

April 17, 2012

Re: Reorganization of Municipal Services

Dear Municipal Official or Municipal Auditor,

Recently the Department of Administration underwent a management reorganization re-aligning functions, creating a more efficient organization. Effective in January 2012, the Municipal Services Team became part of the Office of Research and Development.

As part of the reorganization, Municipal Services Team was evaluated to determine the best use of limited resources. As a result, core services will continue under a reduced scope. In the spring of 2012, The Municipal Services Team will provide the following Budget Workshops: Hays on May 8<sup>th</sup> at Fort Hays State University, Topeka on May 14<sup>th</sup> at the Topeka Shawnee County Public Library, and Wichita on May 21 at the Wichita State University Hughes Metro Complex. Please see the Municipal Services Website located at <http://da.ks.gov/ar/muniserv/> for further details on the upcoming Budget workshops.

Effective April 2, 2012, The Municipal Services Team will only assist with questions or inquiries concerning budget and audit requirements. Very soon the Municipal Services website will include frequently asked questions regarding budgeting and auditing requirements. Please direct all other questions and inquiries to your auditor, legal counsel, League of Kansas Municipalities (LKM), Kansas Association of Counties (KAC), or other appropriate state or federal agency. The team will also continue to serve as the State's point of contact for Social Security Agreement issues.

The Municipal Seminars and Budget Preparation Assistance will be discontinued effective April 2, 2012. Municipalities are strongly encouraged to follow the LKM and KAC websites for information concerning legislative updates. We strongly encourage affected municipalities to obtain other service providers for budget preparation.

Thank you for your cooperation and understanding as we work through these changes. Please check the Municipal Services website (<http://da.ks.gov/ar/muniserv/>) for ongoing updates related to budget and audit requirements. For questions please contact Roger Basinger at 785-296-8083 or by email at [Roger.Basinger@da.ks.gov](mailto:Roger.Basinger@da.ks.gov).

Sincerely,

Pam Fink  
Director