State Foundation Aid

Instruction Manual

LEA Forms Web Application
Submit by: June 8, 2022

Kansas leads the world in the success of each student.
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:
- Academic preparation
- Cognitive preparation
- Technical skills
- Employability skills and
- Civic engagement
to be successful in post-secondary 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
- Post-secondary success

KANSAS STATE DEPARTMENT OF EDUCATION

The Kansas State Board of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, and activities and provides equal access to its programs and activities to individuals with disabilities.

1500 SW Jackson Street, Topeka, Kansas 66612
(785) 296-3203
www.edus.org
Local Effort

Table of Contents

Introduction .................................................................................................................................................. 3
Instruction ................................................................................................................................................ 4
Administrative Data .................................................................................................................................. 6
Local Effort for State Foundation Aid and General Fund Budget Authority ............................................ 6
Submit Report ......................................................................................................................................... 8
Printing .................................................................................................................................................... 9
Contacts .................................................................................................................................................. 10
Local Effort

INTRODUCTION

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

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

Below are instructions to log on and complete the 2021-2022 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, 2022.
INSTRUCTION

Login the KSDE Authentication Portal:  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

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

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>.

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.
1. 6/30/2021 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, otherwise report as zero.

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.

Note: Due to the 20 Mill Levy being remitted to the State Treasurer, it will not be uncommon to report zero for lines #1 through #5.
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.

Submit Report

All errors must be resolved to submit to KSDE. On the Results of Completeness Check screen, If the STATUS is “Stop” then you must correct. If the STATUS is “Warning”, please verify the information is correct prior to submitting to KSDE.
Click on error description to go to the data entry screen.

<table>
<thead>
<tr>
<th>Error Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual column is all zeroes on Local Effort Form for Lines 1 to 5.</td>
<td>Warning</td>
</tr>
<tr>
<td>Virtual Credits earned for students 20 years and older is zero.</td>
<td>Warning</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

User Name and Password:

KSDE Help Desk  (785) 296-7935  HelpDesk@ksde.org

For more information, contact:

Name: Dale Brungardt
Title: Director
Team: School Finance
Phone: 785-296-3872
Email: dbrungardt@ksde.org