

Overview

Topeka Public Schools (TPS) primary sources of revenue are:

- **Kansas State Aid**
- **Local taxes**
- **County taxes**
- **Federal Aid**
- **Grants-Federal, State and Local Agencies**
- **Fees-student fees, student activities, tuition, meals**
- **Donations**

Responsibilities for Billing and Collection

TPS Business Office is responsible for the invoicing of funding sources and the collection of outstanding receivables.

Billing and Financial Reporting Grants

TPS strives to provide management, staff, and funding sources with timely and accurate financial reports. These reports include monthly and cumulative expenditures, a projected budget, and a balance remaining column.

TPS shall prepare and submit financial reports as specified by the financial reporting clause of the grant, or contract award document. Preparation of these reports shall be the responsibility of applicable department or school, subject to review and approval by Director of Budget & Grant Accounting.

The following policies shall apply to the preparation and submission of billings to agencies made to TPS:

1. **TPS will request reimbursement after expenditures have been incurred, unless an award specifies another method.**
2. **TPS will strive to minimize the time between receipt and disbursement of grant funds as close as is administratively feasible to the actual disbursements.**
3. **Each award normally specifies a particular billing cycle. Therefore, a schedule is established for each grant and contract to ensure that reimbursement is made on a timely basis along with any other reporting that is required in addition to the financial reports.**

- 4. Requests for reimbursement of award expenditures will use the actual amounts as posted to the general ledger as the source for all invoice amounts.**

- 5. All financial reports required by each award will be prepared and filed on a timely basis. To the extent TPS's year-end audit results in adjustments to amounts previously reported to federal agencies, revised reports shall be prepared and filed in accordance with the terms of each award.**

All revenue received by TPS shall be posted to the appropriate fund/project.

For further guidance on grant administration, see Policy Section 3000 – Grants.

Requests for State Aid from the State of Kansas

The General Director of Fiscal Services or the Director of Budget & Grant Account shall make requests for state aid from the state of Kansas per the state of Kansas guidelines.

All income received by TPS shall be posted to the appropriate state designated fund.

Receipt Local/County Taxes

Upon receipt of local or county tax revenue, TPS shall post to the appropriate fund. Tax revenue is issued by appropriate government agencies per dates prescribed in the Kansas statutes. The General Director of Fiscal Services will verify tax revenue is received on appropriate dates and follow up with the applicable government agency to resolve.

Student Fees

See Instructional Fees policy and regulation (Policy 2750 and Regulation 2750-01).

Donations

Cash donations are reported to the Board of Education per the board agenda. TPS will post the donation to the appropriate departments, per the donor's instructions and/or the board's direction.