**Municipal Services Fee Schedule**

Pursuant to an appropriation bill passed during the 2017 Kansas legislative session (2017 Session Laws of Kansas, Volume 2, Chapter 104 Section 64(c)), the Municipal Services Team of the Office of the Chief Financial Officer is mandated to collect fees to cover the cost of all services rendered.  Fees must be paid when the audit or agreed upon procedure (AUP) is filed or when the service is performed.  The following fee schedule is in effect:

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| Agreed Upon Procedure (AUP) or Audit Filing Fee\* - Educational  Municipalities (USDs, Community Colleges, Municipal Universities) | $100 |
| Agreed Upon Procedure (AUP) or Audit Filing Fee\* - Rural Water Districts | $100 |
| Agreed Upon Procedure (AUP) or Audit Filing Fee\* - Other Municipalities | $175 |
| Budget Workshops | $75 |
| Copies (per page) | .25 |
| Scanning (per municipality audit or budget) | $10 |

\*An acknowledgment of filing will be issued when there is receipt of both the AUP or audit report and the related filing fee.

Checks for services should be made payable to the Director of Accounts and Reports.  Payments should be mailed to the Office of the Chief Financial Officer, Municipal Services, 700 SW Harrison, Suite 300, Topeka, Kansas 66612.

In addition to the fee-based services listed above the Municipal Services Team will continue to provide services including, but not limited to, the following:

* Design and distribute uniform municipal budget forms
* Central repository for municipal budgets
* Approve prescribed audit procedures (KMAAG)
* Acknowledge receipt of municipal audits
* Central repository for municipal audits
* Provide assistance to municipalities (as staffing allows)
* Provide [confirmations to auditors of payments made to counties and cities](http://www.da.ks.gov/ar/muniserv/Confirmations/default.htm) by the State of Kansas
* Provide special reports as requested by the executive and legislative branches of state government

Last amended: December 31, 2018