Schedule a KSDE budget review

Before publishing the Notice of Hearing, superintendents and business officials may request someone in the School Finance office double-check their budget document in July or August.

Please call to schedule an appointment:

If you plan to visit KSDE in person, **please call** to schedule a one-hour appointment with either Craig Neuenswander or Dale Dennis. **Call School Finance and speak to Tamara at (785) 296-3871 or Sherry at (785) 296-3872 to determine a time.**

The day of your appointment, please have a printed copy of the budget (codes and forms) along with your laptop computer with the budget program. This will allow you to make revisions to your budget during the review.

Or mail the budget document for review and visit with us by phone:

To save the time and cost of driving to Topeka, mail a paper copy of your budget document to KSDE.

Print only the funds (codes) and forms (Form 110, 150, etc.) being used. Our office will review your budget document and call your office – ***no appointment necessary***. *Generally, a mailed-in budget is reviewed within one full day of receipt. Because a high number of districts visit in person during office hours, we often review the mail-in budgets after 5 p.m. To help us reach you, please include a cell/home phone number, in addition to your office number.*

MAILING INSTRUCTIONS:

Please include the following information with your budget:

1. explain any specific problem area(s) to be reviewed
2. contact name(s)
3. office phone (first attempt) and home/cell phone number
4. If time is critical, provide the "latest date" we can return a call to your office. This might be just prior to your board meeting. Allow time to make any changes and publish the Notice of Hearing.

Also, if you had already scheduled a one-hour time slot to visit the KSDE office, please indicate the date and time of your appointment with the mail-in budget.

To conduct your budget review by conference call, *we need a printed copy of your budget document (codes and forms) mailed to:*

KS DEPT OF EDUCATION
ATTN: SCHOOL FINANCE
120 SE 10TH AVENUE
TOPEKA KS 66612-1182

Emailing the budget is discouraged. A complete review cannot be performed electronically, and a printed copy is helpful.

What we check on the budget document

1. Form 150 – Weightings are in line with prior year.
2. Form 150 – Special Education state aid is high enough.
3. Form 110 – Percent of collection (same for each fund)
4. Form 110 – Delinquent tax rate is included.
5. Motor vehicle taxes are similar to prior year.
6. Code 99 – Amounts budgeted are the same as the individual funds.
7. Code 01 – Amounts are the same as Code 99 and individual funds.
8. Bond and Interest – Cash balance is stable.
9. Bond and Interest fund – Cash flow is adequate.
10. Capital Outlay fund – Revenue and expenditures balance in Column 4.
11. Resolutions for levy limits have not expired.
12. Special funds – Are they budgeted high enough?
13. Special funds – Cash balances are about the same.
14. Special funds – Revenues are similar to prior year.