

# 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.*



**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 SW Jackson Street, Suite 600  
 Topeka, Kansas 66612-1212  
 (785) 296-3203  
[www.kstate.org](http://www.kstate.org)

**KANSAS STATE BOARD OF EDUCATION**

CHAIRMAN  
DISTRICT 9

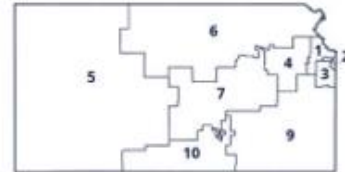


Jim Porter  
[jporter@ksde.org](mailto:jporter@ksde.org)

VICE CHAIR  
DISTRICT 1



Janet Waugh  
[jwaugh@ksde.org](mailto:jwaugh@ksde.org)



DISTRICT 2



Melanie Haas  
[mhaas@ksde.org](mailto:mhaas@ksde.org)

DISTRICT 3



Michelle Dombrosky  
[m.dombrosky@ksde.org](mailto:m.dombrosky@ksde.org)

DISTRICT 4



Ann E. Mah  
[amah@ksde.org](mailto:amah@ksde.org)

DISTRICT 5



Joan Clifford  
[jclifford@ksde.org](mailto:jclifford@ksde.org)

LEGISLATIVE LIAISON  
DISTRICT 6



Dr. Deena Horst  
[dhorst@ksde.org](mailto:dhorst@ksde.org)

LEGISLATIVE LIAISON  
DISTRICT 7



Ben Jones  
[bjones@ksde.org](mailto:bjones@ksde.org)

DISTRICT 8



Betty Arnold  
[bornold@ksde.org](mailto:bornold@ksde.org)

DISTRICT 10



Jim McNiece  
[jmcniece@ksde.org](mailto:jmcniece@ksde.org)



**KANSAS STATE DEPARTMENT OF EDUCATION**

COMMISSIONER OF  
EDUCATION



Dr. Randy Watson

DEPUTY COMMISSIONER  
Division of Fiscal and Administrative Services



Dr. S. Craig Neuenswander

DEPUTY COMMISSIONER  
Division of Learning Services



Dr. Brad Neuenswander

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 any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

JAN 2021

# Local Effort

## Table of Contents

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

## 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 5<sup>th</sup> 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

Need Assistance?		
<b>General Help</b> <a href="mailto:helpdesk@ksde.org">helpdesk@ksde.org</a> (785) 296-7935	<b>KN-CLAIM Support</b> <a href="mailto:cnwapplications@ksde.org">cnwapplications@ksde.org</a> (785) 296-2276	<b>KCCMS or Pathways Support</b> <a href="mailto:pathwayshelpdesk@ksde.org">pathwayshelpdesk@ksde.org</a> (785) 296-4908
<b>KESA Support</b> <a href="mailto:jnobo@ksde.org">jnobo@ksde.org</a> - Jeannette Nobo <a href="mailto:mmelton@ksde.org">mmelton@ksde.org</a> - Myron Melton (785) 296-4948 - Jeannette Nobo (785) 296-8110 - Myron Melton		<b>KEEP Support</b> <a href="mailto:ayates@ksde.org">ayates@ksde.org</a> - Ann Yates <a href="mailto:jnobo@ksde.org">jnobo@ksde.org</a> - Jeannette Nobo (785) 296-5140 - Ann Yates (785) 296-4948 - Jeannette Nobo

## 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 2022 report by clicking on (Create New Report for 2022) 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
<a href="#">Select</a>	2021	IN PROGRESS	6/8/2021	LOCKED

[Create New Report for 2022](#)

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>.

USD # D0107 Rock Hills

2021-2022 Status: **IN PROGRESS**

### 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 5<sup>th</sup> 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](#)**2021-2022 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. 6/30/2021 Unencumbered Cash Balance		0	0	(Should agree with CPA report.)
2. Student Tuition	1312, 1320, 1330	0	0	
3. Miscellaneous Revenue	1990	0	0	
4. Mineral Production Tax	3130	0	0	(Alternately called severance tax)
5. Federal Impact Aid	4820	0	0	(70%)
Total Local Effort (#1 through #5)--			0	(Does not include special ed state aid.)

Includes the June 5, 2022 Tax Distribution.

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.

**VIRTUAL CREDITS EARNED - KSA 72-3715**

**Total Virtual Credits Earned (20 yrs and older)**  (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" then you must correct. If the STATUS is "Warning", please 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.

<b>ERROR LIST</b>	<b>STATUS</b>
<a href="#">Report contact person must be filled in.</a>	Stop
<a href="#">Report contact email address must be filled in.</a>	Stop
<a href="#">Report contact telephone number must be filled in.</a>	Stop
<a href="#">Report contact position must be filled in.</a>	Stop
<a href="#">Actual column is all zeroes on Local Effort Form for Lines 1 to 5.</a>	Warning
<a href="#">You must enter a figure for the ACTUAL mineral tax.</a>	Warning
<a href="#">Virtual Credits earned for students 20 years and older is zero.</a>	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

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

<b>ERROR LIST</b>	<b>STATUS</b>
<a href="#">Actual column is all zeroes on Local Effort Form for Lines 1 to 5.</a>	Warning
<a href="#">Virtual Credits earned for students 20 years and older is zero.</a>	Warning

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**

[Back to Admin Page](#)

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	<a href="mailto:rireland@ksde.org">rireland@ksde.org</a>
Christie Wyckoff	(785) 296-6321	<a href="mailto:cwyckoff@ksde.org">cwyckoff@ksde.org</a>
Sara Barnes	(785) 296-4972	<a href="mailto:sbarnes@ksde.org">sbarnes@ksde.org</a>

### User Name and Password:

KSDE Help Desk	(785) 296-7935	<a href="mailto:HelpDesk@ksde.org">HelpDesk@ksde.org</a>
----------------	----------------	--

For more information, contact:

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



Kansas State Department of Education  
900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212  
[www.ksde.org](http://www.ksde.org)