

Electronic Filing of Budgets

Filing with the County Clerk

KSA 2008 Supp. 79-2930(a) requires that all budgets shall be submitted to your County Clerk in an electronic format.

What should you do to comply with KSA 2008 Supp. 79-2930(a)? Contact your county clerk and find out in what electronic format he or she wishes for you to submit your budget.

County Clerks Filing with the Director of Accounts and Reports

KSA 2008 Supp. 79-2930(b) requires that all budgets shall be submitted to the Director of Accounts and Reports in an electronic format.

What should county clerks do to comply with KSA 2008 Supp. 79-2930(b)?

There are three different ways to electronically submit complete budgets to the Director of Accounts and Reports:

1. If the budget is in an Excel spreadsheet format, but paper documents for signed certificate page, published notice of budget hearing, proof of publication (if needed), and resolution or published ordinance (if needed), first you must convert the paper documents into a .pdf file. Next, take the Excel spreadsheet and create a tab for each document. Then copy the .pdf image and paste it into the tab for each document. Lastly, attach the Excel spreadsheet as attachment to an e-mail and send to ARMUNIS@da.ks.gov. Please do not send in piecemeal budgets.

Example of naming tabs: "SignCert"; "PubNotice"; "ProofPub"; and "PubOrd" (or, "AdptRes").

2. Scan the entire budget (including the signed certificate page, published notice of budget hearing, proof of publication, and resolution or published ordinance) and create a .pdf file. Attach the .pdf file to an e-mail and send it to ARMUNIS@da.ks.gov.
3. You may mail in your complete budget to us along with a check for \$10 (per municipal budget). We will create a .pdf file and send to the County Clerk.

Other Means of Budget Submission

If it is necessary to submit a budget by a means other than e-mail, we would suggest sending the budget via CD, 3¼" disk, or by using a memory stick. Please mail to: Department of Administration, Office of Management Analysis and Standards, Municipal Services Team, 900 SW Jackson Street, Room 351-S, Topeka KS 66612-1248.

Naming of the Files

Prior to submission of budget files to the Director of Accounts and Reports please use the following name conventions:

Amended Budget - Amended budget files should be identified adding "AmYY" after the original file name with the "YY" indicating the year being amended. For example, the 2009 amended budget file name of Shawnee County would be identified as "coshawneeAm08.xls."

County Budget Files - County budget files should be identified by placing "co" in front of the county name. For example, the file name for Shawnee Co. would be "coshawnee.xls."

City Budget Files - City budget files should be identified by placing "ci" in front of the city name. For example, the file name for the City of Wichita would be "ciwichita.xls."

Township Budget Files - Township budget files should be identified by placing "to" in front of the township name and after the County two letter abbreviation in caps. For example, the file name for Washington Township in Jewell County would be "towashingtonJW.xls."

Special District Budget Files - Special district budget files should be identified by placing "sp" in front of the district name and after the County two letter abbreviation in caps. For example, the file name for Cherry Creek Cemetery in Montgomery County would be "spcherrycreekMG.xls."

Recreation Commission Budget Files – Recreation Commission budget files should be identified by placing "rc" in front of the recreation commission name. For example, Abilene Recreation Commission would be "rcabilene.xls."

If assistance in submitting your budget is needed, please call Mark Handshy (785.296.4799) or Rogers Brazier (785.296.2846).