How to Submit the Budget Document

Below are instructions to prepare one paper copy of the certified 2012-2013 Budget for KSDE, and what budget files to submit electronically. If you have questions, call School Finance at 785-296-3872.

Upload 2012-2013 Budget Files to KSDE

To upload budget files, access through the KSDE web application screen: https://svapp15586.ksde.org/ksde

Enter: **User ID and password** (contact KSDE Help Desk with password problems- 785-291-0599)
Select: **LEA Forms**
Select: **Upload USD Budget Files**
Create: **New report for 2013**
Enter: **District contact information**
Upload: **5 budget files into the 2013 report**

- Code.xlsx
- Forms.xlsx
- Sumexpen.xlsx
- Tools.xsm
- Profile Information.docx

Steps to submit budget by August 25:

1. Mail (1) paper copy to KSDE, School Finance
2. Upload 5 budget files
   or
   CPAs will email USD budget files (attachment)
   To: sroot@ksde.org
   Subj: Budget 2013 USD ____
3. Electronically send the budget files to your county clerk.[1]

Submit Report: Automatically transmits 2012-2013 budget files to KSDE.
NOTE: CPAs can continue to email USD budget files (see box above) or provide to USD to upload.

Select: **Print Report** menu to print a confirmation listing budget files received by KSDE (keep with your records).

CHECKLIST (Paper copy)

- ❑ **Print and submit only the budget pages in which the fund is being used.** For instance, if you don't have expenditures in Parent Education, do not submit a paper copy of that fund. On Code No. 01 Certificate page, top right-hand corner, write the name and phone number of a contact person in your district who can answer budget questions.
- ❑ **Place budget pages in the following order to mail:**
  Code 01-Code 99, newspaper/proof of publication, USD Information (Open), Certify page (signed by the Superintendent), and last, all forms (110, 150, etc.).
- ❑ **Has the budget been signed in 2 places?**
  The Certificate page (Code 01) and Code 99 must have signatures of the board clerk and board president, and, if applicable, "assisted by" (CPA).
- ❑ **Has the superintendent signed the Certify page?** (print from budget program and include with budget)
- ❑ **Do not mail a 'paper copy' of the Index / Table of Contents, or the Profile and Budget at a Glance** (these are for patron / public review at the district level).
- ❑ **Be sure code numbers are at the bottom of every page.** Sometimes the formatting will cause them to roll over to the top of the following page.
- ❑ **The paper copy submitted to KSDE should be printed on one side of the paper.**
- ❑ **Please do not STAPLE or BIND the budget** -- a clip or rubber band to secure the pages is preferred.

[1] We suggest you contact your County Clerk's office for budget submission requirements.

BUDGET SUPPLEMENTS

◆ Cover Page (Table of Contents, Coding Information)

A cover page is provided to use on the budget for public review. This file is named **Cover Page Index and Coding.** A table of contents (index) will list all the funds. The section called Coding Information defines how expenditures are coded. This file does not need to be emailed to KSDE, but should be printed and included to complete the copy of the budget document available for public review.

◆ Budget Summaries (Budget at a Glance, Profile Information)

Budget data will be merged automatically into two budget summaries with easy-to-read charts and graphs in files called **Budget Glance** and **Profile Information**. Please open **Profile Information** to key in accomplishments and challenges in your district. They will be posted later on the KSDE website, so make sure this information is entered.

Email only the **Profile Information** file to KSDE (see all 5 budget files are listed above). **Note:** Do not send **Budget_Glance** – this document will be created by our office merging budget data. You will, however, want to print both of these documents to provide to the public and your board as supplemental information.

KSDE will post each district's Profile Information and Budget at a Glance documents on the School Finance homepage with your budget.

◆ Include Proof of Publication & Budget Certification *(signed by Superintendent)*

The **Notice of Hearing (Code 99)** published in the newspaper must be included with the paper copy of the budget submitted to KSDE. The **"Certify"** page should be signed by the superintendent and also be included with the paper copy of the budget.