DATE: June 3, 2019
TO: Chief School Administrators
FROM: Dale M. Dennis, Deputy Commissioner of Education
        Craig Neuenswander, Director of School Finance

SUBJECT: Actual 2018-19 Local Effort Data and Virtual Credits for Computing Final General State Aid and General Fund Budget
          Actual 2018-19 Post Secondary CTE Miles for Computing CTE Transportation State Aid

Below are instructions to log on and complete the 2018-19 Local Effort web application. **Accuracy on this form is extremely important.** The web application includes **estimated** amounts submitted on your district’s budget. Please update this data by entering the **actual amounts** on the blanks provided. In addition, information from the last tax distribution during this fiscal year, made on June 5, may be necessary.

**PLEASE CHECK THE FOLLOWING ITEMS BEFORE SUBMITTING YOUR FORM:**
- Local Effort figures should be rounded to the nearest whole dollar.
- Virtual Credits Earned (19 years and older) are reported to the nearest 0.25, if applicable.
- The June 30, 2018 (same as July 1, 2018) unencumbered cash balance should match the unencumbered cash balance reported by your CPA.
- Please include any June 5, 2019 General Fund distribution (mineral production) from the county(s) in this report.
- Career and Technical Education miles should be rounded to the nearest tenth.

**SPECIAL NOTES**
- Watercraft Tax and In Lieu of Taxes IRBs/Rental Excise should have been remitted with the 20 mills, however, if your county distributed to you directly, this should be reported as “Miscellaneous Revenue” on Line #10.
- **PL-874 (382) Federal Impact Aid** (does not include amounts received for assistance in cases of a major disaster, low-rent housing, excess special education amount, and excess amount for Indian children). Applicable districts should report 70% of their receipts (excluding those listed above). In other words, **report the amount placed in general fund only.** (30% of impact aid receipts are placed in other funds.)
- Include only revenue actually deposited in the General Fund (do not report revenue you received which reimbursed the General fund).

Please be sure to double check your district’s general fund budget and weighted enrollment information on the latest legal max file posted on the School Finance website: [http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Legal-Max-General-Fund-School-Finance-Studies](http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Legal-Max-General-Fund-School-Finance-Studies)

These figures, as well as the updated local effort amounts, will be used to compute the final 2018-19 General Fund and General State Aid budget. The local effort form **MUST BE SUBMITTED TO OUR OFFICE NO LATER THAN close of business on June 7, 2019.**

If you have any questions concerning this collection, please feel free to contact us at (785) 296-3872.
2018-2019 Local Effort for General State Aid
(Local Effort / Virtual Credits / Authorized Transfers / CTE Miles)

Please submit data no later than close of business on Friday, June 7, 2019.

Instructions to login to the web form:

- Open Internet Explorer and type in the following address:
  https://apps.ksde.org/authentication/login.aspx

- Enter user ID and password (see below if you have problems with your logon password)

- Once logged on, select LEA Forms from the Application Page. [Note: if you do not have access to LEA Forms, you will need to go to “Manage My Account” at the bottom of the web screen. This should be done as soon as possible to allow adequate time for the approval process.]

- Select Local Effort for General State Aid and “create new report for 2018”.

- Complete, Save, and Submit. [Accuracy is critical as this affects your final General Fund budget authority, as well as CTE Transportation State Aid.]

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.

Can’t remember your password? On the Authentication login screen, click the “Forgot Your Password” and you will be prompted to answer specific questions to change/ update your password.

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 Internet Explorer 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.
2018-2019 Local Effort for General State Aid  
(Local Effort / Virtual Credits / Authorized Transfers / CTE Miles)

Instructions to enter data:

Administrative Data:
Please enter the contact information to whom questions can be directed should KSDE staff need to follow-up.

Local Effort for General State Aid:

• Accuracy on this form is EXTREMELY important as it affects your final payment.
• Include only revenue deposited in the General Fund (include any June 5 distribution such as mineral production).
• Do not include Federal Reservoir Flood Control payments – this should be deposited to Capital Outlay or any other special fund.
• Do not include revenue that you did not receive in the General Fund.
• All figures should be rounded to the nearest whole number.
• 6/30/2018 unencumbered cash balance should agree with the CPA audit.
• Note: 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.
• This information will be used to compute your final general state aid payment.

Career and Technical Education
State Aid for Transportation to Community Colleges/Technical Schools:

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.

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

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.
School Bus Types:
Mileage reimbursement rates will vary based upon the vehicle type.

- A Type "A" school bus is a van conversion or bus constructed utilizing a cutaway front-section vehicle with a left side driver's door. The entrance door is behind the front wheels. This definition includes two classifications: Type A1, with a Gross Vehicle Weight Rating (GVWR) less than or equal to 10,000 pounds; and Type A2, with a GVWR greater than 10,000 pounds.

- A Type "B" school bus is constructed utilizing a stripped van or truck chassis. The entrance door is behind the front wheels. This definition includes two classifications: Type B1 with a GVWR less than or equal to 10,000 pounds; and Type B2, with a GVWR greater than 10,000 pounds.

- A Type “C” or conventional school bus is constructed utilizing a bus chassis with a hood and front fender assembly. The entrance door is behind the front wheels.

- A Type “D” school bus is constructed utilizing a stripped chassis. The entrance door is ahead of the front wheels.

For questions, please call: School Finance at (785) 296-3872 or email one of the following:

Sara Barnes (sbarnes@ksde.org)
Rose Ireland (rireland@ksde.org)
Christie Wyckoff (cwyckoff@ksde.org)
Craig Neuenswander (craign@ksde.org)

Please submit no later than close of business on Friday, June 7, 2019.

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An Equal Employment/Educational Opportunity Agency
The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, 900 SW Jackson Suite 102; 785-296-3204