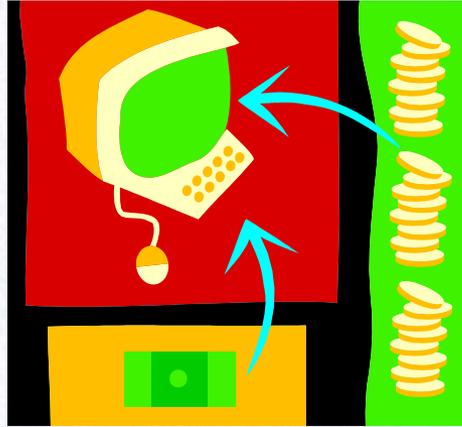


Cash Management Guidelines For Charter Schools



North Carolina Department of Public Instruction
Cash Management Section

What the Cash Management System Gives You



- Gives you the ability to request funds from the State Public School Fund (SPSF) and Federal Grants.
- Lets you know through inquiry access when these fund requests are processed and/or approved.
- Gives you inquiry access into the cash certification calendar so you can view the last day to request funds for a particular funds requirement date (FRD).

BANK ACCOUNT INFORMATION

- Before requested funds can be deposited to or collected from a Charter School 's bank account, the school must provide DPI's Cash Management Section with the name of the bank , bank account number and transit routing number. An **ACH Bank Account Authorization Form** must be completed and sent to DPI.
- State and Federal funds requested by charter schools through the Cash Management System are deposited and collected via ACH transfers using the **State Controller's Common Payment System**. This system is the State Controller automated banking system which allows agencies to create its own ACH entries for deposit to or collection from designated bank accounts.
- Charter Schools must also advise DPI of any bank and/or bank account changes. DPI will update the Cash Management System to ensure that funds are deposited to and collected from the correct account.
- New Charter Schools who want to submit their bank account information and existing Charter Schools who need to make changes to bank account information must complete a Bank Account Authorization form . This form must be sent to DPI at least five (5) working days prior to the effective date of the change.



SYSTEM SECURITY



To use the Cash Management System each school must have an individual with security to access the system. If you need to request a security for a new user, delete the security of a user or change security information for an existing user you must complete the **CICS Application Access Maintenance Form** (CICS02CM).

When form is completed:

1. Ensure form is approved/signed by your site security officer
2. Send completed/signed form to the Cash Management Section at DPI
3. Security should be established within 5 working days of receipt at DPI



Tips when using the Cash Management System

1. CMS is driven from the Funds Requirement Dates (FRD) outlined in the Cash Calendar under the “CP” option on the CICS Main Menu . **The FRD is the date that you need the funds deposited to cover checks being released on that day.**

- State funds are requested three (3) days prior to the FRD.
- Federal funds are requested a week in advance by Tuesday for the next Tuesday’s deposit and by Friday for next Friday’s deposit.
- You can request cash at anytime before the FRD as long as the calendar is updated with that FRD.

NOTE: NCDPI sends ACH files for Charter School fund requests to the designated banks one day prior to the FRD. Charter Schools’ bank accounts will normally be updated with these deposits on the FRD. Charter Schools should not release checks until the FRD even though the Cash Management System is undated with deposit approvals one date prior to the FRD. The MSA G/L posting of the cash certification does not necessarily mean that the funds have been deposited to your bank account.

2. When you enter your cash request, ensure that the message “**Update is Successful**” appears on the screen before you end the transaction. Requests that have not been updated to the system can not be processed.
3. When requesting funds, the Authority -To - Draw (A-T-D) balance for each PRC should be checked to ensure that amounts requested will actually be the amounts approved. Funds can not be advanced in access of the A-T-D balance for a PRC.
4. When you want to make a change to the amount requested for a FRD, please be aware that the last amount you enter will replace the previous amount entered. The system will not add other amounts to your original request. You must enter a corrected amount for the funds you want to request. Also, you must “successfully update” any changes made to your original request. Failure to update a change request will result in the processing of the previous amount.
5. Only request enough funds to cover those checks to be written. Cash limits have been established in the system to alert you that an excessive amount is being requested for a FRD. **Charter School Zero-Outs are done on a quarterly basis.**

Charter School

Cash Policies for Emergencies and Inclement Weather

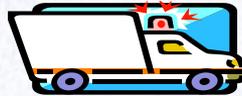
- **Late or emergency State Fund requests can be handled the same day if the call is received by 9:00 am and the funds are needed for payroll. Funds will be deposited to bank accounts the next business day.**

If you have an **emergency cash request**, please call Roxane Bernard at 919-807-3725. **Please do not leave a voice mail message.** Make sure you actually speak with one of these contact persons and follow up with an email (roxane.bernard@dpi.nc.gov) to ensure that your requests are processed as needed. Please limit the number of emergency requests so that you can maintain good cash management practices at your school and also to assist DPI in making reasonable cash allotment projections to the Office of the State Controller and the Office of State Budget.

- **Emergency requests for Federal Funds** can only be made one (1) day after the cutoff day for requesting funds for a specific Funds Requirement Date (FRD). For example, if the cutoff day for requesting funds for the FRD of September 10th is September 3rd, NCDPI can process an emergency request for the September 10th FRD up to 2:00 PM on September 4th. Federal emergency requests must also be confirmed by an e-mail.

Federal funds must be drawn down from the federal government prior to being certified to the schools. This usually takes 2-3 days, thus the lag time between deposits, and why federal funds requests are only processed twice a week.

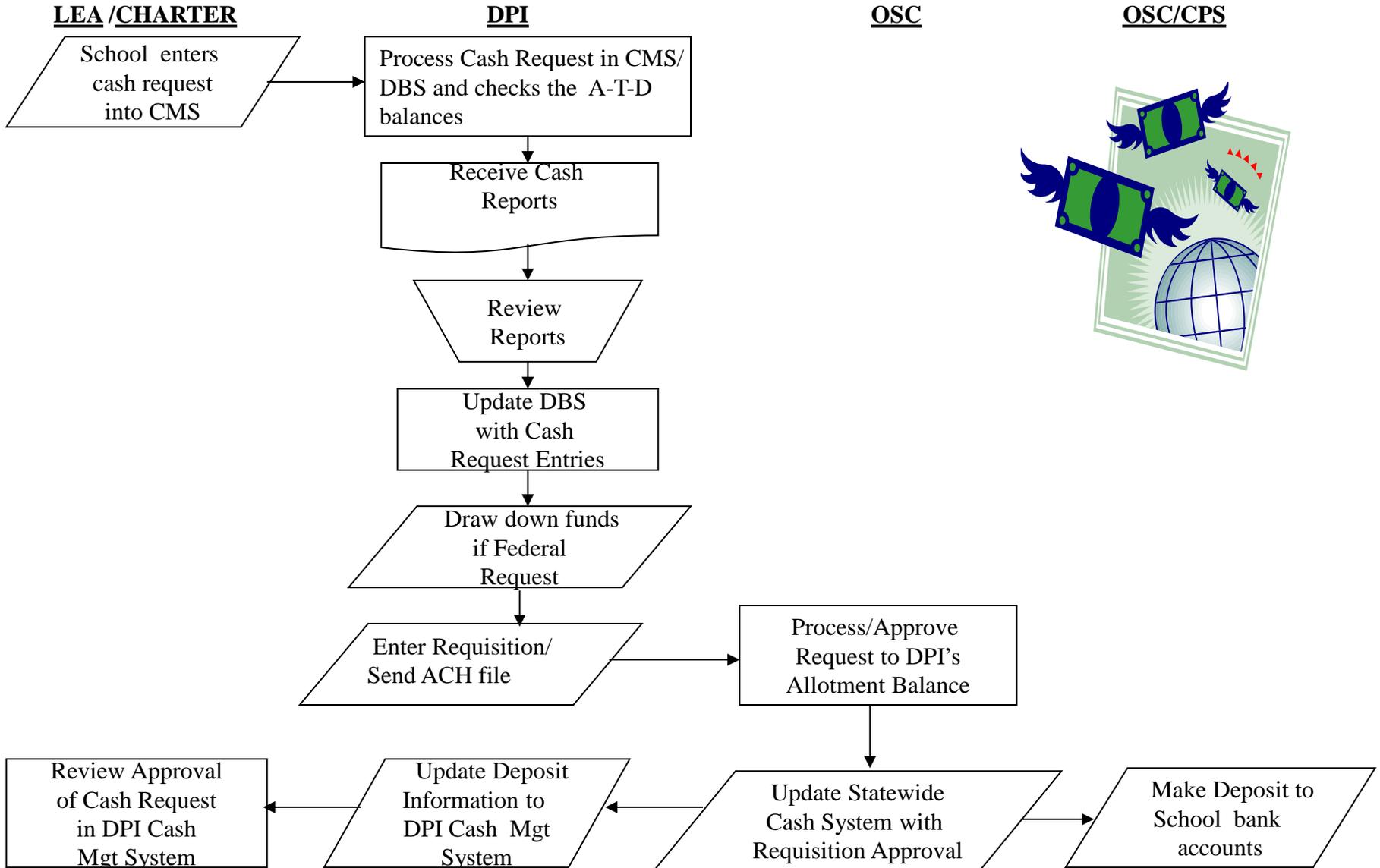
- Should there be **inclement weather**, NCDPI can still submit your requests through the Office of the State Controller's Common Payment System. However, do not release any checks until you see the funds approval in the Cash Management System. Releasing checks prior to Cash Management approval could result in bank fines and penalties.
- When there is a **statewide cash emergency**, your State cash request may not be deposited on the Funds Requirement Date (FRD). The State Controller may request that we submit funds needed for payroll only. If this were the case, the Controller's Office will usually approve the general expense funds the next business day. Remember, checks should not be released until you receive approval or deposit notification in CMS from NCDPI's Cash Management Section.
- If you experience **system problems**, please try to access the system at a later time during the day. If the system is not operational by 2:00 pm, you may call one of the contact persons listed above to inquire on the status of the system at DPI. If the system is functional at DPI, we will enter your request for you. If the system does not allow us to enter your request, we can process it as an emergency request for that FRD.



Emergency

LEA/Charter Request and Deposit of Funds

Flow Chart



Who to Call

- Emergency Funds Request Roxane Bernard 919-807-3725
(roxane.bernard@dpi.nc.gov)
- Zero-Out Richard Smith 919-807-3729
(richard.smith@dpi.nc.gov)
- Cash Calendar Ed Stone 919-807-3638
- System Downtime/Log-on Problems and Security Revocation Help Desk 919-807-HELP
- CICs System Security and Access Sarah Harris 919-807-3636
- Bank Account Maintenance Sarah Harris 919-807-3636