



## School Finance

785-296-3872  
785-296-0459 (fax)

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DEC - 8 2011

USD 377

120 SE 10th Avenue \* Topeka, KS 66612-1182 \* (785) 296-6338 (TTY) \* www.ksde.org

D0377 - Atchison Co Comm Schools  
Stephen Wiseman  
PO Box 289  
Effingham, KS 66023-0289

December 07, 2011

Dear Stephen:

In 2011, the operating balance of the food service fund for your district exceeded three (3) times the average monthly expenditures. The operating balance of the food service fund for your district as of June 30, 2011 was \$190,294.83, which exceeded the amount allowed in the regulations by \$45,821.23.

Enclosed is the form, Plans and Actions to Reduce Excess Cash Balances. Please complete the Planned Expenditure and Date columns and/or Actual Expenditure and Date columns, which ever is most appropriate. Please list expenditures that have been made during the year, or are planned in the future that will reduce your excess balance. Please return the form to the Kansas Department of Education, Attn. School Finance, by December 27, 2011.

If you have any questions regarding filling out the form, I can be reached at 785-296-4965.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Barger".

Jennifer Barger  
School Finance

Enclosure

Sponsor No.: D0377

Amount of Excess Balance: \$45,821.23

Program Year: 2010-11

## Plans and Actions to Reduce Excess Cash Balances

Expenditure Item	Planned Expenditure	Planned Expenditure Date	Actual Expenditure	Actual Expenditure Date
1.				
2.				
3.				
4.				
5.				
6.				
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19.				