

 **School Finance**

 785-296-3872

 785-296-0459 (fax)

900 SW Jackson St, Suite 356 Topeka, KS 66612-1212  www.ksde.org

TO: Chief School Administrators

FROM: Dale M. Dennis, Deputy

Commissioner of Education

Craig Neuenswander, Director

School Finance

DATE: June 30, 2015

SUBJECT: Unencumbered Cash Balances for Selected Funds (July 1)

KSA 72-6460 requires the Superintendent to report the unencumbered cash balance of specific funds each year to the local board of education during its July meeting, and to the State Board of Education by no later than July 15.

In addition, 2015 Senate Bill 112 states the Department of Education will report on a quarterly basis to the Director of Legislative Research, monthly unencumbered fund balances as of the 1st of each month for every school district. Therefore, districts will be expected to report unencumbered fund balances on a monthly basis, due no later than the 10th of each month. Reminders will be sent for each monthly collection.

It is expected many districts may have negative beginning cash balances in these funds on July 1 due to the delayed June split payments for both General State Aid and Supplemental General State Aid, which will deposit approximately July 7.

Below are instructions on how to log on and complete the beginning 2015-16 (July 1) Unencumbered Cash Balances web form.

Please contact Rose Ireland at rireland@ksde.org or 785-296-4973 or Sara Barnes at sbarnes@ksde.org or 785-296-4972 if additional information is requested.

**July 1, 2015 Unencumbered Cash Balances**

**Please submit this information no later than close of business on July 10, 2015.**

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 **Unencumbered Cash Balance-July1 and “Create New Report for 2016”.**
* Complete, **Save**, and **Submit.**

**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 on or 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 assistance.