Kansas state department of Education

School Finance

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TO: Chief School Administrators

FROM: Dale M. Dennis, Deputy
Commissioner of Education

Craig Neuenswander, Director
School Finance

DATE: June 5, 2013

SUBJECT: Actual 2012-13 Local Effort Data for Computing Final General State Aid Payment
Actual 2012-13 Authorized Transfers for Computing Final General Fund Budget
Actual 2012-13 Post Secondary CTE Miles for Computing CTE Transportation State Aid

Below are instructions on how to log on and complete the actual 2012-2013 local effort web application to determine the final general state aid payment. **Due to the tax accelerator the last tax distribution will be June 5th during this fiscal year. 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.

PLEASE CHECK THE FOLLOWING ITEMS BEFORE SUBMITTING YOUR FORM:

- **All figures should be rounded to the nearest whole dollar.**
- **The June 30, 2012 (same as July 1, 2012) unencumbered cash balance should match the unencumbered cash balance reported by your CPA.**
- ***Please include the June 5, 2013 General Fund distribution from the county(s) in this report.***

SPECIAL NOTES

⇨ **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 the ones 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). Do not include revenue that you DID NOT receive due to the neighborhood revitalization of tax increment financing (TIF).

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/Default.aspx?tabid=1830

These figures, as well as the updated local effort amounts, will be used in the computation of the **final** 2012-2013 General State Aid payment. The local effort form **MUST BE SUBMITTED TO OUR OFFICE NO LATER THAN close of business on June 7, 2013.**

If you have any questions concerning this collection, please feel free to contact us at (785) 296-3872.

2012-2013 Local Effort for General State Aid
(Local Effort / Authorized Transfers / CTE Miles)

Please submit data no later than close of business on Friday, June 7, 2013.

The following are instructions for logging on and completing the web form:

- Open Internet Explorer and type in the following address:
  https://svapp15586.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 2013".**
- Complete, **Save**, and **Submit.** [***Accuracy is critical as this affects your final general state aid payment***.]

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://svapp15586.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.

2012-2013 Local Effort for General State Aid
(Local Effort / Authorized Transfers / CTE Miles)

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 June 5 distribution).
- 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.
- 6/30/2012 unencumbered cash balance should agree with the CPA audit.
- *Note: Machinery & Equipment State Aid is no longer applicable.*
- This information will be used to compute your final general state aid payment.

Authorized Transfers:

K.S.A. 72-6460 allows school districts to expend a portion of the unencumbered balances held in particular funds. The following would be considered the first priority for use: K-2 at-risk, bilingual, contingency reserve, driver training, parent education, PK at-risk, professional development; summer program; virtual school, and vocational funds. The textbook and student material revolving fund is the second priority with special education fund the last priority for use, not to exceed one-third of the cash balance.

The maximum computed amount of transfers cannot exceed the total weighted enrollment (excluding special education) multiplied by $250.

The authorized transfers to general fund will neither increase nor decrease general state aid as this is added after local effort is calculated. The Kansas Department of Education will use the lesser of the maximum computed amount or the authorized transfers as certified to compute the final legal maximum general fund budget.

Note: The reported authorized transfer amount to general fund is final and should be the same as that reported on the USD budget, which is certified in August, for 2012-13 actual transfers.

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 to transportation provided by school districts. Do not include mileage for students that chose to drive their own vehicle.

Career and Technical Education: (continued)

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.

This payment is anticipated to deposit 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 to10,000 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:

Kevin Mercer (kmercer@ksde.org)

Sara Barnes (sbarnes@ksde.org)

Craig Neuenswander (craign@ksde.org)

Please submit no later than close of business on Friday, June 7, 2013.

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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, 120 SE 10th Ave., Topeka, KS 66612; 785-296-3201