

A decorative graphic consisting of a thin gold circle on the left side. A thick, dark olive-green horizontal bar overlaps the circle. A large black left square bracket is positioned on the left side of the bar, and a large gold right square bracket is on the right side. The text "Monthly Reports and Reconciliations" is centered within the bar.

# Monthly Reports and Reconciliations

NCASBO Conference  
February 18, 2009

# Monthly Reports Downloaded from DPI to LEAs

- **Reconcile Monthly Reports** -- DPI downloads & netviews the following monthly reports:

JHA351EG - Allotment Balance (state),

JHA856EG - Certification History (state),

JHA305EG - Budget Balance (federal),

JHA314EG - Cash Balance (federal),

- These reports must be reconciled to the general ledger.

# Monthly Reports Downloaded from DPI to LEAs

- **Reconcile Monthly Reports (con't.)** -- DPI downloads & netviews the following monthly reports:

JHA899EG – DBS/MFR Match report,

PGA10RP4-E – MFR Error Messages Issued,

PGA10RP4-V – MFR Verification Messages Issued,

PGA10RP1 – Records Dropped due to Invalid Data,

PGA10RP2 – Information Dropped Per Finance Officer's Request,

PGA10RP5 – MFR Revenue & Expenditure Summary

- **These reports must be reconciled to the general ledger**

# Monthly Expenditure Reports State Public School Fund

## Allotment Balance Report (JHA351EG)

- This report is grouped by PRC.
- Shows the most recent allotment; beginning YTD transaction balance; current month transactions, including adjustments and refunds by account code; source code of transaction; YTD transactions; and remaining allotment balance.
- Used in the reconciliation process. See MFR Report “899”.

# Monthly Expenditure Reports State Public School Fund

## Certification History Report (JHA856EG)

- This report shows you the certifications received for each month, the expenditures recorded for each month, and your ending cash balance for the month.
- Used to reconcile the cash certifications which have posted for your LEA.
- Should match the **Zero-Out Report**.

# Monthly Expenditure Reports Federal Grants Fund

## Budget Balance Report (JHA305EG)

- Report is grouped by PRC.
- Shows the most recent budget; current month transactions, including adjustments and refunds; source code of transaction; YTD transactions; and remaining budget balance.
- Used in the reconciliation process. See MFR Report “899”.

# Monthly Expenditure Reports Federal Grants Fund

## Cash Balance Report (JHA314EG)

- Shows the beginning fiscal year cash balance, certifications recorded, cash transactions recorded, and the ending calculated cash balance.
- Used to reconcile the cash certifications which have posted for your LEA.
- Should match the **Zero-Out Report**.

# Monthly Expenditure Reports Monthly Financial Reports (MFR)

## DBS/MFR Match Report (JHA899EG)

- Shows the comparison MTD and YTD between the DBS data (Datafile and BUD) and the MFR data (LEA general ledger) for Funds 1 and 3. Shows only CURRENT FY expenditures.
- Any differences on this report must be reconciled. Monthly is recommended.

**This is Your Reconciliation Report.**

**Matches to JHA351EG and JHA305EG reports.**

# Monthly Expenditure Reports Monthly Financial Reports (MFR)

## MFR Error Messages Issued (PGA10RP4-E)

- Lists Account Codes and Posting Errors.
- Edits **State and Federal** codes against the defined Uniform Chart of Accounts for these funds.
- Edits **Local** codes against the Uniform Chart of Accounts. **Purpose** code & **Object** code must be valid; **PRC** cannot equal **Zero** for expenditures.
- All items on this report need to be corrected by the final 13<sup>th</sup> Period reporting. This includes all funds: State, Federal, and Local.

# Monthly Expenditure Reports Monthly Financial Reports (MFR)

## MFR Verification Messages Issued (PGA10RP4-V)

- Notification of unusual transactions / conditions.
  - Expenditure codes with “negative” balances.
  - Code notices: “Use Object 412 for State Textbooks”.
- Items on this report do not have to be corrected if they are valid transactions.
- If they are not valid transactions, you need to correct your general ledger only.
- You do not need to notify DPI of these corrections.

# Monthly Expenditure Reports Monthly Financial Reports (MFR)

## MFR Records Dropped due to Invalid Data (PGA10RP1)

### **Types of invalid data include:**

- Fiscal Year or period not current.
- Fund Code not 1-9.
- First digit of Purpose Code not 1-9.
- For Expense account codes only in Funds 1-8. PRC or Object Codes or Purpose Codes cannot be 000.

# Monthly Expenditure Reports Monthly Financial Reports (MFR)

## Information Dropped Per Finance Officer's Request (PGA10RP2)

Includes items that were dropped at the LEA Finance Officer's request.

- To request that certain funds and/or PRC's be excluded for per-pupil calculations, complete the "Funds and/or PRC's to exclude for MFR Process" request form located on DPI's website at

[www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/excludeform.pdf](http://www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/excludeform.pdf)

- May not exclude Fund 1 or Fund 3 codes/PRCs.

# Monthly Expenditure Reports Monthly Financial Reports (MFR)

## MFR Revenue & Expenditure Summary (PGA10RP5)

- Report is grouped by PRC.
- Shows all revenue and expenditure codes, including installment differences of previous FY (objects 120, 210 & 220).
- Transactions categorized by Fund: State, Federal, and Local.
- For each Fund, shows Total Revenues, Total Expenditures, and any Difference.
- Currently you only receive this report for periods/months 10-13 of any fiscal year. You will soon have this report for all periods.

Are State, Federal, and Local flags set correctly?

# Monthly Expenditure Reports Monthly Financial Reports (MFR)

## MFR Revenue & Expenditure Summary (PGA10RP5)

- For Periods 10, 11 and 12:
  - If the numbers on your MFR report 5 do not match the numbers on your MFR 899 report, the difference is ENCUMBRANCES.
  - For Periods 10, 11 and 12, DPI includes encumbrances in the MFR reports because we run preliminary PER Pupil numbers.
  - Including the encumbrances with the expenditures helps DPI give the LEAs more accurate Per Pupil numbers.
- For all other Periods (1 – 9 and 13), encumbrances are not included.

# Monthly Expenditure Reports

- Forthcoming two new reports.
- Second versions of the state JHA351EG and federal JHA305EG reports which will include unencumbered balance column.
- The new reports will give the LEAs a better idea of what they really have left to spend and it will give DPI a much better tool to estimate possible reversions.

# Monthly Expenditure Reports

## Allotment Overdraft Report (JHA356EG)

- This report reflects the allotment overpayment by state PRC, salary audit exceptions and months allocated versus months used.
- One report for Company 8000 (prior year)
- One report for Company 1000 (current year)
- 1 % penalty is access each month until the of overpayment is paid.

# Monthly Expenditure Reports

## Allotment Overdraft Report (JHA356EG)

- Prepare a prior year (Company 8000) or current year (Company 1000) refund depending on which report you are reviewing.
- Salary Audit

Sue Holly

(919) 807-3735

# Where To Get Information

- Finance Officer's Newsletter
- BUD Alerts
- FBS Website

[www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/)

# Resources

- Roxane Bernard (919) 807-3725
- Richard Smith (919) 807-3729