
Newsletter No. 016-06/07, January 10, 2007

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(1) Impact of Changes in Estimated Lottery Revenue for School

Construction: To assist LEAs in determining the impact of changes in Estimated Lottery Revenue for FY 06-07 on the School Construction allocation, the Lottery Distribution Calculation Workbook on our website is interactive. To estimate the impact of changes for your LEA, please go to the Revised Estimated Lottery Distribution File on the web at www.ncpublicschools.org/docs/fbs/allotments/planning/state/lottery.xls and perform the following steps:

1. Go to your LEA on the "AdjLottery Distribution By LEA" worksheet and note your LEA's allotment in column K at our current Estimated Lottery Revenue projection for School Construction of \$170 million.
2. Go to the "Distribution Plan" worksheet (in the same file) and key in the new Estimated Lottery Revenue Projection for School Construction in worksheet cell C16. The latest estimate is around \$150 million. The estimates are constantly changing and that why the file is interactive. (Remember this change overwrites the existing formulas if you choose to save the file to your computer.)
3. Go back to your LEA on the "AdjLottery Distribution by LEA" worksheet and note your LEA's estimated allotment in Column K at the new Estimated Lottery Revenue projection for School Construction.
4. Compare the estimated allotment at the Old Estimated Lottery Revenue projection with the New to determine the impact of the change.

Please contact School Allotments at 919.807.3739 if you have questions.

(2) New Chart of Accounts! DPI along with the NCASBO Blue Ribbon Chart of Account Committee, will implement a new Chart of Accounts effective July 1, 2007. The state requires uniform reporting of financial information via UERS. However, the focus of the information has changed over the years and the current Chart of Accounts does not answer a lot of the cost questions now being asked. Examples are classroom costs versus admin costs or how much does it cost to serve an exceptional child. The NCASBO Blue Ribbon COA Committee is implementing a new COA that will hopefully capture these costs at the LEA/Charter School.

BUD will be ready by the end of January. Federal budgets are keyed during the spring, so the new Chart of Accounts should be used when keying the Budget. DPI will leave the old budget codes still valid in BUD after July 1, 2007 for six months for installment processing and voids. This way the LEA can do what they need to do and correct any bad codes that kick out on the MFR error report via BUD. This means that they will be usable in year 08 (for at least 6 months), but intended for only installments and voids.

Here is the link to the new Chart of Accounts. Some accounts crosswalk from an old code to a new code and others are just new codes.

www.dpi.state.nc.us/fbs/finance/reporting/ Choose the FY 2007-2008 Statewide COA Finalized Crosswalk (xls, 2.3mb)

If you need any additional information, please contact systems_accounting@dpi.state.nc.us.

(3) Reminder on LEAs Responsibility to Students who are At Risk of Academic Failure: As stated in 115C-105.41, students who have been placed at risk of academic failure shall be provided focused intervention free of charge and the LEA shall also provide transportation to enable these students to participate. No tuition or fees may be charged to these students for the intervention practices. Following is the full legislation related to this topic:

115C-105.41. Students who have been placed at risk of academic failure; personal education plans.

Local school administrative units shall identify students who have been placed at risk for academic failure. Identification shall occur as early as can reasonably be done and can be based on grades, observations, State assessments, and other factors that impact student performance that teachers and administrators consider appropriate, without having to await the results of end-of-grade or end-of-course tests. At the beginning of the school year, a personal education plan for academic improvement with focused intervention and performance benchmarks shall be developed for any student not performing at least at grade level, as identified by the

State end-of-grade test. Focused intervention and accelerated activities should include research-based best practices that meet the needs of students and may include coaching, mentoring, tutoring, summer school, Saturday school, and extended days. Local school administrative units shall provide these activities free of charge to students. Local school administrative units shall also provide transportation free of charge to all students for whom transportation is necessary for participation in these activities.

Contact Alexis Schauss with questions at aschauss@dpi.state.nc.us.

(4) IRS Mileage Rate Change: Please see attached memo from the State Budget Director, David McCoy, regarding the [IRS Mileage Rate change effective January 1, 2007](#).

(5) New Contract for Scrap School Bus Tires: State Surplus Property has initiated a new contract for scrap tires. The contractor, M&B Distributing, will pay for the tires and will pick up at each bus garage within 20 days of being notified that there are tires to be discarded. Procedures and forms are being sent to Transportation Directors today. Contact Derek Graham 919.807.3571 with questions.

(6) Continuing Professional Education Credits Reports: CPE Credits reports were emailed to Finance Officers on January 5. You should review your report and call 919.807.3603 if you did not receive your report or if you have any questions.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 017-06/07, January 19, 2007

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1. Chart of Accounts Update:

We will begin the testing stage on Tuesday, January 16th for the BUD system and the new chart of accounts. This is about a week later than we had originally anticipated. We have found some errors in the original crosswalk. Our hopes had been to have BUD ready for you to begin using by the end of January, but now we do not expect to meet this deadline. We will keep you posted as to the progress and do not anticipate much of a delay. Thank you for your patience, and if you have any questions, please feel free to contact me, Kris Knower at kknower@dpi.state.nc.us or 919.807.3616.

2. Public School Building Bonds - Semi-Annual Cash Zero Out January 26, 2007:

DPI is required to periodically zero out the Public School Building Bond funds (PRC 078). We will be using the life-to-date (LTD) draws versus the LTD expenditures reported in our system for the November reporting period, to calculate the dollar amount to be taken back from your local bank account. We will do this cash zero out for a funds requirement date of January 26, 2007.

We must receive any MANUAL expenditure adjustments that are needed to adjust the Cash Zero Out in our office by and no later than Tuesday, January 23rd, marked "Adjustment to Zero Out". The effect of the zero out process is to align or equate your LTD cash with LTD expenditures by project. If you have any questions about your allotment project balance or the zero out process, please contact Richard Smith at rismith@dpi.state.nc.us or call 919.807.3729.

3. State Public School Fund Allotment Overdraft Reports:

We netviewed the " State Public School Fund Allotment Overdraft Report" Company 8000 for the prior year, FY 2005-2006, as of the December processing period on Wednesday, January 17, 2007. All refunds through the December 2006 processing period are reflected. Refunds for all allotments exceeded, plus any penalties due, should be submitted by Monday, February 5, 2007, to avoid additional penalties. Please submit the refunds effective January 2007

(processing period 7). If you have questions, please contact the following persons:

- Total Dollar Allotment Overdraft: Roxane Bernard at 919.807.3725, rbernard@dpi.state.nc.us
- Audit Exceptions - State Overpaid and Month Allocated Versus Months Used: Angela McNeill at 919.807.3736, amcneill@dpi.state.nc.us.

4. Allotment Overdraft Penalties:

Thank you for your timely payment of the penalties due on the Prior Year Allotment overdrafts. When paying the penalties, please remember to mark the "Prior Year" field with a "Y" if the penalty due is from the "Allotment Overdraft Report for Company 8000" report. Before paying your penalties, please contact Roxane Bernard at 919.807.3725 or rbernard@dpi.state.nc.us to confirm the correct amount of penalties to pay.

5. Qualified Zone Academy Bond (QZAB) Program:

Congress has finally approved the extension of Qualified Zone Academy Bond (QZAB) Program for 2006 and 2007. The U.S. Treasury Department has issued state allocations for the QZAB Program. North Carolina has been allocated \$11,444,000 for 2006 and \$11,444,000 for 2007 to be distributed to eligible LEAs. The State Superintendent's Bond Advisory Council will meet soon, establish the guidelines for the allocation procedure, and mail out applications and packets of information to all county finance officers and school superintendents for their information in applying for bond authority under this program, which provides interest-free financing for repair and renovation of existing school buildings. If you have further questions, contact Dr. Ben Matthews at 919.807.3501 / bmatthew@dpi.state.nc.us or Mr. Roger Ballard at 919.807.3565 / rballard@dpi.state.nc.us.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 018-06/07, January 26, 2007

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1. National School Counseling Week (February 5-9):

This past week, State Superintendent June St. Clair Atkinson signed a proclamation for National School Counseling Week to be February 5-9. The attached National School Counselor Week document provides a brief description of the week and a web site you can visit for additional information.

2. Budget Preparation for FY 2007-08:

Below is a listing of items that will help you with your projections of your local budgets:

- Salary increases for teachers and other certified personnel estimated to be at least 5% (last year 8% final)
- Salary increases for other personnel not associated with the teacher's salary schedule 2% (last year 5.5% final)
- Hospitalization +12% ... if they start addressing the retirement GASB issues, they could raise this another percent or 2.
- Retirement will go up because of the hospitalization (+.44% or so). Use a 1% increase to ensure you don't get caught with increases like the past 2 years.
- As usual, Planning Allotments will be available in February.

Should you have any questions, please feel free to contact Paul LeSieur at 919.807.3701 or via email plesieur@dpi.state.nc.us.

3. Microsoft Settlement - Redemption Vouchers of over \$40.9 Million for eligible schools in eligible LEAs:

We are very close to having a resolution to this windfall of Cy Pres amount awarded to the Public Schools of North Carolina. In the next 30 days, eligible LEAs and charter schools will be receiving information from the Settlement Administrators, Poorman-Douglas Corporation. Finance Officers will be the main contacts for receipt of the vouchers along with instructions for valid purchases and redemption of vouchers for reimbursement of the valid purchases. Your Superintendents and Technology Directors, along with yourselves, will be

receiving more information from the Department shortly. Should you have any questions, please feel free to contact Paul LeSieur at 919.807.3701 or via email plesieur@dpi.state.nc.us.

4. DSSF Plan Changes:

You are required to submit plans with changes to the original budget for approval prior to expending funds differently than was previously approved. The Division of School Business Services is monitoring expenditures and audit exceptions that may be taken if funds are not expended according to the approved plans. Revisions to plans should be sent to Rick Klein rklein@dpi.state.nc.us. Should you have any questions, please feel free to contact Paul LeSieur at 919.807.3701 or via email plesieur@dpi.state.nc.us.

5. 2nd Quarter Lottery Proceeds:

The second quarter lottery proceeds have been received by the Department. Only \$75.4 million was transferred for programs this quarter, down from the \$95 million of the first quarter. This was due to lower than expected lottery sales. \$12.9 million will be distributed for school construction at this time. Please keep your eye posted to the What's New section of the FBS website www.ncpublicschools.org/fbs/. The next posting of the 2nd quarter school construction funding spreadsheet will be posted no later than Monday, January 29th. Should you have any questions, please feel free to contact Paul LeSieur at 919.807.3701 or via email plesieur@dpi.state.nc.us.

6. Federal Program Monitoring Visits:

Monitoring visits have been going on since October of this past Fall. Stephanie English and Margaret Wall have been visiting and will be visiting selected LEAs and charter schools through out the Spring. I want to commend those of you that have had favorable visits. Our intention is to assist you so in the event you are visited by the US Department of Education's monitoring groups, you will have in place the expected procedures and documentation to ensure you will not have to payback for audit findings. Attached you will find a schedule of LEAs and charter schools being monitored this year. Should you have any questions, please feel free to contact Paul LeSieur at 919.807.3701 or via email plesieur@dpi.state.nc.us.

7. Foreign Nationals Information Reporting:

Your Personnel Directors have been sent a file containing information on VIF personnel reported to us in FY 2005-06 and FY 2006-07. We have asked them to verify the information which was in a secured file from our shared server. They were also supposed to add any Foreign National direct hires by your LEA and obtain payroll data that is reported on the W-2 forms for Calendar Year 2005

and 2006 on all Foreign Nationals paid by your LEA. The instructions were for Directors to provide you with a listing of SSNs and the portion of the worksheet requiring wages and withholding information that is required to be loaded in the mandated Windstar software housed at the DPI and used for reporting of Foreign Nationals. This information is due back into the folders by January 31, 2007. If you or your staff have not heard of or seen this information, please contact your Personnel Director to obtain the information. Due to the securing of the data with SSN's, we will not be able to email you your spreadsheet information directly. Please work with them to develop a business flow to expedite the turnaround time of the document in the future. Should you have any questions, please feel free to contact Paul LeSieur at 919.807.3701 or via email plesieur@dpi.state.nc.us.

8. Chart of Accounts Update:

We have started the testing process for BUD. This is about a week later than we had originally anticipated. We have several staff members dedicated to completing the testing and we will keep you posted as to the progress. Thank you for your patience and if you have any questions, please feel free to contact me, Kris Kowner kknower@dpi.state.nc.us or 919.807.3616.

9. NC State Energy Office HVAC Controls Tune-up Program:

Mr. Charles Sathrum, Program Manager of the NC State Energy Office is providing you with information on the attached document regarding the HVAC Control Tune-up Program. If you have any questions regarding the program, please contact Mr. Sathrum at charles.sathrum@ncmail.net or 919.715.1158.

Attachments: To get the attachments referenced in the newsletter, please email Debby Jackson and let her know which attachments to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 019-06/07, February 9, 2007

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1. Microsoft Settlement Announcement:

The PDF documents attached are documents being sent directly to the finance officers with eligible schools from the Settlement Administrator (the Poorman-Douglas Corporation out of Washington State). Please alert your staff that these documents will be arriving in the next 30 days or so according to the Settlement Administrator.

The Excel document has three tabs in the workbook.

- LEA summary of total voucher amounts,
- Charter School summary of total voucher amounts, and
- List of eligible schools by LEA and the charter schools for the vouchers to be redeemed on their behalf.

The Division of Instructional Technology staff will be working with the technology directors to incorporate these vouchers into the LEA technology plans.

Finance officers should work closely with Technology Directors to ensure appropriate use of vouchers for the eligible schools to enhance and upgrade technology at those schools.

Below is the press release sent by our Communications Division to the Superintendents yesterday.

For immediate release
Feb. 7, 2007

NC Schools to Benefit from Microsoft Settlement

More than one-third of North Carolina's public schools will benefit from a recent national legal settlement of the class action lawsuit against Microsoft. North Carolina entered this settlement case in 2003.

As a result of the settlement, North Carolina public schools will receive \$40.9 million for qualifying schools that have a high percentage of children on free or reduced lunch. Local education agencies (LEA) and charter schools will receive vouchers for reimbursement for purchases of computers, software, projectors and other technology equipment. The instructions for reimbursements and funding through vouchers will be distributed to the Finance Officers from the Settlement

Administrator (Poorman-Douglas Corporation). There will be a 50 percent split on the vouchers distributed to each eligible LEA and charter school, half of the vouchers will be for General Purpose (computers, software products, projectors, etc.), the remaining 50 percent will be Software Vouchers. The Department of Public Instruction also will receive funds to hire two people for one year to assist local school districts in the process of redeeming the vouchers.

Schools that are eligible for the settlement vouchers are as follows:

- Elementary schools (schools with any grade between K and 5) that have 60 percent or more of their students eligible for free or reduced-price lunch in FY 2004-05;
- Middle Schools (schools with grades 6, 7 or 8) that have 60 percent or more of their students eligible for free or reduced-price lunch in FY 2004-05; or
- High Schools (schools with grades 9, 10, 11 or 12) that have 70 percent or more of their students eligible for free or reduced-price lunch OR high schools with an ABCs performance composite score of less than 60 percent in FY 2004-05.

Based on these criteria, this means that 642 elementary schools (44 percent of all elementary schools), 155 middle schools (33 percent of all middle schools) and 60 high schools (16 percent of all high schools) are eligible for the settlement awards.

NC Department of Public Instruction officials said that the settlement funds and vouchers are expected to be made available to North Carolina in the next 30 days.

The allocations will be provided as a base allocation of \$10,000 to each eligible school, remaining funding is distributed to schools with average daily membership (ADM) above 500. An additional \$138.64 per ADM is allotted to the schools with more than 500 ADM in addition to the \$10,000 base allocation. Funding has been reduced by the courts to generate the funding for the two positions to be established by the NC Department of Public Instruction, thus the minimum allocation to any LEA or charter school will be \$9,951.12.

The press release is being sent to you for informational purposes. Additional technical information will be provided to your districts' finance officers. If you have any questions, please contact NCDPI School Business Services Director, Paul LeSieur at 919.807.3700 or by email, plesieur@dpi.state.nc.us.

Attachments: To get the attachments referenced in the newsletter, please email Debby Jackson and let her know which attachments to send.

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Newsletter No. 020-06/07, February 16, 2007

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(1) FY 2007-08 Planning Allotments: The FY 2007-08 State Planning Allotments were distributed at the NCASBO conference. The reports were also net-viewed and are available for printing today, Friday 16, 2007. Since we have a lot of new personnel in the School Allotment Section, a list of primary responsibilities is attached to this email. If you have questions concerning your planning allotment, please free to call the Analyst listed on the attachment.

(2) MSA & Cash Management Training: MSA and Cash Management Training will be offered on March 21, 2007, for LEA's. There is no registration fee for the class, but you must register in order to attend. On-line registration is available at the following site: <http://training.dpi.state.nc.us/>. Click on this site, then click on MSA Cash Management to select the date you would like to attend, and register. Class description: "Surviving the School Business Jungle" - DPI Systems Training. This class is designed for those who work in an LEA finance office to include all finance staff. The class consists of "Hands-on" training in the MSA/DBS General Ledger System, a lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user, and as a refresher for others. The training is located here at DPI in Raleigh in Room #564 from 9:00 a.m.-4:00 p.m. Questions for the training, please contact Richard Smith at rismith@dpi.state.nc.us or 919.807.3729, and Roxane Bernard at rbernard@dpi.state.nc.us or 919.807.3725.

(3) Chart of Accounts update: Most of you are waiting for the release of BUD in order to enter your budgets. We have four people dedicated to BUD testing and we are hoping to move it to our pilots very soon. If you have any questions or concerns, please feel free to contact Kris Knower at kknower@dpi.state.nc.us. We will keep you posted as things progress.

4) Unspent Driver Training Funds at June 30, 2007: Please analyze your Driver Training funds and report the amount you anticipate reverting to the State at June 30, 2007 on the attached Excel form. This form must be signed by the Finance Officer and Superintendent and faxed by March 23, 2007 to the School Allotments Section at 919.807.3723. Contact Lee Clark with questions at 919.807.3747 or lclark@dpi.state.nc.us.

(5) The HRMS team is hitting the road!: Many of you have expressed an interest in having the HRMS team conduct regional training at various sites across the state. Your request is being fulfilled. The regional training dates/sites have been scheduled and the registration page is available. A list of locations, the class agenda, and the registration form is located at http://training.dpi.state.nc.us/Regional_Training_HRMS.asp. Reservations will be accepted on a first-come-first-served basis and space at each venue is limited; so register early to reserve your seat. Cost of training - FREE.

(6) HRMS Steering Committee approved IP SLA agreement between DPI and the LEAs: Find attached the HRMS Steering Committee approved IP SLA agreement between DPI and the LEAs. The IP SLA document, attached to this email, describes the responsibilities between the Local Education Agencies (LEAs) and the Department of Public Instruction (DPI) in providing IP services for the HRMS Web System.

If your LEA has not been fully utilizing HRMS and you feel you may need DPI to reconvert your data, please contact Ronda Jones at 919.807.3203 or rjones@dpi.state.nc.us. All reconversion requests must be received no later than Friday, March 2, 2007.

Attachments: To get the attachments referenced in the newsletter, please email Debby Jackson and let her know which attachments to send.

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Newsletter No. 021-06/07, February 23, 2007

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(1) Governor's Budget: Attached is a short summary of the Governor's Budget for your review as well as a comparison of the State Board of Education's Budget request and the Governor's proposed Budget. You may access the entire budget online at www.osbm.state.nc.us/osbm/bgt0709.html.

(2) State Public School Fund Allotment Overdraft Reports: We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the current year, FY 2006-2007, as of the January processing period, on Thursday, February 22, 2007 and the prior year report, Company 8000, FY 2005-2006, as of the January processing period, on Tuesday, February 20, 2007. All refunds through the January processing period are reflected. Refunds for all allotments exceeded, plus any penalties due, should be submitted by Monday, March 5, 2007, to avoid additional penalties. Please submit the refunds effective February 2007 (processing period 08). If you have questions, please contact the following persons: Total Dollar Allotment Overdraft: Roxane Bernard 919.807.3725, rbernard@dpi.state.nc.us; Audit Exceptions - State Overpaid and Month Allocated Versus Months Used: Angela McNeill 919.807.3736, amcneill@dpi.state.nc.us, or Sue Holly 919.807.3735, sholly@dpi.state.nc.us.

(3) Allotment Overdraft Penalties: Thank you for your timely payment of the penalties due on the Current Year and Prior Year Allotment overdrafts. When paying the penalties, please remember to mark the "Prior Year" field with a "Y" if the penalty due is from the "Allotment Overdraft Report for Company 8000" report.

(4) MSA & Cash Management Training: MSA and Cash Management Training will be offered on March 21, 2007, for LEAs. There is no registration fee for the class, but you must register in order to attend. On-line registration is

available at the following site: <http://training.dpi.state.nc.us/>. Click on this site, then click on MSA Cash Management to select the date you would like to attend, and register. Class description: "Surviving the School Business Jungle" - DPI Systems Training. This class is designed for those who work in an LEA finance office to include all finance staff. The class consists of "Hands-on" training in the MSA/DBS General Ledger System, a lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training is located at DPI in Raleigh in Room #564 from 9:00 a.m. - 4:00 p.m. Questions for the training, please contact Richard Smith at rismith@dpi.state.nc.us or 919.807.3729, and Roxane Bernard at rbernard@dpi.state.nc.us or 919.807.3725.

(5) Mini-webcast for Transportation Staff: On February 15, DPI Transportation Services held a mini-webcast for transportation staffs across the state. It has been archived and can be viewed using REAL PLAYER. The link for the 30 minute video can be found at www.ncbussafety.org. Contact Derek Graham at dgraham@dpi.state.nc.us with questions.

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Newsletter No. 022-06/07, March 2, 2007

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(1) Microsoft Settlement Vouchers: Finance Officers, **you will be receiving a mailing containing the Microsoft Settlement Vouchers and Instructions for reimbursement of purchases.** We have been informed by the Settlement Administrator handling the Microsoft Settlement (the Poorman-Douglas Corporation), vouchers were mailed this week. Please work with your Technology Directors in planning the purchases of hardware and software for the schools that are eligible under the Microsoft Settlement. Should you have any questions, please feel free to contact Paul LeSieur at 919.807.3701 or via email plesieur@dpi.state.nc.us.

(2) MSA & Cash Management Training: MSA and Cash Management Training will be offered on March 21, 2007, for LEAs. There is no registration fee for the class, but you must register in order to attend. On-line registration is available at the following site: <http://training.dpi.state.nc.us/>. Click on this site, then click on MSA Cash Management to select the date you would like to attend, and register. Class description: "Surviving the School Business Jungle" - DPI Systems Training. This class is designed for those who work in an LEA finance office to include all finance staff. The class consists of "Hands-on" training in the MSA/DBS General Ledger System, a lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training is located here at DPI in Raleigh in Room #564 from 9:00 a.m. - 4:00 p.m. Questions for the training, please contact Richard Smith at rsmith@dpi.state.nc.us or 919.807.3729, and Roxane Bernard at rbernard@dpi.state.nc.us or 919.807.3725.

(3) "Unlocking the Mysteries of the Cash Zero-Out and DPI Reports"

The power point presentation by Ally Barfield on February 14th at the NCASBO conference mini-session has been posted on the FBS site at www.ncpublicschools.org/fbs/conferences/presentations/. The presentation is entitled "Cash Zero-Out Process and DPI Reports".

(4) Pre-K Transportation Conference: Transportation Services is working

with NC State University to sponsor a Pre-K Transportation conference on April 16th in Raleigh. One of the featured speakers is a member of the National Transportation Safety Board. Anyone involved in transportation or Pre-K programs is encouraged to attend. Information is available at: www.ncbussafety.org/PreschoolTrans.html.

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Newsletter No. 023-06/07, March 9, 2007

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(1) Chart of Accounts/BUD update: We are moving in to our final stages of QA testing. It is our goal to be able to begin our Pilot testing some time next week. We are still in need of volunteers to Pilot for us. If you are interested, please contact me as soon as possible (Kris Knower 919.807.3616 or kknower@dpi.state.nc.us). I really want to thank you all for your patience. We are almost here folks!

(2) MSA & Cash Management Training: MSA and Cash Management Training will be offered on March 21, 2007, for LEA's. There is no registration fee for the class, but you must register in order to attend. On-line registration is available at the following site: <http://training.dpi.state.nc.us/>. Click on this site, then click on MSA Cash Management to select the date you would like to attend, and register. Class description: "Surviving the School Business Jungle" - DPI Systems Training. This class is designed for those who work in an LEA finance office to include all finance staff. The class consists of "Hands-on" training in the MSA/DBS General Ledger System, a lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training is located here at DPI in Raleigh in Room #564 from 9:00 a.m. to 4:00 p.m. Questions for the training, please contact Richard Smith at rismith@dpi.state.nc.us or 919.807.3729, and Roxane Bernard at rbernard@dpi.state.nc.us or 919.807.3725.

(3) Annual Count of Stoparm Violations: Transportation directors have been asked to participate in a statewide count of stoparm violations on **Wednesday, March 14th**. DPI has coordinated this count for 10 years and it continually shows that about 2000 times per day a school bus stoparm is passed in North Carolina. It is a useful tool for highlighting the seriousness of this problem to the public and to the media. Questions should be directed to Derek Graham 919.807.3571.

(4) Pre-K Transportation Conference: Transportation Services is working with NC State University to sponsor a Pre-K Transportation conference on April 16th in Raleigh. One of the featured speakers is a member of the National Transportation Safety Board. Anyone involved in transportation or Pre-K programs is encouraged to attend. Information is available at: www.ncbussafety.org/PreschoolTrans.html.

(5) Financial and Business Services Summer Conference: Mark your calendars for the **2007 Annual Financial and Business Services Summer Conference**. The conference will be held on July 25 -27, 2007 at the Sheraton Imperial Hotel and Convention Center, Research Triangle Park, NC. Additional information about the conference will be forthcoming from Paul LeSeiur and Doris McCain.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 024-06/07, March 23, 2007

Philip Price
Associate State Superintendent
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: pprice@dpi.state.nc.us

(1) State Public School Fund Allotment Overdraft Reports:

We net-viewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the current year, FY 2006-2007, as of the February processing period, on Monday, March 19, 2007, and the prior year report, Company 8000, FY 2005-2006, as of the February processing period, on Thursday, March 15, 2007. All refunds through the February processing period are reflected. Refunds for all allotments exceeded, plus any penalties due, should be submitted by Tuesday, April 3, 2007, to avoid additional penalties. Please submit the refunds effective March 2007 (processing period 09). If you have questions, please contact the following persons:

- Total Dollar Allotment Overdraft: Roxane Bernard at 919.807.3725 or rbernard@dpi.state.nc.us;
- Audit Exceptions - State Overpaid and Month Allocated Versus Months Used: Angela McNeill at 919.807.3736 or amcneill@dpi.state.nc.us, or Sue Holly at 919.807.3735 or sholly@dpi.state.nc.us.

(2) Allotment Overdraft Penalties:

Thank you for your timely payment of the penalties due on the Current Year and Prior Year Allotment overdrafts. When paying the penalties, please remember to mark the "Prior Year" field with a "Y" if the penalty due is from the "Allotment Overdraft Report for Company 8000" report.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 025-06/07, March 28, 2007

Philip Price
Associate State Superintendent
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: pprice@dpi.state.nc.us

(1) Chart of Accounts Project Update: "I would like to take this opportunity to thank you all for your patience during our QA testing of BUD. We have finally completed the QA testing and are able to send the BUD Chart of Accounts release to our Pilot LEAs. Our goal is to complete the Pilot testing phase during this final week of March and to be able to move forward with the full release of BUD to all LEAs the first week in April. If you have any questions or need any additional information, please feel free to contact me (kknower@dpi.state.nc.us or 919.807.3616). I will provide an over all Project update later this week". Thank you! Kris Knower

(2) Disadvantage Student Supplemental Funding Information: Attached is a file that calculates estimated allotments for PRC 024 - Disadvantage Student Supplemental funding, based on the Current formula and the Proposed formula in the Governor's budget for FY 2007-08. The numbers provided are estimates and can be change based on General Assembly action this session. If you have questions, please contact School Allotments at 919.807.3739.

(3) 2007 Budget Highlights: The "2007 Highlights of the NC Public School Budget" presents charts and tables which describe how state and federal funds are distributed to public schools. It also reviews the growth in average daily membership (ADM), the ABCs' Financial Flexibility, and the effect of Charter Schools. Visit www.ncpublicschools.org/fbs/resources/data/ and click on the appropriate link to learn more.

REMINDER: Financial and Business Services Summer Conference:

Mark your calendars for the 2007 Annual Financial and Business Services Summer Conference. The conference will be held on July 25 -27, 2007 at the Sheraton Imperial Hotel and Convention Center, Research Triangle Park, NC. Additional information about the conference will be forthcoming from Paul LeSeiur and Doris McCain.

Attachment: To get the attachment referenced in the newsletter, please email Debby Jackson at debjacks@dpi.state.nc.us and let her know which attachment to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 026-06/07, April 5, 2007

Philip Price
Associate State Superintendent
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: pprice@dpi.state.nc.us

(1) Qualified Zone Academy Bonds (QZABs) Available: The QZAB program is a tax code provision created under the Taxpayer Relief Act of 1997 and is designed to assist eligible LEAs and schools to establish qualified zone academies in partnership with local business. The federal Government has allocated the sum of \$11,444,000 for each of the 2006 and 2007 years for renovation and rehabilitation of North Carolina schools. This is a bond program with little or no interest to be paid by the LEA. Each superintendent has been e-mailed a packet of information and application forms for this program. Additional copies of the information and applications are available on the web site www.schoolclearinghouse.org. Completed applications should be sent to the School Planning Section and must be postmarked no later than **May 30, 2007**. If you have questions call 919.807.3554.

NOTE: In the package that was e-mailed to you, on QZAB page 4, item #28, the website address is incorrect. The correct website should be www.qzab.org.

(2) Transportation Contingency Fund Requests: Transportation contingency fund requests for 2006-2007 are now being accepted. Priority will be given to major equipment issues for small school districts. All requests will be analyzed and funds distributed to the extent they are available. Transportation directors have already received detailed instructions on how to apply.

Reminder - the deadline is April 16 (postmark).

(3) Early College Program Transportation: DPI Transportation Services will also accept requests for additional funding as a CONTINGENCY REQUEST for the second semester Early College program. Documented transportation costs must be estimates beginning February 1, through the end of the school year and supported by school bus route reports from TIMS, driver time sheets and a summary of funds expended for transporting students to the Early College program. Only expenditures for mileage that would not otherwise have been

expended (such as shuttle routes, routes operating on days when other schools are not in session, etc.) will be considered.

Contact Steve Beachum at 919.807.3576 with questions.

(4) BUD Update: Thank you to our pilot LEAs for BUD Release 7.0.0:

- Bertie County
- Bladen County
- Carteret County
- Cleveland County
- Charlotte/Mecklenburg
- Tyrrell County
- Wake County
- Washington County

BUD Release 7.0.0 was sent to all remaining LEAs on Wednesday, April 4.

This release includes the FY 2008 chart of accounts changes as recommended by the NCASBO Blue Ribbon Chart of Accounts Committee.

The installation instructions are attached. You can also print the instructions from our website at www.ncpublicschools.org/fbs/ in the What's New section. Please remember to receive all files from DPI before installing this release.

If you have any problems installing the release, please contact the Education Support Center Helpdesk at 919.807.4357. Please reference BUD release 7.0.0 in your call.

Attachment: To get the attachment referenced in the newsletter, please email Debby Jackson at debjacks@dpi.state.nc.us and let her know which attachment to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 027-06/07, April 13, 2007

Philip Price
Associate State Superintendent
Department of Public Instruction
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Raleigh, NC 27699-6326
Email: pprice@dpi.state.nc.us

(1) BUD Update: Thank you for the excellent response to installing the new BUD release. As of 9:00 this morning, we have 73 LEAs on the new release. As a reminder, the installation instructions are on the DPI web site in the What's New section. The URL is: www.ncpublicschools.org/fbs/. Please remember that you can't receive communications from DPI until you are on the new release. If you have any problems with the installation, please contact the DPI Customer Support Center at 919.807.4357. Please mention BUD release 7.0.0 in your request. Denise Jackson, NCDPI, Systems Accounting.

(2) Occupational and Physical Therapists: As a reminder, in the October 2006 board meeting, the State Board of Education approved a salary upgrade from level 76 to level 78 for occupational and physical therapists working in public schools. Since the Legislature did not appropriate funds for this salary upgrade, it is not mandatory for this school year unless a therapist is currently being paid below the minimum for a salary level 78. Occupational Therapists and Physical Therapists in other state government positions have been classified as a salary level 78 since December of 2004.

The minimum for a salary level 78 for 2006-07 is \$3,957.44. For minimum and maximum salary levels, refer to the salary schedules at www.ncpublicschools.org/fbs/finance/salary/.

(3) Chart of Accounts Training Session: Kerry Crutchfield will be providing another opportunity for training on the new Chart of Accounts. This training will be held on Thursday, April 19th from 10:30-1:00 pm at the Winston-Salem/Forsyth County Schools Auditorium. If you are interested in attending, please let me know. Kris Knower 919.807.3616 or kknower@dpi.state.nc.us. We look forward to seeing you there!

(4) School Bus Driver Appreciation Week: May 6-12 is School Bus Driver Appreciation Week. Safe Driving Certificates are available from DPI Publications. A copy of the Governor's proclamation has been emailed to transportation directors. To order certificates call 800.663.1250 or visit Publication Sales on the Web at www.ncpublicschools.org/publications/.

REMINDER:

Qualified Zone Academy Bonds (QZABs) Available: The QZAB program is a tax code provision created under the Taxpayer Relief Act of 1997 and is designed to assist eligible LEAs and schools to establish qualified zone academies in partnership with local business. The federal Government has allocated the sum of \$11,444,000 for each of the 2006 and 2007 years for renovation and rehabilitation of North Carolina schools. This is a bond program with little or no interest to be paid by the LEA. Each superintendent has been e-mailed a packet of information and application forms for this program. Additional copies of the information and applications are available on the web site www.schoolclearinghouse.org. Completed applications should be sent to the School Planning Section and must be postmarked no later than **May 30, 2007**. If you have questions call 919.807.3554. NOTE: In the package that was e-mailed to you, on QZAB page 4, item #28, the website address is incorrect. The correct website should be www.qzab.org.

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Transportation Contingency Fund Requests: Transportation contingency fund requests for 2006-2007 are now being accepted. Priority will be given to major equipment issues for small school districts. All requests will be analyzed and funds distributed to the extent they are available. Transportation directors have already received detailed instructions on how to apply. **Reminder - the deadline is April 16 (postmark).**

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Early College Program Transportation: DPI Transportation Services will also accept requests for additional funding as a CONTINGENCY REQUEST for the second semester Early College program. Documented transportation costs must be estimates beginning February 1, through the end of the school year and supported by school bus route reports from TIMS, driver time sheets and a summary of funds expended for transporting students to the Early College program. Only expenditures for mileage that would not otherwise have been expended (such as shuttle routes, routes operating on days when other schools are not in session, etc.) will be considered. Contact Steve Beachum at 919.807.3576 with questions.

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MARK YOUR CALENDARS: Financial and Business Services Summer

Conference: Mark your calendars for the 2007 Annual Financial and Business Services Summer Conference. The conference will be held on July 25 -27, 2007 at the Sheraton Imperial Hotel and Convention Center, Research Triangle Park, NC. Additional information about the conference will be forthcoming from Paul LeSeiur and Doris McCain.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 028-06/07, April 20, 2007

Philip Price
Associate State Superintendent
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: pprice@dpi.state.nc.us

(1) State Public School Fund Allotment Overdraft Reports: We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the current year, FY 2006-2007, as of the March processing period, on Thursday, April 19, 2007 and the prior year report, Company 8000, FY 2005-2006, as of the March processing period, on Tuesday, April 17, 2007. All refunds through the March processing period are reflected. Refunds for all allotments exceeded, plus any penalties due, should be submitted by Thursday, May 3, 2007, to avoid additional penalties. Please submit the refunds effective April 2007 (processing period 10). If you have questions, please contact the following persons:

- Total Dollar Allotment Overdraft: Roxane Bernard at 919.807.3725, rbernard@dpi.state.nc.us;
- Audit Exceptions - State Overpaid and Month Allocated Versus Months Used: Angela McNeill at 919.807.3736, amcneill@dpi.state.nc.us, or Sue Holly at 919.807.3735, sholly@dpi.state.nc.us.

(2) Allotment Overdraft Penalties: Thank you for your timely payment of the penalties due on the Current Year and Prior Year Allotment overdrafts. When paying the penalties, please remember to mark the "Prior Year" field with a "Y" if the penalty due is from the "Allotment Overdraft Report for Company 8000" report.

(3) Unbudgeted Funds Code: The new Unbudgeted Funds code for all PRCs in the FY 2008 Chart of Accounts is 3.8200.XXX.399 where XXX equals PRC. In the current Chart of Accounts the code is 3.8200.XXX.699 where XXX equals PRC. Since the 600 object codes were removed from this new chart the decision was made to replace the 699 object code with 399.

Format: 3.8200.XXX.399 XXX = any PRC

Example: 3.8200.017.399

Contact Nathan Thanos with questions at 919.807.3397.

(4) 2007-08 Federal Program Application Due Dates: The 2007-08 federal program application due dates have been posted to the web at www.ncpublicschools.org/fbs/finance/federal/. Application due dates for some federal programs have not been determined therefore dates will continue to be posted as received. For questions please contact Margaret Wall at 919.807.3682 or Stephanie English at 919.807.3686.

(5) Qualified Zone Academy Bonds (QZABs) Available: The QZAB program is a tax code provision created under the Taxpayer Relief Act of 1997 and is designed to assist eligible LEAs and schools to establish qualified zone academies in partnership with local business. The federal Government has allocated the sum of \$11,444,000 for each of the 2006 and 2007 years for renovation and rehabilitation of North Carolina schools. This is a bond program with little or no interest to be paid by the LEA. Each superintendent has been e-mailed a packet of information and application forms for this program. Additional copies of the information and applications are available on the web site www.schoolclearinghouse.org. Completed applications should be sent to the School Planning Section and must be postmarked no later than May 30, 2007. If you have questions call 919.807.3554. NOTE: In the package that was e-mailed to you, on QZAB page 4, item #28, the website address is incorrect. The correct website should be www.qzab.org.

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Newsletter No. 029-06/07, May 11, 2007

Philip Price
Associate State Superintendent
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: pprice@dpi.state.nc.us

(1) Summary of Special Provisions from House Bill 1473: Attached you will find a Word document with excerpts from House Bill 1473, Fifth Edition Engrossed that can be found in it's entirety on the Legislative website at www.ncleg.net. Should you have any questions, please feel free to contact Paul LeSieur at 919.807.3701 or by email plesieur@dpi.state.nc.us.

(2) House Proposed Lottery Proceeds for FY 2007-08: House Bill 1473 reduces proceeds from lottery funding from \$425 million to \$350 million. This affects your K-3 class size position allocations. The allotment ratio in K-3 will change from 1:18 to 1:18.3135 (a reduction of 452.5 positions statewide). Attached you will find a breakdown of positions that need to be reduced from your Planning Allotment for FY 2007-08. Should you have any questions, please feel free to contact Paul LeSieur at 919.807.3701 or by email plesieur@dpi.state.nc.us.

(3) Lottery Proceeds for 3rd Quarter: The 3rd Quarter Lottery worksheet has been posted to the "What's New" section of the FBS homepage - www.ncpublicschools.org/fbs/. Should you have any questions, please feel free to contact Paul LeSieur at 919.807.3701 or by email plesieur@dpi.state.nc.us.

(4) Microsoft Settlement Issues: The settlement administrator has called to notify us that voucher reimbursements have been submitted to their office. That's a good thing, but some have submitted the request for reimbursement without the Original Voucher document. The settlement administrator Poorman-Douglas Corporation can not accept reimbursement requests without the Original Vouchers that indicate the amounts you can be reimbursed. The documents along with guidelines were sent to the Superintendents of each LEA. Please do not submit for reimbursement without following the guidelines of the Original Packets you should have received from the Poorman-Douglas Corporation.

If your LEA has not been able to locate the original Microsoft Vouchers please contact Paul LeSieur via email at plesieur@dpi.state.nc.us. We will communicate this to the settlement administrator.

(5) Public School Building Bonds - Semi-Annual Cash Zero-Out May 25, 2007: Our department is required to periodically zero-out the Public School Building Bond funds (PRC 078). We will be using the Life-to-date (LTD) draws versus the LTD expenditures reported in our system for the April 2007 reporting period, to calculate the dollar amount to be taken back from your local bank account. We will do this cash zero out for the funds requirement date (FRD) of May 25, 2007 (i.e., the date funds will be withdrawn from your designated bank account). We must receive any expenditure adjustments in our office by Monday, May 21, 2007, that should be posted prior to the Cash Zero-out.

Please bring your expenditures up to date through April 2007 reporting period (i.e., Life-to-date (LTD) cash drawn through April 2007 should equal LTD expenditures through April 2007). The effect of this zero-out process will be to align your LTD cash and LTD expenditures by project. If you have any questions about your allotment or project balance, or the zero out process, please contact Richard Smith at 919.807.3729 or rismith@dpi.state.nc.us.

(6) Bond and Closeout Letter and Year End Closeout Letter: Attached are the closeout letters with deadlines that must be adhered to for ensuring a successful year end. A copy of the closeout letters have been previously mailed to all LEAs. The closeout letters are also located on the Financial and Business Services website under "What's New".

(7) REMINDER: ABC Transfers: The last date to submit ABC transfers on the Allotment Revision Calendar on the Website at www.ncpublicschools.org/fbs/allotments/general/.

We must have your request for transfer by May 25, 2007 to process it for FY 06-07. If you have questions please contact Lydia Prude at lprude@dpi.state.nc.us.

(8) Allotment Revisions: The last day to submit any items for processing for FY 07-08 through the Allotment System is June 6, 2007. Please review all past Allotment Revision Reports and make sure that all allotments and transfers have been posted. Please contact school allotments at 919.807.3739 if you have any questions.

Attachments: To get the attachments referenced in the newsletter, please email Debby Jackson and let her know which attachments to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

**Clarification of "House Proposed Lottery Proceeds for FY 2007-08"
HB 1473**

TO: Finance Officers

FROM: Philip Price

Last Friday, we sent out information related to the Budget passed by the House (HB 1473). One of the included items has created some confusion in the school districts. The first point everyone needs to remember is that we do not have a Budget until the House and Senate agree and the Governor signs. At the current time, we only have a House Budget.

The House Budget does include a reduction in lottery receipt projections (as we communicated last week). If that reduction were to be in the Final Governor Signed Budget, then the Planning Allotments for your teacher allocations (K-3) are overstated. That is why we included the attached spreadsheet with our communication. This does not mean that your teacher allotments have been reduced for next year. It only means that based on the House budget for lottery receipts, the K-3 teacher allotment ratio would be 1:18.3135 (rather than 1:18). The adjustment in lottery receipts would also impact the More @ 4 Budget. The proposed reduction of \$14.6 million would eliminate 3,634 slots (approximately 295 classrooms). We are currently discussing the impact of the House's lottery budget with the members of the General Assembly.

Also attached is the comparison of the State Board, Governor, and House Budget*. **Please remember, the Budget is not final.**

*The "Comparison of FY 2007-08 Proposed Budgets" is on the FBS home page under "What's New" www.ncpublicschools.org/fbs/.

Attachments: To get the attachments referenced in the newsletter, please email [Debby Jackson](mailto:Debby.Jackson@ncpublicschools.org) and let her know which attachments to send.

Newsletter No. 030-06/07, May 18, 2007

Philip Price
Associate State Superintendent
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: pprice@dpi.state.nc.us

(1) Recent Changes in DPI's Human Resource Management Division:

Recently, there have been several organizational changes in the NC Department of Public Instruction's Human Resource Management Division. For your information I have attached a Memo sent to Superintendents and Personnel Administrators outlining those changes.

(2) Federal Grant Application Due Dates: Below is the link to the Federal Grant due dates. Please make note of these dates and submit to the grant application to the appropriate grant area to ensure timely processing. Save the link below so you will have the reference point to latest update to this site.

www.ncpublicschools.org/docs/fbs/finance/federal/fedgrant.pdf

Should you have any questions, please feel free to contact the program administrator for guidance or concerns. Otherwise feel free to contact Paul LeSieur 919.807.3701 plesieur@dpi.state.nc.us or Stephanie English 919.807.3686 senglish@dpi.state.nc.us.

(3) State Public School Fund Allotment Overdraft Reports: We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the current year, FY 2006-2007, as of the April processing period, on Thursday, May 17, 2007 and the prior year report, Company 8000, FY 2005-2006, as of the April processing period, on Tuesday, May 15, 2007. All refunds through the April processing period are reflected. Refunds for all allotments exceeded, plus any penalties due, should be submitted by Monday, June 4, 2007, to avoid additional penalties. Please submit the refunds effective May 2007 (processing period 11). If you have questions, please contact the following persons: Total Dollar Allotment Overdraft: Roxane Bernard at 919.807.3725, rbernard@dpi.state.nc.us; Audit Exceptions-State Overpaid and Month Allocated Versus Months Used: Angela McNeill at 919.807.3736, amcneill@dpi.state.nc.us, or Sue Holly at 919.807.3735, sholly@dpi.state.nc.us.

(4) Allotment Overdraft Penalties: Thank you for your timely payment of the penalties due on the Current Year and Prior Year Allotment overdrafts. When paying the penalties, please remember to mark the "Prior Year" field with a "Y" if the penalty due is from the "Allotment Overdraft Report for Company 8000" report.

(5) Chart of Accounts training on the web! Please go to the link www.ncpublicschools.org/fbs/finance/reporting/coa2008 to view the on-line training for the new Chart of Accounts that will take effect July 1, 2007. You must have Real Player installed on your computer to view the training. A free copy can be obtained at: www.realplayer.com. There is a button in the upper right corner that is a link to a free download.

Please print the documents located at: www.ncpublicschools.org/fbs/finance/reporting/coa2008. These documents will be used for the Training.

(6) US Census Bureau Survey on Non Professional Personnel: Attached is the annual survey from the US Census Bureau. This survey requests data by LEA for one pay period on employment, gross pay and part-time hours paid for the pay period that includes the date March 12, 2007. Please complete the attached form and send back to Information Analysis and Reporting by May 30th. DPI will submit all forms from the LEAs to US Census Bureau. Open this form with adobe reader. **Return the completed form to:**

DPI Financial and Business Services
Attn: Muhammad Mannan
6334 Mail Center
Raleigh NC 27699-6334

or Fax to 919.807.3723.

If you have any questions, please contact Muhammad Mannan at 919.807.3756. His email address is mmannan@dpi.state.nc.us.

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REMINDERS:

ABC Transfers: The last date to submit ABC transfers on the Allotment Revision Calendar on the Website at www.ncpublicschools.org/docs/fbs/allotments/general/revisioncalendar.xls. We must have your request for transfer by May 25, 2007 to process it for FY 06-07. If you have questions please contact Lydia Prude at lprude@dpi.state.nc.us.

Allotment Revisions: The last day to submit any items for processing for FY 07-08 through the Allotment System is June 6, 2007. Please review all past Allotment Revision Reports and make sure that all allotments and transfers have been posted. Please contact school allotments at 919.807.3739 if you have any questions.

Public School Building Bonds - Semi-Annual Cash Zero-Out May 25, 2007: Our department is required to periodically zero-out the Public School Building Bond funds (PRC 078). We will be using the Life-to-date (LTD) draws versus the LTD expenditures reported in our system for the April 2007 reporting period, to calculate the dollar amount to be taken back from your local bank account. We will do this cash zero out for the funds requirement date (FRD) of May 25, 2007 (i.e., the date funds will be withdrawn from your designated bank account). We must receive any expenditure adjustments in our office by Monday, May 21, 2007, that should be posted prior to the Cash Zero-out.

Please bring your expenditures up to date through April 2007 reporting period (i.e., Life-to-date (LTD) cash drawn through April 2007 should equal LTD expenditures through April 2007). The effect of this zero-out process will be to align your LTD cash and LTD expenditures by project. If you have any questions about your allotment or project balance, or the zero out process, please contact Richard Smith at 919.807.3729 or rismith@dpi.state.nc.us.

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Newsletter No. 31-06/07, May 25, 2007

Philip Price
Associate State Superintendent
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: pprice@dpi.state.nc.us

(1) New Microsoft Settlement Process Information: Below is information sent to the Technology Directors in regards to procedures set by the Division of Instructional Technology in accordance with the Court Documents authorizing the administration of the Microsoft Cy Pres funds. Please be reminded that submission of the reimbursement under this program requires that the expenditures be a part of your Technology Plan submitted annually to the DPI.

You should be working with your Technology Director to ensure the program is being administered correctly by your LEA.

If your LEA can not locate the Microsoft Vouchers and you have not already notified Paul LeSieur as of yet, please notify Paul via his e-mail address below and he will forward the request to the Settlement Administrator.

NCDPI is pleased to announce that TLC21, headed by Suzanne Griffin, has been awarded a contract to assist in North Carolina's implementation of the Microsoft Settlement. The role of Ms. Griffin and her company are to advise on actual voucher submission, monitoring of the alignment of purchases to LEA technology plans as well as to adherence to the court's guidelines for the settlement. You are invited to contact them for assistance throughout the settlement window. Information on process, approved reimbursement items, FAQs, and contact information is at the website: www.signalintechconsulting.com/ncms.

Professional development will be offered throughout Fall 2007 and Spring 2008. Classes and locations will be announced on the website later this summer. Be sure to check the website periodically for updates and offerings.
www.signalintechconsulting.com/ncms.

Should you have any questions about the above information, please contact Frances Bryant Bradburn, Director, Instructional Technology at 919.807.3292, fbradburn@dpi.state.nc.us or Paul LeSieur at 919.807.3701, plesieur@dpi.state.nc.us.

(2) Federal Programs Monitoring: DPI instituted a five-year cycle of comprehensive monitoring for federal programs beginning with the 2006-07 school year. Nineteen school systems were monitored in the current fiscal year, and twenty-four monitoring visits are planned for next fiscal year.

Following is the latest schedule for monitoring of federal programs in LEAs for 2007-08:

October: Caldwell County
Pitt County
Sampson County
Harnett County

November: Charlotte-Mecklenburg
Davie County

December: Burke County
Lenoir County
Halifax County
Chatham County

January: Wake County
Pasquotank County
Brunswick County
Martin County

February: Craven County
Davidson County
Union County

March: Edgecombe County
Catawba County
Buncombe County
Hickory City

April: Onslow County
Cumberland County
Randolph County

Programs to be monitored include Title I (PRC 050), Title II A - Improving Teacher Quality (PRC 103), Title III - Language Acquisition (PRC 104/111), Title IV-A - Safe & Drug Free Schools (PRC 048), Title IV-B - 21st Century Community Learning Centers (110), Migrant (PRC 051), Homeless (PRC 026), REAP (PRC 091), Reading First (PRC 106), and Neglected/Delinquent.

For more information, contact Margaret Wall (mwall@dpi.state.nc.us or 919.807.3682) or Stephanie English (senglish@dpi.state.nc.us or 919.807.3686) in the Monitoring & Compliance Section.

(3) Hurricane Preparedness Tips Available Online: Hurricane Season officially begins June 1st and continues through the end of November. Before disaster strikes, being Pro-Active can reduce loss and speed recovery. The School Insurance Section urges you and your Maintenance Directors to visit our Web Site, Severe Weather Guidelines link, www.ncpublicschools.org/insurance/weather for Hurricane Preparedness Tips.

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FYI - DPI New Personnel

Asheville City Schools' Superintendent **Robert Logan** has been appointed as the Associate Superintendent of Innovation and School Transformation with the NC Department of Public Instruction (NCDPI). This is a new position and leads four divisions: Consolidated Assistance, Instructional Technology, the Office of Charter Schools and Professional Development. He will begin work at NCDPI on July 1. To read more about his appointment, please go to the NCDPI Web site at www.ncpublicschools.org and click on the appropriate link under "News."

Adam Levinson, formerly of the General Assembly's Fiscal Research Division, has begun work as the director of Policy and Strategic Planning, a new position that reports to the Deputy State Superintendent. His work will focus on coordinating and managing major cross functional, cross-agency projects and on ensuring the coordinating and integration of major SBE policy initiatives across DPI areas, divisions and sections.

Both individuals will bring a fresh perspective to our work at the Department.

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REMINDERS:

CHART OF ACCOUNTS TRAINING ON THE WEB: Training on the new Chart of Accounts that will take effect July 1, 2007 can be viewed online at www.ncpublicschools.org/fbs/finance/reporting/coa2008. You must have Real Player installed on your computer to view the training. (A free copy of Real Player can be obtained at: www.real.com. There is a button in the upper right corner that is a link to a free download.) You will need to print the documents located at: www.ncpublicschools.org/fbs/finance/reporting/coa2008. These documents are used for the Training.

US CENSUS BUREAU SURVEY ON NON-PROFESSIONALS: Finance Officers have been asked to complete the annual survey from the US Census Bureau. This survey requests data by LEA for one pay period on employment, gross pay and part-time hours paid for the pay period that includes the date March 12, 2007. The results are to be reported by May 30th. DPI will submit all forms from the LEAs to US Census Bureau. If you have any questions, please contact Muhammad Mannan at 919.807.3756. His email address is mmannan@dpi.state.nc.us.

Attachment: To get the attachment referenced in the newsletter, please email Debby Jackson at debjacks@dpi.state.nc.us and let her know which attachment to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 32-06/07, June 8, 2007

Philip Price
Associate State Superintendent
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: pprice@dpi.state.nc.us

(1) Matching Retirement Rate: The July 1st accrual submission deadline is nearing, and fortunately both the House and Senate are recommending a matching retirement rate of 7.96%. Even though the budget may not be passed by June 30, DPI is recommending that the LEAs use the proposed rate of 7.96% as the matching retirement rate for the Installment accruals. Make final FY 07 expenditures accordingly. If the FY 08 matching retirement rate is not 7.96%, LEAs will still run the installment payrolls at the accrued 7.96% rate so that the actual installment expense will closely match the installment accruals. AP invoices will be manually accrued to adjust the July and/or August matching check to the passed percentage. Any difference in the rate would be reflected in FY 08 expenditures. DPI will keep you posted, and notify you of the legal FY 08 rate once the budget is passed. If you have questions contact Ally Barfield at 919.807.3715, abarfiel@dpi.state.nc.us.

(2) CLOSE OUT REMINDER: As stated in the FY 2006-2007 Close-out letter, DPI will begin pulling your June data files at 12:01 a.m. July 2, 2007 (midnight Sunday). In order to meet required processing deadlines it is imperative that your data is ready to transmit at that time. **It is also critical you have someone on-site Monday morning, July 2, 2007 to verify that DPI successfully received your data.** This person must remain on-site until receiving an e-mail from DPI stating that your LEA's data has been successfully pulled and verified by DPI and that your on-site contact person is no longer needed at your LEA. If you have not done so already, please e-mail the name of your on-site contact person with their telephone number and their email address to Alice Lambright at alambrig@dpi.state.nc.us by Friday, June 15, 2007.

(3) INSTALLMENT ACCRUAL REMINDER: In order to ensure that we receive all of the installment accruals with the June datafile transmission, and to prevent us from unnecessarily contacting those of you who will have no accruals, we are requesting your help. If you do not pay your employees on traditional installments, and therefore will not have installment accruals, please email Alice Lambright at alambrig@dpi.state.nc.us by Friday, June 15, 2007. Simply put "No accruals - LEA (plus your three digit LEA number)" in the subject line. We appreciate your help.

(4) Status of Abstinence Until Marriage Funds (PRC 057): DPI has received notice from the US Department of Health and Human Services that legislative authority for funding for abstinence education activities is set to expire on June 30, 2007. This means that no FY 2007 funds can be used for obligations incurred on or after July 1, 2007. Because of this directive, no PRC 057 funds can be spent after June 30. Funds may only be spent on activities that end by June 30, 2007. Contact Stephanie English (senglish@dpi.state.nc.us or 919.807.3686) or Margaret Wall (mwall@dpi.state.nc.us or 919.807.3682) if you have questions.

(5) Reminder to Monitor Fiscal Compliances: Five Federal PRCs [Vocational Education (017), Safe & Drug Free Schools (048), Title I (050), Language Acquisition (104) and Reading First (106)] have limitations on administrative expenditure. These limitations are monitored at June 30. In addition, indirect cost charged to federal programs is compared against your approved rate. If administrative expenditures and/or indirect cost charges exceed allowable amounts, you may be required to refund that amount. If your LEA exceeded the limitation in the prior fiscal year and a prior year's adjustment is required the adjustment must be received at DPI by June 27, 2007. For questions please contact Margaret Wall (mwall@dpi.state.nc.us or 919.807.3682) or Stephanie English (senglish@dpi.state.nc.us or 919.807.3686) in the Monitoring & Compliance Section.

REMINDER:

Continuing Professional Education: All certified Finance Officers' are required by State Board Policy to complete 24 contact hours of approved Continuing Professional Education (CPE) credits during each fiscal year. June 30 is fast approaching and if you have credits that have not been approved and applied to your record you should get those to Jenny Billing immediately. If you have not completed 24 contact hours of approved CPE credits you should review the North Carolina State Board Policy as it pertains to Continuing Professional Education for Finance Officers at <http://sbepolicy.dpi.state.nc.us/>.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 33-06/07, June 14, 2007

Philip Price
Associate State Superintendent
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: pprice@dpi.state.nc.us

(1) TRAVEL SUBSISTENCE RATES: Effective July 1, 2007 there will be an increase in Travel Subsistence Rates. Details of these rate increases are outlined in the attached Office of State Budget and Management's memorandum dated June 11, 2007.

(2) BUD ALERT: A bug has been reported regarding the use of the 4th digit of the purpose code when trying to create federal budgets. We have a patch ready but we are not sending it to all LEA's due to it being so close to year end. If you need to budget immediately using the 4th digit of the purpose code, you will need this patch. Please contact the DPI customer support center at 919.807.4357. Be sure to mention that you need BUD 7.0.A (4th digit of purpose) patch. If you have any questions, please contact Denise Jackson at 919.807.3614 or email at djackson@dpi.state.nc.us.

(3) CLOSE OUT REMINDER: As stated in the FY 2006-2007 Close-out letter, DPI will begin pulling your June data files at 12:01 a.m. July 2, 2007 (midnight Sunday). In order to meet required processing deadlines it is imperative that your data is ready to transmit at that time. It is also critical you have someone on-site Monday morning, July 2, 2007 to verify that DPI successfully received your data. This person must remain on-site until receiving an e-mail from DPI stating that your LEA's data has been successfully pulled and verified by DPI and that your on-site contact person is no longer needed at your LEA. If you have not done so already, please email the name of your on-site contact person with their telephone number and their email address to Alice Lambrigt at alambrig@dpi.state.nc.us by Friday, June 15, 2007.

(4) INSTALLMENT ACCRUAL REMINDER: In order to ensure that we receive all of the installment accruals with the June datafile transmission, and to prevent us from unnecessarily contacting those of you who will have no accruals, we are requesting your help. If you do not pay your employees on traditional installments, and therefore will not have installment accruals, please email Alice Lambrigt at alambrig@dpi.state.nc.us by Friday, June 15, 2007. Simply put "No accruals - LEA (plus your three digit LEA number)" in the subject line. We appreciate your help.

(5) STATUS OF ABSTINENCE UNTIL MARRIAGE FUNDS (PRC 057): DPI has received notice from the US Department of Health and Human Services that legislative authority for funding for abstinence education activities is set to expire on June 30, 2007. This means that no FY 2007 funds can be used for obligations incurred on or after July 1, 2007. Because of this directive, no PRC 057 funds can be spent after June 30. Funds may only be spent on activities that end by June 30, 2007. Contact Stephanie English (senglish@dpi.state.nc.us or 919.807.3686) or Margaret Wall (mwall@dpi.state.nc.us or 919.807.3682) if you have questions.

(6) REMINDER TO MONITOR FISCAL COMPLIANCES: Five Federal PRCs [Vocational Education (017), Safe & Drug Free Schools (048), Title I (050), Language Acquisition (104) and Reading First (106)] have limitations on administrative expenditure. These limitations are monitored at June 30. In addition, indirect cost charged to federal programs is compared against your approved rate. If administrative expenditures and/or indirect cost charges exceed allowable amounts, you may be required to refund that amount. If your LEA exceeded the limitation in the prior fiscal year and a prior year's adjustment is required the adjustment must be received at DPI by June 27, 2007. For questions please contact Margaret Wall (mwall@dpi.state.nc.us or 919.807.3682) or Stephanie English (senglish@dpi.state.nc.us or 919.807.3686) in the Monitoring & Compliance Section.

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**REMINDER:**

**FINANCIAL AND BUSINESS SERVICES SUMMER CONFERENCE:**

Conference, registration, and hotel information is now available on our web site at [www.ncpublicschools.org/fbs](http://www.ncpublicschools.org/fbs). If you have questions regarding the conference please contact Paul LeSieur or Doris McCain at 919.807.3700.

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**Attachment:** To get the attachment referenced in the newsletter, please email Debby Jackson at [debjacks@dpi.state.nc.us](mailto:debjacks@dpi.state.nc.us) and let her know which attachment to send.

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To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at [debjacks@dpi.state.nc.us](mailto:debjacks@dpi.state.nc.us) or 919.807.3603 and provide your name and email address.

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**Newsletter No. 33-06/07, June 14, 2007 (Additional Information)**  
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**(1) State Public School Fund Allotment Overdraft Reports:** We will netview the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the current year, FY 2006-2007, as of the May processing period, on Monday, June 18, 2007 and the prior year report, Company 8000, FY 2005-2006, as of the May processing period, on Thursday, June 14, 2007. All refunds through the May processing period are reflected. Refunds for all allotments exceeded, plus any penalties due, should be submitted by Friday, June 29, 2007, to avoid additional penalties. Please submit the refunds effective June 2007 (processing period 12). If you have questions, please contact the following persons:

- Total Dollar Allotment Overdraft:
  - Roxane Bernard at 919.807.3725, [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us);
- Audit Exceptions-State Overpaid and Month Allocated Versus Months Used:
  - Angela McNeill at 919.807.3736, [amcneill@dpi.state.nc.us](mailto:amcneill@dpi.state.nc.us), or
  - Sue Holly at 919.807.3735, [sholly@dpi.state.nc.us](mailto:sholly@dpi.state.nc.us).

**(2) Allotment Overdraft Penalties:** Thank you for your timely payment of the penalties due on the Current Year and Prior Year Allotment overdrafts. When paying the penalties, please remember to mark the "Prior Year" field with a "Y" if the penalty due is from the "Allotment Overdraft Report for Company 8000" report.

**REMINDER:**

**Matching Retirement Rate:** The July 1st accrual submission deadline is nearing, and fortunately both the House and Senate are recommending a matching retirement rate of 7.96%. Even though the budget may not be passed by June 30, DPI is recommending that the LEAs use the proposed rate of 7.96% as the matching retirement rate for the Installment accruals. Make final FY 07 expenditures accordingly. If the FY 08 matching retirement rate is not 7.96%, LEAs will still run the installment payrolls at the accrued 7.96% rate so that the actual installment expense will closely match the installment accruals. AP invoices will be manually accrued to adjust the July and/or August matching check to the passed percentage. Any difference in the rate would be reflected in FY 08 expenditures. DPI will keep you posted, and notify you of the legal FY 08 rate once the budget is passed. If you have questions contact Ally Barfield at 919.807.3715, [abarfiel@dpi.state.nc.us](mailto:abarfiel@dpi.state.nc.us).

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To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at [debjacks@dpi.state.nc.us](mailto:debjacks@dpi.state.nc.us) or 919.807.3603 and provide your name and email address.  
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**Newsletter No. 34-06/07, June 22, 2007**

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Philip Price  
Associate State Superintendent  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [pprice@dpi.state.nc.us](mailto:pprice@dpi.state.nc.us)

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**(1) Summer School Compensation and Retirement:** We have received several questions concerning which compensation is subject to retirement withholding, especially regarding summer school. The State Retirement states that **ANY** compensation paid as a result of service performed must have retirement withheld. Even though 10 months employees receive 12 months service credit, they must have retirement withheld from compensation received outside of the 10 month contract. This includes summer school payments, extra duty pay, ABC payments. These payments are included in the "Average Final Compensation" and will help the benefit amount upon retirement.

**(2) Training for Nursing Services which will be Medicaid Reimbursable:** To update staff working with Medicaid fee for service billing, please find attached a letter of invitation to the Medicaid training sessions for school based nursing service reimbursement. Also attached are directions to each training or an address/location to map quest. This invitation will be sent out from Mary Watson's office to EC directors, the training is also extended to financial staff members working with Medicaid reimbursements. If you have any questions please contact Paul LeSieur, 919.807.3701 or via e-mail [plesieur@dpi.state.nc.us](mailto:plesieur@dpi.state.nc.us).

**(3) Revised Closing Procedures for Fiscal year 2006-2007:** There are a few changes to the Closing Procedures letter for Fiscal Year 2006-2007 dated May 7, 2007. The changes are as follows:

- 1) All adjustments and refunds must be submitted through BUD by Tuesday, July 3, 2007.
- 2) All paper 202's must be postmarked by Friday, June 29, 2007.
- 3) You have the opportunity to correct and resubmit any denied batches on Tuesday, July 3, 2007.

We are currently processing BUD transactions twice a day. Please receive BUD files from DPI daily and correct your denied batches immediately. If you have questions contact Angela McNeill at 919.807.3736, [amcneill@dpi.state.nc.us](mailto:amcneill@dpi.state.nc.us), Sue Holly at 919.807.3735, [sholly@dpi.state.nc.us](mailto:sholly@dpi.state.nc.us) or Roxane Bernard at 919.807.3725, [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us).

**(4) School Name and Address (SNA) Update for All LEAs & Charter**

**Schools:** Please be aware of the following dates and requirements.

Now through June 25 - (LEAs only) All close school requests must be entered in SNA by June 25. These are schools that are closing down and will not re-open in 2007-2008. This does not include schools that are moving, or changing names and/or grade spans. Please notify your SNA authorized user of closures.

June 25 - The SNA file will close down on June 25 at 5 pm.

July 5 through July 31 - The SNA file will open for the 2007-08 school year on July 5. SNA authorized users will have from July 5 through July 31 to enter and update information for your charter school or LEA and it's schools for 2007-2008. Information in the SNA file at close of business on July 31 will be printed in the 2007-2008 Education Directory. LEAs - please notify your SNA authorized user of new schools opening in 2007-2008 to make sure they are included.

Go to [www.ncpublicschools.org/fbs/accounting/sna/](http://www.ncpublicschools.org/fbs/accounting/sna/) for a list of SNA authorized users.

**(5) INSTALLMENT ACCRUAL REMINDER:** If you do not pay your employees on traditional installments, and therefore will not have installment accruals, please email Alice Lambright at [alambrig@dpi.state.nc.us](mailto:alambrig@dpi.state.nc.us) ASAP. Simply put "No accruals - LEA (plus your three digit LEA number)" in the subject line.

**(6) Matching Retirement Rate:** The July 1st accrual submission deadline is nearing, and fortunately both the House and Senate are recommending a matching retirement rate of 7.96%. Even though the budget may not be passed by June 30, DPI is recommending that the LEAs use the proposed rate of 7.96% as the matching retirement rate for the Installment accruals. Make final FY 07 expenditures accordingly. If the FY 08 matching retirement rate is not 7.96%, LEAs will still run the installment payrolls at the accrued 7.96% rate so that the actual installment expense will closely match the installment accruals. AP invoices will be manually accrued to adjust the July and/or August matching check to the passed percentage. Any difference in the rate would be reflected in FY 08 expenditures. DPI will keep you posted, and notify you of the legal FY 08 rate once the budget is passed. If you have questions contact Ally Barfield at 919.807.3715, [abarfiel@dpi.state.nc.us](mailto:abarfiel@dpi.state.nc.us).

**(7) CLOSE OUT REMINDER:** As stated in the FY 2006-2007 Close-out letter, DPI will begin pulling your June data files at 12:01 a.m. July 2, 2007 (midnight Sunday). In order to meet required processing deadlines it is imperative that your data is ready to transmit at that time. It is also critical you have someone on-site Monday morning, July 2, 2007 to verify that DPI successfully received your data. This person must remain on-site until receiving an e-mail from DPI stating that your LEA's data has been successfully pulled and verified by DPI and that your on-site

contact person is no longer needed at your LEA. If you have not done so already, please email the name of your on-site contact person with their telephone number and their email address to Alice Lambricht at [alambrig@dpi.state.nc.us](mailto:alambrig@dpi.state.nc.us) by Friday, June 15, 2007.

**(8) BUD Alert:** A bug has been reported regarding the use of the 4th digit of the purpose code when trying to create federal budgets. We have a patch ready but we are not sending it to all LEA's due to it being so close to year end. If you need to budget immediately using the 4th digit of the purpose code, you will need this patch. Please contact the DPI customer support center at 919.807.4357. Be sure to mention that you need BUD 7.0.A (4th digit of purpose) patch. If you have any questions, please contact Denise Jackson at 919.807.3614 or email at [djackson@dpi.state.nc.us](mailto:djackson@dpi.state.nc.us).

**(9) STATUS OF ABSTINENCE UNTIL MARRIAGE FUNDS (PRC 057):** DPI has received notice from the US Department of Health and Human Services that legislative authority for funding for abstinence education activities is set to expire on June 30, 2007. This means that no FY 2007 funds can be used for obligations incurred on or after July 1, 2007. Because of this directive, no PRC 057 funds can be spent after June 30. Funds may only be spent on activities that end by June 30, 2007.

**(10) REMINDER - If you have not submitted your survey please do so immediately:** **Days Missed for Inclement Weather Survey:** All LEAs and Charter Schools are **REQUIRED by Legislation** to complete the Days Missed Survey for school year 2006-2007. Please complete the online survey and submit by June 29, 2007. The survey can be found on the Financial Business Services website at [www.ncpublicschools.org/fbs](http://www.ncpublicschools.org/fbs) under "What's New". If you have questions about the survey, please contact Tiandra Thomas at [tthomas@dpi.state.nc.us](mailto:tthomas@dpi.state.nc.us) or 919.807.3727.

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**Attachments:** To get the attachments referenced in the newsletter, please email [Debby Jackson](mailto:debjacks@dpi.state.nc.us) and let her know which attachments to send.  
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To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at [debjacks@dpi.state.nc.us](mailto:debjacks@dpi.state.nc.us) or 919.807.3603 and provide your name and email address.

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**Newsletter No. 35-06/07, June 29, 2007**

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Philip Price  
Associate State Superintendent  
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6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [pprice@dpi.state.nc.us](mailto:pprice@dpi.state.nc.us)

\*\*\*\*\*

**“Continuing Resolution”** The General Assembly approved a spending plan early this morning that will keep state government operating for 31 days while legislators continue to negotiate a final budget. The continuing resolution includes funding for ADM growth; therefore, the Planning Allotments should be considered accurate. The Senate reductions for Teacher Assistants growth is included the continuing resolution. House Bill 2044 is online at [www.ncleg.net/Sessions/2007/Bills/House/HTML/H2044v4.html](http://www.ncleg.net/Sessions/2007/Bills/House/HTML/H2044v4.html)

**(1) New Liability Code for COA:** A liability code is being added to the 2008 COA that will replace an old code that was dropped. The new code will be 2970 Reserve for Depreciation (this is the amount of depreciation charged as an operating expense on fixed assets still owned by the local school administrative unit). The new code (old 2930 was dropped and number reused for something different) was added on 6-21-2007 due to accounting needs. This code is noted in the COA New Liability & Fund equity codes document attached to this e-mail. If you have questions please contact Nathan Thanos at [nthanos@dpi.state.nc.us](mailto:nthanos@dpi.state.nc.us) or 919.807.3397.

**(2) BUD Alert:** On Wednesday, June 27, an email was sent asking that you not send any prior year refund (PYR) batches for FY 2008 due to a bug in the program. This request has now expanded to ALL 202/adjustment batches sent through BUD for FY 2008. This alert does not affect PYR batches done for FY 2007. We are asking that you NOT send any 202/adjustment batches for FY 2008 until we have the fix in place. We will need several pilots for this fix. If you would be interested in testing this fix, please contact me asap. We anticipate going to pilot by the end of next week. Thank you for your patience as we work through these problems. If you have any questions, please contact Denise Jackson at [djackson@dpi.state.nc.us](mailto:djackson@dpi.state.nc.us) or 919.807.3614.

**(3) BUD Reminder:** Starting July 1, the BUD system will default Year Ending June 30, 2008 in the adjustment batches. In order to avoid this, you will need to change the year ending date to 2007 on the menu (AUMU) BEFORE creating a new batch for FY 2007.

**(4) New BUD Procedure:** Effective July 2007, DPI will process BUD batches sent in during the last two days of the month. These batches were normally held until the first of the next month. This change in procedure means that batches sent in during the last 2 days of the month will be processed as the current month's activity as long as the processing period in your batch is for the current month. Please consider the affect of the BUD batches on your cash balances and expenditures and continue to monitor both regularly. If you have any questions, please contact Denise Jackson at [djackson@dpi.state.nc.us](mailto:djackson@dpi.state.nc.us) or Richard Smith at [rismith@dpi.state.nc.us](mailto:rismith@dpi.state.nc.us).

**(5) AS/400 Operations:** To ensure your AS/400 communication lines are working and your distribution lines are clear, please do the following commands at least daily:

- Type: WRKSBS on an AS/400 command line, press <ENTER>  
Check QSNADS subsystem to make sure it is active. If QDSNX is listed, the subsystem is active. Transfers of network file to/from your system will NOT work unless this subsystem is active.
- Type: WRKDSTQ on an AS/400 command line, press <ENTER>.  
For any queue not having a status of Waiting, type 3 (Hold Queue) in the option column and press <ENTER>. Then, type 6 (Release Queue) in the option column and press <ENTER>. If the status goes to Rty-Fail, please call the Customer Support Center (919.807.4357) at DPI for assistance.
- Type: WRKCFGSTS \*LIN SIPS\* on an AS/400 command line, press <ENTER>.  
Check that status is ACTIVE for SIPSAS4001, SIPS400CTL and SIPSDSX01.

Verifying that lines are up and available and your distribution queue is clear will help DPI access your files and will help minimize calls from DPI at yearend. Please contact the Customer Support Center at 919.807.4357 or email [help@dpi.state.nc.us](mailto:help@dpi.state.nc.us) if you need assistance with the above commands.

**(6) Work Force Development Program:** DPI has renewed the master program for Work Force Development Programs. The rates and coverages remain the same. Moore & Johnson Agency will be mailing all participating schools their renewal documents within the next few weeks. Please continue to participate in this program. The master policy and program helps schools

maintain lower rates and better coverage. As always, if you have any questions or problems, please call Eileen Townsend at 919.807.3522.

**(7) NCASBO Professional Development Classes:** NCASBO is offering six professional development classes on July 25th at the Sheraton Imperial Hotel in Durham, just prior to the DPI Financial and Personnel Services Conference. There is no cost for these workshops, but registration is required, and will be done through the NCASBO website. It is planned that the workshops will be available for registration by the end of next week. The website address is [www.ncasbo.org](http://www.ncasbo.org).

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**Attachment:** To get the attachment referenced in the newsletter, please email Debby Jackson at [debjacks@dpi.state.nc.us](mailto:debjacks@dpi.state.nc.us) and let her know which attachment to send.

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**Newsletter No. 01-07/08, July 6, 2007**

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Philip Price  
Associate State Superintendent  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [pprice@dpi.state.nc.us](mailto:pprice@dpi.state.nc.us)

\*\*\*\*\*

**(1) Direct LEA Reporting to ESC effective immediately:** Since ITS will stop supporting the communication software that DPI has used to collect the monthly UERS datafiles, DPI will no longer offer the service bureau functions to other NC agencies for the retirement, ESC and bank reconciliation data. The following provides the effective date for each switch over:

1. The retirement data will be effective when the ORBIT system goes live with your September retirement data due October 1st. You will be receiving instructions on how to directly report your retirement data to the Retirement System from the ORBIT team and/or your vendor closer to the go-live date.
2. On 7/2/2007 ESC sent an email to all LEAs with instructions on how to submit quarterly wage detail file directly to ESC. This is effective immediately with the April - June 2nd quarter file that DPI would have normally picked up with the 8/2/07 July datafile pull. Sartox and ISIS were notified of this change 5/30/07 and you will probably receive additional information from them in the near future. Effective immediately, the same file that has always been created by running the quarterly ESC report (QS36F/A.ESCymm where y - fiscal year and mm = quarter ending fiscal month) will now be submitted directly to ESC from each LEA using the instructions found in the email from ESC. If you did not receive a copy of that email and/or have questions, please contact Ally Barfield at 919.807.3715 or [abarfiel@dpi.state.nc.us](mailto:abarfiel@dpi.state.nc.us).
3. The switch over date for bank reconciliation has not yet been finalized.

**(2) Training on the addition of Nursing Services to Medicaid**

**reimbursable school services:** On June 22nd you were sent the invitation and locations on Training for Nursing Services which will be Medicaid Reimbursable. For those that are attending, there are 2 handouts to be downloaded by participants and brought to their training session. They are now available on DPI's Medicaid web page at [www.ncpublicschools.org/ec/medicaid](http://www.ncpublicschools.org/ec/medicaid). Please make sure that your EC Director and other staff members associated with the Medicaid reimbursement process receive this information. Below is the invitation and directions to the sites for your distribution purposes. If you have any questions, please feel free to contact Laurie Ray, PT Consultant - Dept. of Public Instruction, cell: 919.636.1827 fax: 919.966.3678.  
[www.med.unc.edu/ahs/physical/schoolbasedpt.htm](http://www.med.unc.edu/ahs/physical/schoolbasedpt.htm)

**(3) Teacher Assistant Funding Adjustment for FY 2007-08:** Attached is a revised Teacher Assistant Planning Allocation for FY 2007-08 based on the Continuing Resolution passed by the General Assembly. There is a \$23.05 reduction to your per ADM funding factor for Teacher Assistant funding. Additional funding will be added to your initial allotments for the legislative increases for non-certified personnel, as well as additional retirement and hospital insurance funding once the General Assembly finalizes the budgets. Please make sure you take this information into consideration as you begin allocating funding to your schools for FY 2007-08. If you have any questions, please feel free to contact Paul LeSieur at [plesieur@dpi.state.nc.us](mailto:plesieur@dpi.state.nc.us) or 919.807.3701.

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**Attachments:** To get the attachments referenced in the newsletter, please email [Debby Jackson](mailto:Debby Jackson) and let her know which attachments to send.

\*\*\*\*\*

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at [debjacks@dpi.state.nc.us](mailto:debjacks@dpi.state.nc.us) or 919.807.3603 and provide your name and email address.

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**July 9, 2007**

TO: Finance Officers

FROM: Ally Barfield

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**Direct LEA Reporting to ESC effective immediately:** A number of LEAs have contacted DPI saying that they did not receive the 7/2/2007 email from ESC with instructions on how to submit the quarterly wage detail file directly to ESC. Below is a copy of that email. If you have questions, please contact Ally Barfield at 919.807.3715 or [abarfiel@dpi.state.nc.us](mailto:abarfiel@dpi.state.nc.us).

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>>> "esc.tax.wr@ncmail.net" 7/2/2007 2:04 PM >>>

Dear DPI Filers,

The Employment Security Commission was notified by the Department of Public Instruction that they will no longer file your wage detail file for you. Therefore, I am sending you instructions on how to file online using our website to upload your wage file.

Some of you are aware of our website and currently use our site to file your Quarterly Tax Return. If that is the case, please continue to do as you always do. Remember make sure you always get a confirmation number for each step.

Instructions:

Filing your Wage Detail File

Create you wage file and save it somewhere that you can get to it easily

Go to our website www.ncesc.com

Click on Business Services

Click on ESC Login

Log in using your account number as your User ID and your PIN number.

(if you do not know your PIN please call 919-707-1191 or reply to this email address)

Click on File Quarterly Tax and Wage Report

Click on Upload Files

Click on Browse

Find your file and click on Upload

You will then get a confirmation number

Print and save this for your records

Filing your Tax Report

Click on Return to Main Menu

Click on the SECOND OPTION Enter Quarterly Tax Report - Form NCUI-101 -
Enter Tax Data Only

Fill out the requested information and follow on screen instructions until you get
a confirmation number

**PLEASE MAKE SURE YOU GET A CONFIRMATION NUMBER FOR BOTH
STEPS**

Please call 919-707-1191 if you have any questions about this email.

Thank you

Wage Records Processing
Tax Department
UI Division
Employment Security Commission
919-707-1191
esc.tax.wr@ncmail.net

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**Newsletter No. 02-07/08, July 12, 2007**

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Philip Price  
Associate State Superintendent  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [pprice@dpi.state.nc.us](mailto:pprice@dpi.state.nc.us)

\*\*\*\*\*

**(1) 2nd Quarter ESC Reporting - effective immediately, due July 31:**

Each LEA is responsible for reporting their April - June 2nd quarter wage detail file directly to ESC. Hopefully everyone should now have the email from ESC with instructions explaining how to upload the detail file from a PC to the ESC website. Sartox users should also have an email dated 7/10/07 stating that their ESC program has been modified to automatically build and upload the ESC file to a PC. A number of Sartox users have already successfully submitted their 2nd quarter wage file to ESC. ISIS users should expect an email from ISIS in the near future detailing how their wage file will be uploaded to a PC. If you have questions, please contact Ally Barfield at 919.807.3715 or [abarfiel@dpi.state.nc.us](mailto:abarfiel@dpi.state.nc.us).

**(2) Indirect Cost Rates for 2007-08:** Restricted indirect cost rates for FY2007-08 are available for NetView beginning Wednesday, July 11, 2007 for LEAs only. You can access your indirect cost reports the same as you do your DPI month-end reports.

Please note that this is the only notification you will receive regarding your restricted indirect cost rate for FY 2007-08. These rates are for use in the fiscal year beginning July 1, 2007. The restricted rate can be applied against all grants operating with "supplement but not supplant" restrictions in the regulations. The calculations for the 2007-08 rates now include a carryover computation, due to a change in methodology requested by the US Department of Education.

We hope to have the rates ready to send to BUD by the end of this week.

The Unrestricted Indirect Cost Rates (FI045B report) will be sent in the next couple of weeks.

Please contact Stephanie English ([senglish@dpi.state.nc.us](mailto:senglish@dpi.state.nc.us)) or Margaret Wall ([mwall@dpi.state.nc.us](mailto:mwall@dpi.state.nc.us)) if you have any questions regarding your indirect cost reports.

**(3) Financial & Business Services Summer Conference will be held on July 26 and 27, 2007:**

**NOTE:** Hotel registration at the Sheraton RTP, ended July 3, 2007 if you require hotel accommodations you can now contact Comfort Suites, 5219 Page Rd, Durham, NC 27703. Telephone 919.314.1200. They will extend the same rates as the Sheraton.

After Friday, July 13, 2007 conference register fees will be \$105.00, so register early and save.

The Informal Dinner / A Tribute to DPI Retirees' has been replaced with a Pool Side Reception, from 5:30 pm - 7:30 pm. (See Attached Flyer).

We have attached a schedule of the sessions to be offered at the conference. If you have questions contact Doris McCain at [dmccain@dpi.state.nc.us](mailto:dmccain@dpi.state.nc.us) or 919.807.3700 or Paul LeSieur at [plesieur@dpi.state.nc.us](mailto:plesieur@dpi.state.nc.us).

\*\*\*\*\*

**Attachments:** To get the attachments referenced in the newsletter, please email [Debby Jackson](mailto:Debby Jackson) and let her know which attachments to send.

\*\*\*\*\*

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**Newsletter No. 03-07/08, July 20, 2007**

\*\*\*\*\*

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Email: [pprice@dpi.state.nc.us](mailto:pprice@dpi.state.nc.us)

\*\*\*\*\*

**(1) 2nd Quarter ESC Reporting - effective immediately, due July 31:**

Each LEA is responsible for reporting their April - June 2nd quarter wage detail file directly to ESC. Hopefully everyone should now have the email from ESC with instructions explaining how to upload the detail file from a PC to the ESC website. Sartox users should also have an email dated 7/10/07 stating that their ESC program has been modified to automatically build and upload the ESC file to a PC. A number of Sartox users have already successfully submitted their 2nd quarter wage file to ESC. ISIS users should expect an email from ISIS during the week of 7/23/07 detailing how their wage file will be uploaded to a PC. If you have questions, please contact Ally Barfield at 919.807.3715 or [abarfiel@dpi.state.nc.us](mailto:abarfiel@dpi.state.nc.us).

**(2) FY 2007 13th Month MFR File:** DPI will pull your preliminary 13th month MFR File on Monday night, July 23, 2007. Please do the following before building the 13th Month MFR file (Please make sure that you are signed into FY 07):

- (1) Book the Period 12 zero-out entry to your GL in June (Period 12).
- (2) Correct all of your MFR errors, including local account codes.
- (3) Review the AFR/MFR Recommendations posted on the Financial and Business Services web page to ensure accurate reporting of your "Per Pupil" expenditures:

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

Please telephone or email your MFR file questions to: Roxane L. Bernard – 919.807.3725 or [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us).

Please telephone or email your Zero-out questions to: Richard Smith – 919.807.3729 or [rsmith@dpi.state.nc.us](mailto:rsmith@dpi.state.nc.us).

**(3) State Public School Fund Allotment Overdraft Reports:** We net-viewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the current year, FY 2006-2007, as of the June processing period, on Wednesday, July 18, 2007, and the prior year report, Company 8000, FY 2005-2006, as of the June processing period, on Monday, July 16, 2007. All refunds through the June processing period are reflected. If you have questions, please contact the following persons:

- Total Dollar Allotment Overdraft:
  - Roxane Bernard at 919.807.3725 or [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us);
- Audit Exceptions - State Overpaid and Month Allocated Versus Months Used:
  - Angela McNeill at 919.807-3736 or [amcneill@dpi.state.nc.us](mailto:amcneill@dpi.state.nc.us), or
  - Sue Holly at 919.807.3735 or [sholly@dpi.state.nc.us](mailto:sholly@dpi.state.nc.us).

**(4) Reminder of New BUD Procedure:** Effective July 2007, DPI will process BUD batches sent in during the last two days of the month. These batches were normally held until the first of the next month. This change in procedure means that batches sent in during the last 2 days of the month will be processed as the current month's activity as long as the processing period in your batch is for the current month. Please consider the affect of the BUD batches on your cash balances and expenditures and continue to monitor both regularly. If you have any questions, please contact Denise Jackson at [djackson@dpi.state.nc.us](mailto:djackson@dpi.state.nc.us) or Richard Smith at [rismith@dpi.state.nc.us](mailto:rismith@dpi.state.nc.us).

**(5) Days Missed for Inclement Weather Survey-PAST DUE:** All LEAs and Charter Schools are REQUIRED to complete the Days Missed Survey for school year 2006-2007. We still have yet to receive surveys from numerous LEAs and Charter Schools. The original deadline was June 29, 2007. If you have not yet submitted your school's survey, please do so ASAP. The survey can be found on the Financial Business Services website at [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/) under "What's New". If you have questions about the survey, please contact Tiandra Thomas at [tthomas@dpi.state.nc.us](mailto:tthomas@dpi.state.nc.us) or 919.807.3727.

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To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at [debjacks@dpi.state.nc.us](mailto:debjacks@dpi.state.nc.us) or 919.807.3603 and provide your name and email address.  
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**Newsletter No. 04-07/08, July 25, 2007**

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Philip Price  
Associate State Superintendent  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [pprice@dpi.state.nc.us](mailto:pprice@dpi.state.nc.us)

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**(1) 4th Quarter Lottery Proceeds:** The 4th quarter lottery proceeds have been received by the Department. \$69.4 million was transferred for programs this quarter. \$27.7 million will be distributed for school construction. The 4th quarter receipts have been posted in the What's New section of the FBS website [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/). Should you have any questions, please feel free to contact Paul LeSieur at 919.807.3701 or via email [plesieur@dpi.state.nc.us](mailto:plesieur@dpi.state.nc.us).

**(2) Form G - Request for Authorization of Graduate Salary:** Please make sure to request approval for each school number of employment, for an individual, to prevent salary audit exceptions. For example, if an individual is employed at more than one school, approval must be obtained for each school as graduate salary is only valid for the school(s) listed on the Form G. If an individual is assigned to a new school, whether the assignment changes at the beginning of the school year or in the middle of the year, a new Form G must be on file for the new school. It is the LEA's responsibility to have proper approval on file with the DPI Licensure Section. This information must be submitted early in the new school year for placement on the graduate salary schedule. For additional information, please view page D-4 of the State Salary Manual which is online at [www.ncpublicschools.org/fbs/finance/salary/](http://www.ncpublicschools.org/fbs/finance/salary/). If you have questions, please contact Angela McNeill at 919.807.3736, [amcneill@dpi.state.nc.us](mailto:amcneill@dpi.state.nc.us), or Sue Holly at 919.807.3735, [sholly@dpi.state.nc.us](mailto:sholly@dpi.state.nc.us).

**(3) Correction of Final Allotment revision:** On 7/16/07, the final allotment adjustments posted the night before the accruals posted. Consequently, the authority to draw balances was reverted without allowing for the accruals. This week, we are processing an allotment revision to correct the final adjustments. As a result, the original Allotment Revisions 34 and 35 have been reversed in MSA. You will not receive an Allotment revision for this reversal. By Friday (7/27/07) you will receive another Allotment revision 34

which processes the correct reversion amounts for PRCs that do not carryover. This revision report will give your LEA's final allotment balances for FY 06-07. If you have any questions, please contact the School Allotment Section at 919.807.3739.

**(4) 2nd Quarter ESC Reporting - effective immediately, due July 31:**

Each LEA is responsible for reporting their April - June 2nd quarter wage detail file directly to ESC. Hopefully everyone should now have the email from ESC with instructions explaining how to upload the detail file from a PC to the ESC website. Sartox users should also have an email dated 7/10/07 stating that their ESC program has been modified to automatically build and upload the ESC file to a PC. A number of Sartox users have already successfully submitted their 2nd quarter wage file to ESC. If you have questions, please contact Ally Barfield at 919.807.3715 or [abarfiel@dpi.state.nc.us](mailto:abarfiel@dpi.state.nc.us).

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**Newsletter No. 05-07/08, August 2, 2007**

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Philip Price  
Associate State Superintendent  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [pprice@dpi.state.nc.us](mailto:pprice@dpi.state.nc.us)

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**House Bill 1473 - Summary of Special Provisions and the Comparison of FY 2007-08 Proposed Budget**

Attached you will find a summary of the 2007 General Session Special Provisions and Comparison of the Proposed Budget changes. Please read through these changes affecting Public Schools. The full House Bill and the Report on Continuation, Expansion and Capital Budget can be found at the following website: [www.ncleg.net/homePage.pl](http://www.ncleg.net/homePage.pl).

Salary schedules should be posted by the end of the week. All additional information will be posted to the "What's New" portion of the FBS website. Periodically check this link, [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/) for updates. Q & A's will begin being posted later this week and into next week.

Should you have any questions, please feel free to contact Paul LeSieur at [plesieur@dpi.state.nc.us](mailto:plesieur@dpi.state.nc.us) or 919.807.3701.

\*\*\*\*\*

**Attachments:** To get the attachments referenced in the newsletter, please email [Debby Jackson](mailto:Debby Jackson) and let her know which attachments to send.

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**Newsletter No. 06-07/08, August 3, 2007**

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Philip Price  
Associate State Superintendent  
Department of Public Instruction  
6326 Mail Service Center  
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Email: [pprice@dpi.state.nc.us](mailto:pprice@dpi.state.nc.us)

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**(1) Substitute Rates**

Effective July 1, 2007, the substitute ranges are as follows:

Non certified

Minimum \$68    Maximum \$135.23

Certified

Minimum \$88    Maximum \$135.23

**(2) Principal Fellows**

2nd Year Principal Fellows shall receive a 10-month stipend of \$1,492.

**(3) Chart of Accounts News:**

There are several new items that will be placed out on the Web and available by Monday 8-6-2007.

The first Item is the updated revenue code documents showing the 3211 Textbooks code and how it will be handled.

Second, is a Chart of Accounts in Excel format that has the ability to be filtered.

Third is the Chart of Accounts preliminary manual that shows the budget codes available by PRC as well as the Attach A worksheet.

Fourth, will be Chart of Accounts Web Tables for the Charter Schools, These tables are comma delimited text files that can be downloaded at this web link <http://www.ncpublicschools.org/fbs/tables/> .

Finally, is the spread sheet that can be used to request revisions to the chart of accounts and can be emailed back to Roxane Bernard ([rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us)) or Alexis Schauss ([aschauss@dpi.state.nc.us](mailto:aschauss@dpi.state.nc.us)).

Attached to this Email are copies of the Excel Chart of Accounts and the Revision Request Form that will also be posted to the Web. These documents will be kept up to date weekly and will be refreshed every Monday. The Web link to get to these documents will be [www.dpi.state.nc.us/fbs/finance/reporting/coa2008](http://www.dpi.state.nc.us/fbs/finance/reporting/coa2008). If there are problems with getting any of the above information off the Web, please contact Nathan Thanos ([nthanos@dpi.state.nc.us](mailto:nthanos@dpi.state.nc.us)).

**(4) Downloading the BUD COA Report:**

At the FBS Summer Conference, we mentioned that we would look into downloading the Chart of Accounts Report in BUD (ARCA) to an EXCEL Spreadsheet. What we have found out is in order to download the Chart of Accounts Report in BUD (ARCA), someone at the LEA would need to install the ODBC Drivers on individual PCs at the LEA. These drivers are part of the iSeries Access Installation CD for a PC. In light of this information, DPI has decided to place the Chart of Accounts in Excel format on the web:

[www.dpi.state.nc.us/fbs/finance/reporting/coa2008](http://www.dpi.state.nc.us/fbs/finance/reporting/coa2008).

As requested, the Excel format has the ability to filter the data. The file will be updated each Monday, so it will contain the latest changes. In addition, there are comma delimited text files that the vendors use for editing. These files are located at: [www.ncpublicschools.org/fbs/tables/](http://www.ncpublicschools.org/fbs/tables/).

Because of the other options presented to you for the COA files and because you need the ODBC drivers to download from BUD, we have not pursued a set of instructions. However, if anyone at the LEA would like to pursue downloading files from BUD to your PC, please contact the DPI Support Desk at 919.807.4357 or [help@dpi.state.nc.us](mailto:help@dpi.state.nc.us). We will assist you in with downloading the files. If there is enough interest, we will put together an instruction book.

**(5) DPI re-netviewed the following Federal 13th Period Reports:**

JHA305EG & JHA314EG Reports dated June 30, 2007 this week. These reports will reflect actual balances after the accruals had posted per the final allotment revision. Please use these reports to replace your previous Federal 13th Period Reports. If you have questions, please contact Richard Smith at 919.807.3729.

**(6) UERS Datafile Time Change:**

With the new chart of accounts, DPI is anticipating that the FY 08 UERS datafiles will be much larger and therefore take longer to pull. In an effort to continue to pull the monthly data outside of normal business hours, DPI will now begin

pulling LEA data at 5 pm on the specified date rather than 6 pm. This time change will begin with the July data pull scheduled for Thursday, August 2nd.

A copy of the FY 08 UERS schedule may be found at [www.ncpublicschools.org/fbs/finance/reporting/](http://www.ncpublicschools.org/fbs/finance/reporting/).

Thank you for adjusting your month-end processing to accommodate this time change. If you have any questions please contact Ally Barfield: 919.878.0435, email: [abarfiel@dpi.state.nc.us](mailto:abarfiel@dpi.state.nc.us) or Robin Burley 919.807.3223, email: [rburley@dpi.state.nc.us](mailto:rburley@dpi.state.nc.us).

### **(7) SAS EVAAS analyses funded by the North Carolina Department of Public Instruction:**

Certain districts are presently receiving SAS EVAAS analyses funded by the North Carolina Department of Public Instruction, as part of the high school turnaround efforts and Disadvantaged Student Supplemental Funding (DSSF). SAS is willing to include PSAT and/or SAT scores in the analyses that will be delivered to these districts, provided they can send the individual student scores from the 2006-2007 school year in a prescribed format. Additionally, SAS will need a way to map the ETS school identifiers into the ones commonly used in North Carolina. The format for this file is also prescribed. The SAS EVAAS contact for the PSAT and SAT files is Cristina Dorne. Her email address is [Cristina.Dorne@SAS.com](mailto:Cristina.Dorne@SAS.com), and she can send the file specifications to districts who want to receive these additional analyses.

This additional benefit will allow schools to see which high school students are presently on an academic pathway to be successful in various college majors. Additionally, there will be projections for students who are on an academic pathway to be successful in AP courses. These student projections will give valuable information regarding resources necessary to strengthen the high school curriculum and improve the overall attainment level of students.

SAS will accept these files through September 14th, 2007. Files submitted after this date will not be included in the 2007 analyses. The PSAT and SAT reports will be delivered in a second phase, after the delivery of the 2007 EOG and EOC SAS EVAAS results. There will be no charge for these SAT and PSAT analyses if the districts are already receiving the EVAAS analyses of their test results as part of the turnaround effort or DSSF funding.

If you have questions contact Belinda S. Black, Ed.D., NCLB Coordinator, Curriculum and School Reform Services, NCDPI: email: [bblack@dpi.state.nc.us](mailto:bblack@dpi.state.nc.us) or phone: 919.807.3827.

**(8) REMINDER: House Bill 1473** - The full House Bill and the Report on Continuation, Expansion and Capital Budget can be found at the following website: [www.ncleg.net/homePage.pl](http://www.ncleg.net/homePage.pl).

Salary schedules have been posted:  
[www.ncpublicschools.org/fbs/finance/salary/](http://www.ncpublicschools.org/fbs/finance/salary/).

All additional information will be posted to the "What's New" portion of the FBS website. Periodically check [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/) for updates. Q & A's will begin being posted later this week and into next week.

Should you have any questions, please feel free to contact Paul LeSieur at [plesieur@dpi.state.nc.us](mailto:plesieur@dpi.state.nc.us) or 919.807.3701.

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**Attachments:** To get the attachments referenced in the newsletter, please email [Debby Jackson](mailto:Debby Jackson) and let her know which attachments to send.

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**Newsletter No. 07-07/08, August 10, 2007**

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Philip Price  
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\*\*\*\*\*

**(1) Retirement Rate Adjustments:**

Even though the House and Senate were in agreement on the proposed 7.96% matching retirement rate, when the final 2007-2008 budget passed, the matching retirement rate became 7.83%, effective July 1, 2007. If you have not yet remitted your July retirement payment, that payment should be adjusted to reflect the new 7.83% matching rate. If you have already remitted your July retirement payment then your August retirement remittance should be adjusted so that your combined July and August earnings are matched at a total of 7.83%. Both Sartox and ISIS users should have queries that will read the employee earnings and calculate by budget code the difference between what was originally matched by the payroll systems and what should have been matched at the 7.83% rate. Regardless of the type of payroll that the matching was generated from, ALL RETIREMENT RATE ADJUSTMENTS WILL BE MADE ON THE NEW MATCHING CODES, not the 5910/6910 matching codes. To reduce the number of adjusting entries that will need to be keyed, please pick the highest dollar salary code in each fund/PRC combination and make the adjustment for that entire fund/PRC against that salary code's corresponding NEW retirement matching code. If you have any questions please contact Ally Barfield at [abarfiel@dpi.state.nc.us](mailto:abarfiel@dpi.state.nc.us) or 919.807.3715.

**Attached are 2 letters that the Retirement System has asked DPI to distribute.** The Retirement Systems Division will also be mailing a hard copy of these letters to all Teachers' and State Employees' Retirement System employers. Please direct all inquiries regarding these memorandums to the Retirement Systems Employer Services Section at 1.877.807.3131 (toll free) or 919.807.3131 (in Raleigh).

**(2) Salary Licensure Database:**

We have loaded the 1st payroll in to the Salary Licensure database and noted the following 2 issues:

- The 31st step was not included in the programming, so many of you will see "Underpaid" for certified personnel paid on the 31st step.
- The valid school list will be complete for the 2nd payroll, so if a certified person was assigned to a new school you may see an audit exception for an invalid school number

**Both of these items will be addressed by the 2nd payroll load.**

**(3) Teacher Assistants-paygrade 56:**

The legislation provides funds for TAs to be paid at the minimum of a pay grade 56. All instructional TAs must be paid a minimum of \$1,820.89 per month. To calculate the increase, provide the TA the legislated 4% raise and then compare to the minimum of a pay grade 56. If the amount is below the \$1,820.89 threshold, increase their pay to meet the minimum. Teacher assistants who are currently earning a salary equal to or greater than the minimum salary of a pay grade 56 are not to receive an additional increase above the 4%. Funds provided by the legislation will be incorporated in to the regular allotments.

If you are unsure of the personnel who are affected, please refer to the following link for the job description of a teacher assistant  
[www.ncpublicschools.org/employment/classified\\_jobs/teacher\\_assistant.html](http://www.ncpublicschools.org/employment/classified_jobs/teacher_assistant.html).

**(4) ABC Transfer Form for FY 07-08:**

The ABC Transfer Form for FY 07-08 has been updated and posted online at  
[www.ncpublicschools.org/fbs/allotments/forms/](http://www.ncpublicschools.org/fbs/allotments/forms/).

**(5) ADMINISTRATIVE INTERNS: FULL-TIME STUDENTS:**

Administrative interns are students in an approved full-time master's degree program in school administration and are participating in their required internship at a school unit. Full-time students serving their internship are not required to have a North Carolina Educator's License. Notification of eligible full-time interns shall be supplied to DPI by the Principal Fellows Program or school of education where the intern participates in a full-time master's degree program in school administration.

**Principal Fellows and other MSA (Master's of School Administration) students must be coded differently to prevent salary audit exceptions.**

\*Principal Fellows are to be coded to 5400-066-117.

2nd Year Principal Fellows shall receive a 10-month stipend of \$1,492.

\*Other Full-time MSA students serving internships under this provision are to be coded 5400-066-117.

2nd Year MSA (Master of School Administration) students shall receive a 10-month stipend of \$3,730.

Full-time MSA interns/Principal Fellows do not earn sick leave, annual leave, personal leave, holiday leave, retirement, or longevity, but do qualify for FICA.

**NOTE:** An administrative intern may NOT be in a full time MSA program and at the same time work in a state funded position.

If you have question contact Doris McCain at [dmccain@dpi.state.nc.us](mailto:dmccain@dpi.state.nc.us) or 919.807.3700.

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NOTICE: When mailing information to DPI please send through the Mail Service Center. Mail sent to the Wilmington Street address is delayed reaching us, sometimes as much as a week. You can find the addresses of all of the Divisions at DPI in the Education Directory on our website at www.dpi.state.nc.us/ncedirectory.

Attachments: To get the attachments referenced in the newsletter, please email Deby Jackson and let her know which attachments to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Deby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 08-07/08, August 17, 2007

Philip Price
Associate State Superintendent
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: pprice@dpi.state.nc.us

(1) Initial Allotments and Rev 1:

The FY 07-08 Initial Allotments posted to MSA on Wednesday, August 7, 2007. Revision 1 - Charter School Reductions, posted to MSA on Monday, August 13, 2007. An email of the Initial Allotments and supporting documentation was sent to the LEAs on Tuesday and Wednesday of this week. Please use the revised email because the allotment for Children with Disabilities was changed to include school age as well as preschool. Please contact School Allotments if you have any questions at 919.807.3739.

(2) Disadvantaged Student Supplemental Funding (DSSF):

Please see the attached listing of the DSSF Allotments for FY 07-08. These amounts will be allocated in an Allotment Revision once the LEA's plan is approved for FY 07-08. If you have any questions about the allotments, please contact School Allotments at 919.807.3739.

(3) Literacy Coaches:

New legislation provides for Literacy Coaches paid out of PRC052 (only) are eligible to receive the 12% differential pay, if they are NBPTS certified. (H1473 Section 7.23(b)) Reemployed retirees exempt from the cap are not eligible for these positions.

(4) Reemployed Retirees:

New legislation states that a LEA, who has a retired employee currently working, shall pay the cost for the hospital-medical benefits, if they are in a position that is eligible for benefits. (H1473 Section 28.19(a)) Therefore, the retirement system will not pay for the hospitalization and the LEAs are responsible for the hospitalization costs of reemployed retirees. These costs may be expended from State PRCs if the employee is state funded.

(5) Top of the Scale Bonus:

Principals and Assistant Principals who are at the top of their respective salary scale may be eligible for a 2% bonus. This legislation is consistent with 2006 and a Q&A can be found at

www.ncpublicschools.org/docs/fbs/finance/legislation/raises/topscalebonus.pdf

(6) FY 2007 13th Month MFR File:

We will pull the final FY 2007 13th month MFR File on Thursday evening, August 23, 2007.

The 13th month information is very important because the information represents your "Per Pupil" calculation and the information is reported in the NC School Report Cards.

Please do the following before building the 13th Month MFR file (Please make sure that you are signed into FY 07):

- a) Book the Period 12 zero-out entry to your GL in June (Period 12).
- b) Correct all of your MFR errors, including local account codes.
- c) Review the AFR/MFR Recommendations posted on the Financial and Business Services web page to ensure accurate reporting of your "Per Pupil" expenditures:

www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf

Please direct your Zero-out questions to Richard Smith rsmith@dpi.state.nc.us or 919.807.3729.

- a) **Please review your DBS/MFR Match report (JHA899EG):** This report shows the comparison month-to date (MTD) and year-to-date (YTD) between the DBS data (datafile; DPI ledger) and the MFR data (LEA general ledger). Any YTD differences on this report should be reconciled.
- b) **Please review your Records Dropped Due to Invalid Data Report (PGA10RP1):** Please make sure to correct all items on this report. Examples of errors are that you cannot have 0000 representing a Purpose Code or 000 representing a PRC or 000 representing a Object Code.
- c) **Please review MFR Information Dropped Per Finance Officers Request (PGA10RP2):** This report includes items that were dropped at the LEA Finance Officer's request. To request that certain Funds or Funds with Specific PRCs be excluded for per-pupil calculations, complete the "Funds or Funds with Specific PRCs to Exclude for MFR Process" request form that is located on DPI's website.

www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/excludeform.pdf.

d) Please review your MFR Error Messages Issued Report

(PGA10RP4-E): Please make sure to correct all items on this report. This includes all funds, even Local funds (funds other than 1 (State) and 3 (Federal)). Some examples of errors are the following:

- "Invalid Budget codes" - The account does not exist in the current Chart of Accounts.
- "State Textbook Revenue 3211 Missing \$" - Please record in your Local funds your revenues and expenditures of your State Textbook expended and reimburse by the State; should be flag as an S.
- "Revenues and Expenditure Must Equal" - There are differences between your Revenues Totals and your Expenditures Totals in Fund 1 and/or Fund 3.
- "Purpose Code Must be 5930/6930/7930" - One of the stated Purpose Codes must be used with Object Code 312.

e) Please review your MFR Verification Messages Issued Report

(PGA10RP4-V): This report notifies you of unusual transactions/ conditions. Items on this report do not have to be corrected if they are valid transactions. If they are not valid transactions, then you only need to correct your general ledger. You do not need to notify DPI of these corrections.

f) Please review your MFR Revenue & Expenditure Summary Report

(PGA10RP5): At year end, your revenue totals and your expenditure totals should equal/match on this report. You will only receive this report for periods/months 10-13 of any fiscal year.

(7) FY 2007 MFR Clean-up:

When cleaning up your FY 2007 Period 13 month MFR data, reverse any minor difference between the FY 2006 installment payment and the actual accrual reversal remaining in the FY 07 expenditure code on your general ledger. You will need to move the balances to the FY 07 installment collapse codes on your general ledger to the following account codes: 1-5100-001-122, 1-5910-001-212 and 1-5910-001-222.

(8) Average Daily Membership (ADM) Reporting:

We noticed on your FY 2006-2007 Expenditures By Source of Funds (report Number PGA49PRL) that the ADM number is your preliminary ADM number instead of your final ADM number. When you receive your next 2007 13 month MFR report, it will include your final ADM numbers. You can located your ADM at the following FBS website: www.ncpublicschools.org/fbs/accounting/data/. Please telephone or email your MFR file questions to Roxane L. Bernard 919.807.3725 or rbernard@dpi.state.nc.us.

(9) Electronic 202 Form:

While most salary and ledger adjustments can be sent thru the BUD system, there are a few transaction types that must be done outside the automated BUD system. **BANK ONLY** and **SUMMARY ONLY** entries are two such examples. An electronic 202 format is attached for use with these non-automated 202 entries. If you have any questions please contact Ally Barfield at abarfiel@dpi.state.nc.us or 919.807.3715.

(10) Workshop, Meeting, and Conference Meal Allowance:

Over the past year there has been some questions regarding reimbursement for workshops, meetings and conference meals. Attached you will find the policy and procedures that DPI uses when approving or disapproving such expenses prior to holding of the workshop, meeting or conference. You may use these as you see fit to develop you local polices and procedures. Please note that the break allowance has been increased from \$4.00 to \$4.50 effective July 1, 2007. This document incorporates that change. If you have any questions, please feel free to contact Paul LeSieur at plesieur@dpi.state.nc.us or 919.807.3701.

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**NOTICE: Allotment Staff Change** - Monique Johnson, Senior. Allotment Analyst, left the School Allotments Section on August 10, 2007. Please address questions about Monique's allotment categories to Lydia Prude, 919.218.6416 or [lprude@dpi.state.nc.us](mailto:lprude@dpi.state.nc.us). We will continue to provide excellent service and thank you in advance for your patience and cooperation.

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Attachments: To get the attachments referenced in the newsletter, please email Debby Jackson and let her know which attachments to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 09-07/08, August 23, 2007

Philip Price
Associate State Superintendent
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: pprice@dpi.state.nc.us

(1) 2007-08 Estimated Lottery Distribution:

The Estimated Lottery Distribution for 2007-08 has been posted to the DPI website at www.dpi.state.nc.us/fbs under "What's New".

(2) Calendar Waivers Due August 31st:

The 10 Year School Closing History report is attached. This report details the number of days for LEA school closings from 1997-98 to 2006-07. For those LEAs who are eligible to request a LEA-wide waiver due to the history of school closings and would like to do so, please complete and submit the waver form located on DPI website at www.ncpublicschools.org/fbs/accounting/forms/ (Use for "By LEA"). **These requests must be received by August 31st.**

If your LEA would like to request a waiver for an individual school or program within a school, please complete "by Individual School or Program".

If you have any questions, contact Tiandra Thomas at tthomas@dpi.state.nc.us.

(3) Retirement Rate Adjustments - August Deadline:

If you have not yet adjusted your retirement matching payment to the new 7.83% rate, effective back to July 1, 2007, then the Retirement Division requests that you do so with the August payment. Your payments should be adjusted so that your combined July and August earnings are matched at a total of 7.83%. Both Sartox and ISIS users have queries that will read the employee earnings and calculate by budget code the difference between what was originally matched by the payroll systems and what should have been matched at the 7.83% rate. Regardless of the type of payroll that the matching was generated from, ALL RETIREMENT RATE ADJUSTMENTS WILL BE MADE ON THE NEW MATCHING CODES, not the 5910/6910 matching codes. To reduce the number of adjusting entries that will need to be keyed, please pick the highest dollar salary code in each fund/PRC combination and make the adjustment for that entire fund/PRC against that salary code's corresponding NEW retirement matching code. If you have any questions please contact Ally Barfield at abarfiel@dpi.state.nc.us or 919.807.3715.

(4) 119 and 139 OBJECT CODES

DPI has corrected the problem with the salary load for object codes 119 and 139. If you have FY 07 salary audit exceptions on either of these object codes, please proceed to correct them. If you have questions, please contact Angela McNeill at 919.807.3736, amcneill@dpi.state.nc.us, or Sue Holly at 919.807.3735, sholly@dpi.state.nc.us.

(5) Invalid Account Codes:

Please review and give special attention to the LEA Monitor Letter or Report Card that was netviewed to you this week. This letter will list invalid accounts that were received in the July datafile and also indicate the valid accounts where the expenditures were moved to by DPI. Due to the large volume of invalid accounts, all invalid account codes were not changed. Also, please review your monthly reports: JHA351EG Report, which is the State Expenditure report; and the JHA305EG Report, which is the Federal Expenditure report. If you have any questions in reference to invalid account code changes and these reports, please contact Richard Smith at rismith@dpi.state.nc.us or 919.807.3729.

(6) July Monthly Reports:

Due to a very large July datafile and FY2008 COA changes, LEA Monthly reports were sent and netviewed a few days later than normal. LEA Monthly reports will be netviewed from August 17-August 23. The MFR report or the JHA899EG report will be netviewed at a later date. As a reminder, always check your system and printer daily for reports. If you have questions pertaining to your LEA monthly reports, please contact Richard Smith at rismith@dpi.state.nc.us or 919.807.3729. If you have questions pertaining to the MFR / JHA899EG report, please contact Roxane Bernard at rbernard@dpi.state.nc.us or 919.807.3725.

(7) Federal Overspent Programs:

In the next few weeks, LEA's that have overspent their Federal Programs for FY2006-07, will be receiving a letter from DPI. The letter will be requesting a refund for the overspent amount by PRC and instructions on how to submit the refund. The overspent amount should be refunded with a check and a paper Form FPD202, and not submitted through the BUD System. If you have any questions in reference to the letter or overspent federal programs, please contact Barbara Chalk at bchalk@dpi.state.nc.us 919.807.3716, or Richard Smith at rismith@dpi.state.nc.us 919.807.3729.

(8) BUD Training classes for the fiscal year 2007-2008:

The Financial Services Team of the Service Delivery Section of Information and Technology Services has scheduled BUD Training classes for the fiscal year 2007-2008. All training will be held in the training lab at the NC Department of Public Instruction. Please share this information with all concerned individuals within your LEA. There is no charge for any of these training sessions

BUD Adjustments covers all aspects of the BUD Adjustment subsystem and pertinent programs in System Information. The BUD Adjustment subsystem is a comprehensive software package with the objective to automate the 202/302 financial and payroll reporting process. Detailed emphasis is given to the current year update programs and the sending and receiving of files. This is an introductory class and class participants do not need to have any previous training on BUD. Each class is scheduled to begin at 9:00 am and end at 3:00 pm.

Class Dates:

December 5, 2007
April 16, 2008
May 14, 2008

BUD Federal Budgets covers all aspects of the BUD Federal Budget subsystem and pertinent programs in System Information. The BUD Federal Budget subsystem is a comprehensive process. Detailed examples and exercises are provided after each section in order to reinforce the lecture. Special emphasis is on updating budgets and amendments for federally funded programs. This is an introductory class and participants don't need to have any previous training on BUD. It is scheduled for one and a half days. The sessions begin at 9:00 on both days and will end by 3:00 PM on the first day and by noon on the second day.

Class Dates:

December 6-7, 2007
April 17-18, 2008
May 15-16, 2008

Class Registration

To register, please contact the DPI Service Desk at 919.807.4357.

As always, if you have questions or concerns about the classes, please contact the Customer Response Center at 919.807.4357 or email us at help@dpi.state.nc.us.

(9) New IRS Rule Will Not Affect Teacher Salaries for School Year 2007-08:

We are working on guidance to assist you with communicating with your employees that are affected by installments (deferred compensation). Below are the web links of the IRS that may be helpful in understanding the change effective for the FY 2008-09 school year.

For more information:

IRS News - www.irs.gov/newsroom/content/0,,id=105771,00.html

Frequently Asked Questions - www.irs.gov/newsroom/article/0,,id=172883,00.html

Web link to the IRS page - www.irs.gov/newsroom/article/0,,id=172884,00.html

Attachment: To get the attachment referenced in the newsletter, please email Debby Jackson at debjacks@dpi.state.nc.us and let her know which attachment to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 10-07/08, September 7, 2007

Philip Price
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Email: pprice@dpi.state.nc.us

(1) Teacher Assistants to be Paid at a Minimum of Pay Grade 56:

Over the past few weeks we have had many calls regarding this topic and want to reiterate again the need to make sure that there are no teacher assistants paid less than \$1,820.89 per month, if fully employed. This must be done by either having the 4% raise applied to the TA salary, and was sufficient to meet the monthly minimum, or raised to the minimum if they did not attain the \$1,820.89 after the 4% raise was applied. Also, all funding (\$1.1 million) received to bring the TAs to minimum was distributed in the Teacher Assistant PRC 027 dollar allotment. This was done to maximize the use of funding for only TAs and not for other purposes. Therefore, if you have TAs that need to receive more than the 4%, you may utilize the funding in PRC 027 to split fund those salaries paid from other dollar or categorical PRCs or transfer the person to PRC 027 and utilize the funds for other purposes out of the dollar or categorical allotment. There will be no transferring of funds to other dollar or categorical programs from PRC 027 to meet this requirement. If you have any questions, please feel free to contact Paul LeSieur at plesieur@dpi.state.nc.us or 919.807.3701.

(2) Learn and Earn Online

Below you will find the means in which NCDPI will reimburse for Learn and Earn Online textbooks this year.

Learn and Earn Online Community College Textbook Reimbursement for FY 2007-08 - There are three ways to purchase textbooks; textbooks can be purchased, by the LEA and reimbursed by the state, through DPIs textbook warehouse or the Community College bookstore; the student can purchase the book independently and submit an invoice to the LEA (which will be reimbursed by the state); or the Community Colleges can purchase textbooks and bill the state directly. Payment will be made after enrollment data is verified for the students taking the courses.

Learn and Earn Online UNCGi Textbook Reimbursement for FY 2007-08 - Textbooks will be provided by the UNCGi bookstore and NCDPI will reimburse the bookstore after we have reconciled invoices and enrollment data.

If you have any questions, please feel free to contact Paul LeSieur at plesieur@dpi.state.nc.us or 919.807.3701.

(3) Microsoft Voucher Reimbursement:

Please make sure you are adhering to the procedures outlined at the website established earlier this spring on the Microsoft Settlement. You were notified of the website previously and you are required based on the Court Order to comply with the process of verification to your annual media and technology report (AMTR). Also, reimbursements should be for the schools that were identified under the court order. Below are the two web sites you should refer to understand the requirements and process for getting reimbursements. Failure to comply with the process outlined could lead to an audit finding or refusal of reimbursement.

Instructional Technology Division:

www.ncwiseowl.org/Impact/div%5Fit/

Microsoft Settlement web site:

www.signalintechconsulting.com/NCMS/

For assistance with the Microsoft Settlement, you may contact Camp Price or Suzanne Griffin through the NC Microsoft Settlement web page:

www.signalintechconsulting.com/ncms or Paul LeSieur at plesieur@dpi.state.nc.us.

(4) ABC Incentive Awards (PRC 033):

The allotments for the FY 07-08 ABC Incentive Awards will post September 7, 2007 in Allotment Revision #4. The Allotment Reports should be available for printing on Tuesday, September 11, 2007. Information to support the allotments will be sent out by email and posted to the School Allotments website, www.ncpublicschools.org/fbs/allotments/support/. If you have any questions, please contact School Allotments at 919.807.3739.

(5) Abstinence Grant (PRC 057):

The Federal Government released the 4th installment of the FY 06-07 Abstinence Grant. The 4th installment will be allocated in Allotment Revision 5 so that LEAs can continue to liquidate obligations by September 30, 2007. We have attached the 4th quarter allotment amounts to this newsletter so that LEAs are aware of the amounts to be allotted due to the short time frame for liquidation. Please contact School Allotments at 919.807.3739 if you have questions.

(6) Children with Disabilities Headcount Transfer Forms:

We are posting the attached form to the School Allotments website, www.ncpublicschools.org/fbs/allotments/forms/. Please use the updated form for Children with Disabilities Headcount transfers because the submission information has changed. Don't forget to share this form with the Children with Disabilities staff at your LEA. If you have any questions, please contact School Allotments at 919.807.3739.

(7) DPI re-netviewed the following 2007 13 Month MFR report today:

DBS/MFR Match Report (JHA899EG) - This report shows the comparison month-to-date and year-to-date between the DBS data (datafile; DPI ledger) and the MFR data (LEA general ledger). Any differences on this report should be reconciled monthly. Please use this report to replace your previous DBS/MFR Match Report (JHA899EG) dated August 30, 2007.

If you have questions, please contact Roxane L. Bernard - 919.807.3725 or rbernard@dpi.state.nc.us.

(8) FY 2007 13th Month MFR File:

We will pull the final FY 2007 13th Month MFR File on Wednesday evening, September 12, 2007 starting at 5 PM.

The 2007 13th Month MFR information is very important because the information represents your "Per Pupil" calculation and your information that is reported in the NC School Report Cards.

If you still need to make adjustments to your 2007 13th Month MFR report - Please do the following before building the 13th Month MFR file (Please make sure that you are signed into FY 07):

(1) Correct all of your MFR errors, including local account codes. (Book your Period 12 zero-out entry to your GL in June (Period 12), if you have not done so already)

(2) Review the AFR/MFR Recommendations posted on the Financial and Business Services web page to ensure accurate reporting of your "Per Pupil" expenditures:

www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf

Please telephone or email your MFR file questions to Roxane L. Bernard - 919.807.3725 or rbernard@dpi.state.nc.us.

(9) Workers' Compensation Sessions:

DPI is offering the following sessions to Workers' Compensation Administrators and LEA Administrators. See attached memo for dates, times and locations.

(10) Calculations for Transportation Funding:

See attached memo to LEA Transportation Directors from Derek Graham concerning Transportation Funding.

(11) SCHOOL TRANSPORTATION:

With the new school year and new school bus assignments come questions from parents about how school transportation works in the Public Schools of North Carolina. A new **FREQUENTLY ASKED QUESTIONS PAGE** is now online. From www.ncbussafety.org/ click on FAQ's under "Parents and Children" or go directly to the web page www.ncbussafety.org/FAQs.html.

(12) SCHOOL BUS SAFETY SPEECH CONTEST SEPT 27:

(High School English Teachers)

In the two years that North Carolina has participated in the National School Bus Safety Speech Contest, our state winner has gone to the national competition (all expenses paid) and received \$500 or \$1000 in prize money. The State winner receives \$600.

Information is available at www.ncbussafety.org/speech.html.

Questions? DPI Transportation Services. Derek Graham 919.807.3570

(13) DSSF Funding Guidelines for FY 2007-08:

On Friday August 24, 2007 the documents below were sent to your Superintendents via e-mail from our communications area. Please note the new Budget form which requires additional funding breakdown. The information can also be found under What's New on the FBS website www.ncpublicschools.org/fbs/.

Should you have any questions, please feel free to contact Paul LeSieur at plesieur@dpi.state.nc.us or 919.807.3701.

Attachments: To get the attachments referenced in the newsletter, please email [Debby Jackson](mailto:Debby.Jackson) and let her know which attachments to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 12-07/08, September 21, 2007

Philip Price
Associate State Superintendent
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: pprice@dpi.state.nc.us

(1) State Textbooks:

Effective July 1, 2007, please use Fund 1 (State) for State Textbooks. The PRC is 130. The Expenditure Purpose Code is 5110 and the Revenue Purpose Code is 3211. The Object Code is 412. Access to the State Textbooks account codes will be available within the BUD system once you receive your BUD files on Monday September 24, 2007. If you have questions, please contact Roxane Bernard - rbernard@dpi.state.nc.us or 919.807.3725.

(2) Public School Capital Fund - Lottery:

Please use PRC 076 (Local Funds) for Public School Capital Fund - Lottery. The Revenue Purpose Code for Public School Capital Fund - Lottery is 3460. If you have questions, please contact Roxane Bernard - rbernard@dpi.state.nc.us or 919.807.3725.

(3) Overspent Federal Programs For FY 2006-07:

A letter from Paul LeSieur, dated September 11, 2007, regarding overspent federal Programs for FY 2006-07 incorrectly stated that an automated refund through the BUD system should be submitted. It should have read that "An automated refund through the BUD system should **NOT** be submitted". If you have any questions or concerns regarding this matter, please contact Barbara Chalk 919.807.3716 or bchalk@dpi.state.nc.us or Richard Smith at 919.807.3729 or rsmith@dpi.state.nc.us.

(4) E1, E2, ADM, ADA, and MLD Terminology:

To assist you with understanding the terminology of key terms used on the Principal's Monthly Report, we have added the information listed below to the FBS website.
Average Daily Membership (ADM), Average Daily Attendance (ADA), Membership Last Day (MLD) and Initial Enrollment (E1 + E2) are derived from the Principal's Monthly Report.

Definition of these Pupil Accounting terms have been added to the Data & Report section of the Student Accounting webpage located at: www.ncpublicschools.org/fbs/accounting/data/. If you have questions or concerns please contact Scott Douglass at sdouglas@dpi.state.nc.us or 919.807.3737.

(5) LEA Full-time Personnel and Salary Supplements Data:

LEA Full-time Personnel and Salary Supplements Data (SS200 and SS300) are due October 31st. See attached forms. If you have any questions, contact Dr. Muhammad Mannan at 919.807.3756.

(6) 4th Annual HRMS User Conference:

The North Carolina Department of Public Instruction will be hosting the 4th annual HRMS User Conference at the Koury Convention Center in Greensboro, November 7 - 9, 2007. The conference will bring users together to gain more detailed knowledge of the system, participate in discussions, and learn how other school systems approach HR tasks using HRMS.

The first day of this year's conference will focus on the highly anticipated HRMS and Payroll Interface Initiative, followed by one and a half days of specialized training sessions. We encourage you to bring your Finance Officers and Payroll Staff. Registration begins Wednesday at 12:00 noon, with the remainder of the afternoon focused on the Payroll Interface Initiative. The conference concludes at noon on Friday, giving you plenty of time to beat the rush-hour traffic.

The conference is open to all employees within the school systems, including charter schools. We encourage you to bring a full complement of your HR staff, hiring agents, Finance Officers, and LEA leadership.

More information including the Conference Agenda, Conference Registration, and Hotel Information is located at <http://hrmscomm.dpi.state.nc.us/>.

Attachments: To get the attachments referenced in the newsletter, please email Debby Jackson and let her know which attachments to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

**TO: Finance Officers and Staff
Update 9/24/07**

(1) Federal Allotment: The federal allotments posted to MSA on Friday, September 21, 2007 for the following PRCs for LEAs with budget approvals:

Formula

- PRC 017 - Career Technical Education - Program Improvement - First Installment 33%
- PRC 048 - Safe and Drug Free - 100%
- PRC 049 - IDEA Title VI-B Preschool - 100%
- PRC 060 - IDEA Title VI-B Handicapped - First Installment 40%
- PRC 050- ESEA- Title I - First Installment 42%
- PRC 051 - ESEA Title I- Migrant 100%
- PRC 057 - Abstinence Until Marriage - Fourth quarter installment for FY 06-07
- PRC 059 - Title V- Innovative Programs - 100%
- PRC 103 - Improving Teacher Quality - First Installment 50%
- PRC 104 - Language Acquisition State Grant - 100%
- PRC 111 - Language Acquisition State Grant - Significant Increase - 100%

Competitive

- PRC 023 - Career Technical Education
- PRC 065 - ESEA Title I - Even Start
- PRC 108 - Education Technical
- PRC 112 - Math and Science Partnership

Revision 5 Allotment Report will be available to print from the AS 400 on Tuesday, September 25, 2007. Please contact School Allotments at 919.807.3739 if you have questions.

(2) Chart of Accounts: This will be the last week to obtain on-line training on the new Chart of Accounts. If you have not yet visited the training session you may do so at www.dpi.state.nc.us/fbs/finance/reporting/coa2008 and choose Training video.

(3) EVAAS Information: An important opportunity to learn more about EVAAS, the groundbreaking assessment reporting tool, is now available for all districts in North Carolina. To learn what this system can do for your district, you may want to participate in short professional development web conferences. SAS EVAAS for K-12 is offering a series of virtual professional development sessions delivered via Web conference throughout the coming months. Go to <https://ncdpi.sas.com/evaas/login.jsp> and choose September 2007 from the orange bar at the top of the screen to access the schedule. Each session will explain interpretation of a specific report type and will suggest appropriate and meaningful uses of the information contained in the report.

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**Newsletter No. 13-07/08, September 28, 2007**

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Philip Price  
Associate State Superintendent  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [pprice@dpi.state.nc.us](mailto:pprice@dpi.state.nc.us)

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**(1) School Allotments Reminder:** The fax number for the School Allotments Section is 919.807.3723. If you are using an old ABC Transfer or Headcount Transfer Form, please fax them to this number and not the number on the forms. If you need updated forms, please go to [www.ncpublicschools.org/fbs/allotments/forms/](http://www.ncpublicschools.org/fbs/allotments/forms/). Your communication is important to us. Please contact School Allotments at 919.807.3739 if you have questions.

**(2) Abstinence Until Marriage Grant (PRC 057):** The Federal Government is allowing a 90-day liquidation period on Abstinence funds obligated by September 30, 2007. LEAs will have until December 31, 2007 to liquidate obligations. Please contact School Allotments at 919.807.3739 if you have questions.

**(3) ESC and Retirement Reporting Reminder:** Remember that each LEA is now responsible for sending the quarterly ESC data file and the monthly ORBIT retirement file directly to the appropriate receiving agency. (DPI is no longer pulling this information and turning it over to the receiving agencies on behalf of the LEAs.) The 3rd quarter ESC file is due to ESC no later than October 31st (the final business day of the month following the end of the quarter) and the September ORBIT retirement file must be submitted to the NC Retirement System by October 5th (the 5th business day of the following month). Please contact your software provider if you have difficulties building and/or submitting either of these files.

**(4) Impact Aid Application Meeting:** There will be an Impact Aid Application Information meeting at Fort Bragg on Thursday, November 1, 2007, from 1:30-3:00 p.m. The exact meeting place will be announced in a future message. The meeting will be conducted by US Department of Education personnel and the main topics will be centered upon the application forms and the collection of data for those forms. This meeting is of special interest to school districts that annually apply for Impact Aid funding. If you would like to attend, please contact Emily Grimes at 910.907.5045 or email her at [emily.c.grimes@us.army.mil](mailto:emily.c.grimes@us.army.mil). Please let her know how many from your district will be attending. She can supply you with information about getting on Fort Bragg.

**(5) LEA Full-time Personnel and Salary Supplements Data:** LEA Full-time Personnel and Salary Supplements Data (SS200 and SS300) are due October 31st. See attached forms. If you have any questions, contact Dr. Muhammad Mannan at 919.807.3756.

**(6) Federal Allotment:** The federal allotments posted to MSA on Friday, September 21, 2007 for the following PRCs for LEAs with budget approvals:

**Formula**

- PRC 017 - Career Technical Education - Program Improvement - First Installment 33%
- PRC 048 - Safe and Drug Free - 100%
- PRC 049 - IDEA Title VI-B Preschool - 100%
- PRC 060 - IDEA Title VI-B Handicapped - First Installment 40%
- PRC 050- ESEA- Title I - First Installment 42%
- PRC 051 - ESEA Title I- Migrant 100%
- PRC 057 - Abstinence Until Marriage - Fourth quarter installment for FY 06-07
- PRC 059 - Title V- Innovative Programs - 100%
- PRC 103 - Improving Teacher Quality - First Installment 50%
- PRC 104 - Language Acquisition State Grant - 100%
- PRC 111 - Language Acquisition State Grant - Significant Increase - 100%

**Competitive**

- PRC 023 - Career Technical Education
- PRC 065 - ESEA Title I - Even Start
- PRC 108 - Education Technical
- PRC 112 - Math and Science Partnership

Revision 5 Allotment Report will be available to print from the AS 400 on Tuesday, September 25, 2007. Please contact School Allotments at 919.807.3739 if you have questions.

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REMINDERS:

DSSF Plans: Once Districts have completed their DSSF Plans they should be submitted via email to dssf_plans2008@dpi.state.nc.us.

4th Annual HRMS User Conference: The North Carolina Department of Public Instruction will be hosting the 4th annual HRMS User Conference at the Koury Convention Center in Greensboro, November 7 - 9, 2007. The conference will bring users together to gain more detailed knowledge of the system, participate in discussions, and learn how other school systems approach HR tasks using HRMS.

The first day of this year's conference will focus on the highly anticipated HRMS and Payroll Interface Initiative, followed by one and a half days of specialized training sessions. We encourage you to bring your Finance Officers and Payroll Staff. Registration begins Wednesday at 12:00 noon, with the remainder of the afternoon focused on the Payroll Interface Initiative. The conference concludes at noon on Friday, giving you plenty of time to beat the rush-hour traffic.

The conference is open to all employees within the school systems, including charter schools. We encourage you to bring a full complement of your HR staff, hiring agents, Finance Officers, and LEA leadership.

More information including the Conference Agenda, Conference Registration, and Hotel Information is located at <http://hrmscomm.dpi.state.nc.us/>.

EVAAS Information: An important opportunity to learn more about EVAAS, the groundbreaking assessment reporting tool, is now available for all districts in North Carolina. To learn what this system can do for your district, you may want to participate in short professional development web conferences. SAS EVAAS for K-12 is offering a series of virtual professional development sessions delivered via Web conference throughout the coming months. Go to <https://ncdpi.sas.com/evaas/login.jsp> and choose September 2007 from the orange bar at the top of the screen to access the schedule. Each session will explain interpretation of a specific report type and will suggest appropriate and meaningful uses of the information contained in the report.

Attachments: To get the attachments referenced in the newsletter, please email [Debby Jackson](mailto:debjacks@dpi.state.nc.us) and let her know which attachments to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 14-07/08, October 5, 2007

Philip Price
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(1) School Allotment Staff Update: The School Allotment Section is in the process of rebuilding their team due to employee turnover. Please submit all (except ABC Transfers) requests for Allotment adjustments to Lydia Prude by email at lprude@dpi.state.nc.us. ABC Transfers can still be submitted to Tonga Le by her contact information on the form. Thank you for your patience during this time. If you have questions, please contact Lydia Prude at 919.218.6416 or School Allotments at 919.807.3739.

(2) ORBIT and Re-employed Retirees: With the implementation of the Retirement System's new ORBIT reporting file, questions have arisen on what earnings are subject to the 11.7% employer contribution for reemployed retirees who are exempt from the earnings cap. DPI has received verification that the August 27, 2004 memorandum from Marshall Barnes, then Deputy Director of the NC Retirement Systems STILL HOLDS. This memo, sent as an attachment to Philip Price's August 27, 2004 Newsletter No. 006-04/05 states:

" 'Covered Salaries' or subject wages are defined as the base or negotiated salary paid to the reemployed retiree. 'Covered salaries' subject to the 11.7% employer contribution do not include longevity, annual leave payouts, local supplements, mentor pay, etc. Please note this definition is different from the definition of 'compensation' as it applies to active employees and is different from the definition of 'earnings' as it applies to reemployed retirees, who are subject to the earnings limitations. The definitions of 'compensation' and 'earnings' were not changed nor affected by the recently enacted legislation."

If you have questions or concerns please contact the Employer Education Services Unit (EESU) @ 919.807.3131 or toll free @ 877.807.3131 or email EESU@nctreasurer.com.

(3) New School Numbers for 2008-09: If your LEA has a new school opening next year, please use the revised form posted at www.ncpublicschools.org/fbs/accounting/forms/. This form can be typed online, then printed out for the Superintendent's signature and faxed to DPI. If your new school is participating in either the New Schools Project (<http://www.newschoolsproject.org/>) or Cooperative Innovative High Schools (<http://www.ncpublicschools.org/curriculum/cooperativeinnovative>), it must be approved by the appropriate program before DPI can assign a school number.

(4) Impact Aid Application Meeting: An Impact Aid Application Information meeting will be held at Fort Bragg on Thursday, November 1, 2007, from 1:30-3:00 p.m. The exact meeting place will be announced in a future message. The meeting will be conducted by US Department of Education personnel and the main topics will be centered upon the application forms and the collection of data for those forms. This meeting is of special interest to school districts that annually apply for Impact Aid funding. If you would like to attend, please contact Emily Grimes at 910.907.5045 or email her at emily.c.grimes@us.army.mil. Please let her know how many from your district would be attending. She can supply you with information about getting on Fort Bragg.

(5) HRMS Steering Committee Update: The HRMS Steering Committee and HRMS Product team recognizes the importance of having Finance Officers and Payroll Staff attend the 2007 HRMS User Group Conference. The opening session of the conference will focus on the upcoming HRMS Payroll Interface initiative. As a special incentive, we will offer a reduced rate to Finance and Payroll staff who desire to only participate in the opening day session on November 7th. Beginning tomorrow, registration cost for attending the opening day General Session only is being offered at a reduced rate of \$50.00 per attendee. This special offer will not last long, so please visit <http://hrmscomm.dpi.state.nc.us/> to register.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 15-07/08, October 12, 2007

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(1) Regional Military Family Counselors: The General Assembly appropriated funding for 4 counties (Cumberland, Craven, Wayne, and Onslow) in House Bill 1473 to provide assistance to families in those counties with issues related to deployment and family relocation. The counselors or social workers are to also serve families in adjoining counties that are also experiencing similar circumstances in accordance with an inter-local agreement between local school administrative units.

These positions have been allotted in PRC 007 - Instructional Support, and can be used to fund Counselors or Social Workers to support military families.

If you have any questions, please contact School Allotments at 919.807.3739.

(2) BUD REMINDER: We have received several calls about communication forms not being received for batches sent to DPI. Upon further investigation, the batches have been found "stuck" in your distribution queue which means that we have not received your batches. DPI will not receive your files if your distribution queue is not clear or if your AS/400 communication lines are down.

To ensure your AS/400 communication lines are working and your distribution lines are clear, please do the following commands at least once a week:

- Type: WRKSBS on an AS/400 command line, press <ENTER>
Check QSNADS subsystem to make sure it is active. If QDSNX is listed, the subsystem is active. Transfers of network file to/from your system will NOT work unless this subsystem is active.
- Type: WRKDSTQ on an AS/400 command line, press <ENTER>.
For any queue not having a status of Waiting, type 3 (Hold Queue) in the option column and press <ENTER>. Then, type 6 (Release Queue) in the option column and press <ENTER>. If the status goes to Rty-Fail, please call the Customer Support Center (919-807-4357) at DPI for assistance.
- Type: WRKCFGSTS *LIN SIPS* on an AS/400 command line, press <ENTER>.
Check that status is ACTIVE for SIPSAS4001, SIPS400CTL and SIPSDSX01.

Please contact the Customer Support Center at 919.807.4357 or email help@dpi.state.nc.us if you need assistance with the above commands.

(3) **BUD:** There is a problem with the sales tax refund account in the budget amendment program. We are aware of the problem and a fix will be included in the winter release of BUD. The sales tax refund account works fine in the adjustment program so you can continue to enter sales tax refund batches. Please hold off on entering budget amendments for sales tax refunds until the fix is released.

(4) **School Bus Retrofit Grant Opportunity though NC Division of Air Quality "Mobile Source Emissions Reduction Grant Program":** All LEAs are eligible for funding under this grant.

DENR's Division of Air Quality has released their information for the 2008 Mobile Emission Grants. The goal for the 2008 grants will be to reduce emissions from diesel engines. However, any project that reduces mobile source emissions will be welcome for consideration. These awards can be used for:

- School Bus Retrofits
- Biodiesel Storage Tanks or Infrastructure
- Alternative Fueled Vehicles
- Long Haul Truck Auxiliary Power Units
- Retrofits and Repowering of Heavy-Duty Diesel Trucks and Equipment
- Locomotive Engine Block Heater System

Grant information can be found at http://daq.state.nc.us/motor/ms_grants/. Deadline for proposals is December 31, 2007. If you have questions you should contact Victoria Chandler, Environmental Chemist, NC DENR, at 919.715.0972 or vicki.chandler@ncmail.net.

(5) **Salary Upgrade and Updated Job Descriptions for Occupational Therapist Assistants and Physical Therapists Assistants:** At its September 2007 Board Meeting, the State Board of Education approved a salary upgrade for Occupational Therapist Assistants and Physical Therapist Assistants. For your information, attached is a memorandum from Mary N. Watson, Director, Exceptional Children Division, regarding the Salary Upgrade. Review the memorandum and if you have questions, please contact Laurie Ray at 919.636.1827.

Attachment: To get the attachment referenced in the newsletter, please email Debby Jackson and let her know which attachment to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 16-07/08, October 26, 2007

Philip Price
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(1) Report Card - Invalid Account Codes: Please review and give special attention to the LEA Monitor Letter or Report Card that is netviewed monthly. This letter will list invalid accounts that were used by your Unit each month through your datafile or in the BUD system. Some invalid accounts were moved to valid accounts and if this is not the correct account code for the expenditure, then you have the option to move this in the BUD system. If the invalid account does not list a corrected account, then the expenditure is still located in the invalid code and you must prepare a manual paper 202 to send to DPI to make the correction. Due to the large volume of invalid accounts, all invalid account codes were not changed, nor were all of them listed in the report card. Also, please review your monthly reports: JHA351EG Report, which is the State Expenditure report; and the JHA305EG Report, which is the Federal Expenditure report. If you have any questions in reference to invalid account code changes and these reports, please contact Richard Smith at rismith@dpi.state.nc.us or 919.807.3729.

(2) Zero-Out Reports: Due to a technical problem with account coding for this report, the Zero-out report has been delayed this month. We plan to process and netview the report on Monday, October 29th. If you have questions, please contact Richard Smith at rismith@dpi.state.nc.us or 919.807.3729. If you have questions pertaining to the MFR / JHA899EG report, please contact Roxane Bernard at rbernard@dpi.state.nc.us or 919.807.3725.

(3) Installment Collapse: Effective 9/30/07, DPI posted the 11th & 12th installment payments for State funds in the current year in the special installment codes: 5110-001-120, 5110-001-210, 5110-001-220. This procedure is known as the Installment Collapse. A letter dated October 16, 2007 detailing this procedure, was mailed in October to the Finance Officers. Because the installment payments are "cash" payments for July and August, but are not expenditures from your current year allotments, they are included only to reflect an accurate "cash" balance. These amounts were posted on your general ledger when the checks were written, but DPI didn't post to the Cash Account on the MSA system until September.

Each LEA should reverse the State accrual entries on their general ledgers now, if it has not already been done. Any differences between the accrual amount and the actual

installment payment for State Funds should be moved on your general ledger to the special installment codes listed above, so that only current year expenditures are reported in the current year expenditure codes. If you have any questions concerning the Installment Collapse, contact Roxane Bernard at rbernard@dpi.state.nc.us or 919.807.3725 or Richard Smith at rsmith@dpi.state.nc.us or 919.807.3729.

(4) BUD & LEA Software COA Validation Issues:

While at the Finance Officer's Retreat, DPI staff members heard that a number of LEAs were still experiencing problems when their software edits transactions against the BUD chart of accounts. DPI is downloading an updated BUD chart every weekend. Please make sure that your LEA receives all BUD files AT LEAST ONCE A WEEK to ensure that your software always has the most current DPI BUD chart to edit against. Neither Sartox nor DPI is aware of any software issues effecting the SunPac edits against the BUD Chart. ISIS units recently received Patch 5.21 where the "Chart of Accounts Validation has been tweaked for local funds". ISIS has just been made aware of Fund 5 problem that is a result of the Patch 5.21 and plans to distribute a mini-patch to correct that issue. If you continue to have software validation issues after ensuring that your LEA has received the most recent BUD chart and that you are on the most current software release levels, please email a detailed description of the problem to Ally Barfield at abarfiel@dpi.state.nc.us. Ally will make sure that the problem is forwarded to the correct personnel for resolution.

(5) Data Review for Final Transportation Allotments:

Transportation Services has mailed to each county Transportation Director, City Superintendent and LEA Finance Officer a copy of the data that DPI plans to use to generate new transportation budget ratings and allotment adjustments by December 1, 2008. Remember that local expenditures can only be included to the extent that they are substantiated by charges to Fund 2 (local) PRC 56 for to-from school transportation. Please review carefully and fax to DPI at 919.807.3578 by October 26th. Questions should be directed to Steve Beachum at DPI Transportation Services 919.807.3570.

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FYI: See attached information regarding the latest production release of HRMS LEA.

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Attachment: To get the attachment referenced in the newsletter, please email Debby Jackson and let her know which attachment to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 17-07/08, November 2, 2007

Philip Price
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(1) 1st School Month Data: The 2007-08 First Month Average Daily Membership (ADM) and Membership Last Day (MLD) numbers are available at www.ncpublicschools.org/fbs/accounting/data/. The data is available by LEA and also by School within LEA. If you have questions or concerns please contact Scott Douglass at sdouglas@dpi.state.nc.us or 919.807.3737.

(2) State Public School Fund Allotment Overdraft Reports: We netviewed the "State Public School Fund Allotment Overdraft Report" Company 8000 for the prior year, FY 2006-2007, as of the September processing period on Thursday, November 1, 2007. All refunds through the September 2007 processing period are reflected. Refunds for all allotments exceeded, plus any penalties due, should be submitted. Please submit the refunds effective October 2007 (processing period 4) by Monday, November 5, 2007, to avoid additional penalties. If you have questions, please contact the following persons:

- Total Dollar Allotment Overdraft: Roxane Bernard at 919.807.3725, rbernard@dpi.state.nc.us;
- Audit Exceptions - State Overpaid and Month Allocated Versus Months Used: Angela McNeill at 919.807.3736, amcneill@dpi.state.nc.us or Sue Holly at 919.807.3735, sholly@dpi.state.nc.us.

(3) Allotment Overdraft Penalties: Thank you for your timely payment of the penalties due on the Prior Year Allotment overdrafts. When paying the penalties, please remember to mark the "Prior Year" field with a "Y" if the penalty due is from the "Allotment Overdraft Report for Company 8000" report. Before paying your penalties, please contact Roxane Bernard at 919.807.3725 or rbernard@dpi.state.nc.us to confirm the correct amount of penalties to pay.

(4) Report Card - Invalid Account Codes: Please review and give special attention to the LEA Monitor Letter or Report Card that is netviewed monthly. This letter will list invalid accounts that were used by your Unit each month through your datafile or in the BUD system. Some invalid accounts were moved to valid accounts and if this is not the correct account code for the expenditure, then you have the option to move this in the BUD system. If the invalid account does not list a corrected account, then the expenditure is still located in the invalid code and you must prepare a manual paper 202 to send to DPI to make the correction. Due to the large volume of invalid accounts, all invalid account codes were not changed, nor were all of them listed in the report card. Also, please review your monthly reports: JHA351EG Report, which is the State Expenditure report; and the JHA305EG Report, which is the Federal Expenditure report. If you have any questions in reference to invalid account code changes and these reports, please contact Richard Smith at rismith@dpi.state.nc.us or 919.807.3729.

(5) Zero-Out Reports: Due to a technical problem with account coding for this report, the Zero-out report has been delayed this month. We plan to process and netview the report on Monday, October 29th. If you have questions, please contact Richard Smith at rismith@dpi.state.nc.us or 919.807.3729.

If you have questions pertaining to the MFR / JHA899EG report, please contact Roxane Bernard at rbernard@dpi.state.nc.us or 919.807.3725.

(6) Retirement of the Statewide SNA network: The statewide SNA network that connects the AS/400 and mainframe computers at LEAs, DPI, and State ITS is being retired on December 31, 2007. This will impact three services provided by both State ITS and DPI: QWS3270 access, BUD/IRM, and UERS/Financial Data File Transfers. Please see the attachments for more detailed information. Michael Ramsey is the project manager. He can be reached via phone at 919.946.6622 or by email at mramsey@dpi.state.nc.us.

(7) HRMS Reporting Tool 4.4.5 Product Release: Find attached information regarding the latest release of the HRMS Reporting Tool. This release contains information to assist you with the SS300 reports.

(8) Adjustments to Public School Building Capital Fund: Session Law 2007-323 (the Budget Bill) provided that the State will assume a certain portion of each county's Medical Assistance Program costs. It also provided for an adjustment to the ADM funding (Public School Building Capital Fund) during FY 2007-08. Per the legislation, each county's PSBCF distribution in November 2007, February 2008, and May 2008 will be reduced by sixty percent (60%). Whenever final data concerning the actual Medical Assistance Program costs are available - as is expected in mid-July - each county's ADM account will be adjusted as required by the formula in the legislation.

The legislation further provides that each county must use a portion of that revenue (made available by the State's assumption of Medicaid payments) for the same purposes as the PSBCF. The amount of that portion is equal to the amount withheld from the PSBCF distributions.

This has no impact on the North Carolina Education Lottery.

If you have questions contact Kenneth M. Phelps at 919-807-3561.

Attachments: To get the attachments referenced in the newsletter, please email [Debby Jackson](mailto:Debby.Jackson@dpi.state.nc.us) and let her know which attachments to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 18-07/08, November 9, 2007

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(1) Employed Retirees Health Benefits FY 2007-08:

Below you will find the process distributed to your personnel offices on September 24, 2007, thru the Human Resource Administrators Newsletter. In case this was not shared with you previously, we wanted you to be aware of the changes affecting the handling of retirees and their health benefit requirement changes and the procedures provided to us by the Retirement System for handling the payments of Hospital Insurance.

(2) PROCESS TO HANDLE REEMPLOYED RETIREES HEALTH BENEFITS:

Section 28.19(a) of the 2007 Appropriations Act - House Bill 1473 as it relates to employer-paid health benefits for certain retirees. Effective July 1, 2007, if a Teachers' and State Employees' Retirement System (TSERS) employer hires or has hired a retiree as an employee, the employer shall enroll the retiree in the active group of the State Health Plan and pay the cost for the coverage if that retiree is employed in a position that would require the employer to pay the cost of the State Health Plan coverage if the individual had not been retired.

NOTE: In order to determine whether a reemployed retiree must be enrolled in the active group, employers only need to determine whether the position is one in which a person who is not retired would have to be signed up for active health coverage, and Retirees who return to bona fide part-time positions and retirees performing services for a covered TSERS employer as a bona fide independent contractor will continue to be covered under the retiree group of the State Health Plan. Any reemployment of a retiree that would require enrollment of a non-retired individual now requires that the employer enroll the retiree in active health coverage by completing a Form C-9, Enrollment Application and submitting the Form C-9 to the State Health Plan.

In order to notify the Retirement Systems Division, the employer should send a letter addressed to "Retiree Health Insurance" on the employer's letterhead to the Retirement Systems Division.

This letter should state:

1. Retiree has returned to work in a position requiring enrollment in the active group of the State Health Plan with the retiree's State Health Plan insurance paid by the employer,
2. Effective date of the coverage under the State Health Plan active group, and
3. Retiree's name and last four digits of the member's Social Security Number.

The Retirement Systems Division must receive notification by the 10th day of the month prior to the effective date of the coverage in order to make the change effective on the first day of the next month.

When no longer eligible for health coverage under the active group, in order to restore State Health Plan coverage under the retiree group, the employer should send:

1. New State Health Plan Retiree Group Enrollment/Change Form, Form HM, completed by the member, and
2. Letter addressed to "Retiree Health Insurance" on the employer's letterhead to the Retirement Systems Division stating that the retiree's State Health Plan insurance will no longer be paid by the employer. This letter should include:
 - a. Member's name
 - b. Last four digits of the member's Social Security Number, and
 - c. Effective date of the termination of coverage under the State Health Plan active group.

Both the letter from the employer and the new Form HM should be submitted together to the Retirement Systems Division.

NOTE: Details of this Bill were further discussed at the Fall PANC Conference. We are in the process of developing Q&As for our website. Please feel free to call Joan T. Crump in the School Personnel Support Section at 919-807-3366 or via email jcrump@dpi.state.nc.us if you should have any questions.

(3) Reemployment of Retirees:

House Bill 956 extends the provisions for reemploying retired teachers exempt from the earnings cap until October 1, 2009 AND adds to the requirements that teachers who retire after October 1, 2007 must retire unreduced in order to be eligible to be reemployed to teach exempt from the earnings cap.

The wording of the legislation is online at:

www.ncga.state.nc.us/Sessions/2007/Bills/House/HTML/H956v7.html.

A chart summarizing the current retiree reemployment provisions is attached.

Please be aware of the footnotes. If you have questions please contact the School Personnel Support Section 919-807-3365.

(4) Correction to July 2007 MFR Error Messages Issued (PGA10RP4-E) Report:

On Wednesday, November 7, 2007, you received an email to use purpose code 9XXX when using Fund 4 for Capital Outlay. Though the DPI report reflected this and the e-mail reinforced the need to use purpose code 9XXX, that was incorrectly stated. We will remove the error message from future MFR Error Messages Issued (PGA10RP4-E) reports. More importantly, you should use the purpose code format as designed in the new chart of accounts. Below is an excerpt from the Purpose Summary document, which can be found at the following website.

www.ncpublicschools.org/docs/fbs/finance/reporting/coa/2008/purposesummary.doc.

Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment. Do not include any costs which may be coded to one or more specific purpose functions. (i.e., purchase of transportation equipment would be coded to 6550, maintenance equipment would be coded to 6580, regular instructional equipment purchases would be coded to 5110, etc.). The remaining three digits may be used for local use purposes.

Sorry for any inconvenience.

(5) MFR Reports Netviewed:

We netviewed the July 2007 MFR (Period 1) reports on Wednesday, November 7, 2007. School Business and IT systems are working to ensure that the August 2007 and September 2007 MFR reports are accurate. We will netview the August 2007 and September 2007 MFR reports as soon as possible.

If you have further questions regarding the MFR reports, please contact Roxane Bernard at rbernard@dpi.state.nc.us or 919-807-3725.

(6) Transportation Webcast November 15 at 9:00 A.M.

DPI Transportation Services will be hosting a 30 minute webcast on Thursday November 15th at 9:00 a.m. The primary emphasis of the webcast will be Transportation Funding for 2007-2008. We will also touch on vehicle purchases and developments in occupant protection.

To view the audio and video you will need to use a computer with the REAL player installed. Instructions for testing your connection are shown below. The link for the webcast is:

<http://nditsvns04.its.state.nc.us/ramgen/broadcast/dpi/live.rm>

Directions for the TEST SITE

NOTE: Real Media Player Requirement

Real Media is the default file format for all ITS streaming media content. Real Media Player must be downloaded, installed and tested prior to viewing any ITS sponsored streaming content. To download Real Player, try visiting www.real.com/freeplayer/?rppr=rnresources or go to www.real.com/. It is strongly recommend that you use Real Player version 10.5 or higher. Anyone able to view this video

<http://nditsvns04.its.state.nc.us/ramgen/gov/clickitorticket.rm> should have no problems viewing any ITS sponsored streaming event. Some sites may experience connectivity issues within firewalls. For firewall troubleshooting assistance please visit <http://service.real.com/firewall> or contact your local firewall administrator.

(7) DPI Financial Services Survey:

The DPI Technology Services Area is committed to providing the highest quality customer service and satisfaction in meeting your technology needs. This requires developing and engaging you in our process more proficiently so we can be more effective. To fulfill this commitment, our goal is to continually and to more regularly measure, identify, and assess satisfaction, needs, and problem areas. In an effort to achieve this, we need your help. Please complete the following survey by close of business day, November 16, 2007. The survey will take less than 15 minutes to complete. All of your responses will be completely confidential. Providing your name and contact information is optional. The survey is located at:

www.zoomerang.com/survey.zgi?p=WEB2274CNLUJ4G. Please share this survey with anyone in your district to that uses any of DPI's Financial Systems, so they may also participate in the survey. If you have any questions regarding the survey, please email Rob Hines - Rhines@dpi.state.nc.us. Thank you for helping us to help you! We appreciate your time and look forward to serving you better.

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**FYI:**

**Intern Research Site Launched** - NCDPI recently established a research intern program to help structure and conduct research to supplement and supply data for discussions related to procedural, process and policy changes. The program is managed through the Financial and Business Services section, but conducts research for all areas of the agency. Interns are graduate students from local universities who have an interest in education policy. To learn more about the program, please visit [www.ncpublicschools.org/intern-research/](http://www.ncpublicschools.org/intern-research/).

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Attachment: To get the attachment referenced in the newsletter, please email [Debby Jackson](mailto:debjacks@dpi.state.nc.us) and let her know which attachment to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 19-07/08, November 21, 2007

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(1) Exciting News from Licensure:

- New Web Page
- More Responsive Phone System
- Reduced Backlog
- New Personnel Coming Soon

New Web Page

We are proud to introduce to you our new website www.ncpublicschools.org/licensure/. This is a work in progress and we will continue to update and add information to the site as needed. This new and improved site should provide you with the tools and information necessary to assist you and your staff in the Licensure process. In order to accomplish this we will need your comments and/or suggestions.

We continue to work toward a more interactive web page that will allow on-line license renewal and provide you with a status of where your license may be in the licensing process.

We are also very excited about another new site, Work 4 NC Schools www.ncpublicschools.org/work4ncschools/. This site pulls together a wealth of information to help people on their way to employment in NC schools.

More Responsive Phone System

We have restructured our phone system to help direct people more effectively to an answer to their question and to reduce wait time. We know this has been an area of great frustration and we are excited about the new communication flow.

Reduced Backlog

Although significantly short staffed, we have been able to reduce the licensure backlog by over 25% in the last week. We are also bringing on new experienced temporary personnel to help completely eliminate the backlog. We do appreciate your patience as we continue to work very hard to address your needs.

New Personnel Coming Soon

We will be completing our interviews this month for a new Chief for Licensure. We are also working on filling all of the vacant specialist positions. After we select and employ a new Chief for this area, we will be restructuring our operations to assure that we maximize our service delivery to the local schools districts and teachers.

Please forward your comments and/or suggestions about our web page to Kris Knower in Systems Accounting at kknower@dpi.state.nc.us or 919-807-3616. Thank you for taking the time to preview our sites and for your valued recommendations.

(2) Re-employed Retirees Exempt from the Cap:

With the implementation of the ORBIT retirement system, a number of LEAs have had trouble balancing and remitting their 11.7% matching payments for their re-employed retirees exempt from the cap. Please remember that the 11.7% matching is calculated from the amount paid to the employee, which in most cases is not the same as the state certified payline. If the retiree has agreed to pay the entire 11.7, then divide the state certified payline amount by 1.117 to calculate the maximum adjusted, negotiated salary. The 11.7% is calculated and paid on this adjusted, negotiated amount. The negotiated salary plus the 11.7% matching will then equal the total state certified payline.

Example - state certified salary = \$5,729.00 per month

Negotiated salary = 5,729 divided by 1.117 equals 5,128.92

11.7 % matching = 5,128.92 X 11.7% = 600.08

salary + 11.7 matching = 5,128.92 + 600.08 = 5,729.00 = state certified salary

If you have any questions please contact Ally Barfield at abarfiel@dpi.state.nc.us or 919.807.3715.

(3) Electronic 202 Form:

While most salary and ledger adjustments can be sent thru the BUD system, there are a few transaction types that must be done outside the automated BUD system. BANK ONLY and SUMMARY ONLY entries are two such examples.

Another short-term example is when an expenditure needs to be moved from an invalid code (a code not in the FY 07 or the FY 08 BUD chart) to a valid FY 08 code. An electronic 202 format is attached for use with these non-automated 202 entries. If you have any questions please contact Ally Barfield at abarfiel@dpi.state.nc.us or 919.807.3715.

(4) More Information on the Retirement of the Statewide SNADS network:

In the FBS Newsletter dated 11/2/2007, we included information regarding the retirement of the Statewide SNADS Network. One of the changes mentioned is the need to migrate from using QWS3270 (or 3270 emulation on the AS/400 command line) to Host on Demand (HOD).

Attached are the HOD Letter and the installation instructions for both Internet Explorer and Firefox users. Several of you have reported that you have migrated to HOD already and are pleased with its performance. That is very good news.

Mike Ramsey, Project Manager, has documented several frequently asked questions regarding this project. We thought it would be helpful to share them:

1. "Why was only Cook Consulting contacted by DPI?" This was an error on my part. There are several vendors providing support to the LEAs, including Business Data Solutions, VSS, and Yorel. My intent wasn't to single out any vendor, but rather to convey that DPI had verified with at least one vendor that our plan was realistic.
2. "The acronym 'SNA' is used by both the network technology and School Name and Address, isn't it?" Yes, it is, and neither are directly related to the other. Many LEAs, I've learned, refer to the SNA network lines as SIPS lines. It is those connections that we are working to migrate away from.
3. "Who is responsible for ordering the SIPS/SNA lines to be disconnected?" DPI will direct ITS to disconnect the lines, and we will only do that after confirming with both our systems and you that we are all ready for it.
4. "We've made the requested changes. Can we test it out with you?" Not yet. While the firewall changes have been made, we still need to create a user profile to fully test end-to-end connectivity. The new BUD release is in QA testing now and will be released soon. When that is installed, it will create the FTPSDPI user profile that is restricted to only pick-up and drop-off files. This profile will have a different secure password on each LEA system.
5. "What changes do Charter Schools need to make?" The Charter Schools do not use the SIPS/SNA lines to transfer data. They are already using FTP to transfer the files, although to a different server. There are no changes that need to be made by the Charter Schools in either technology or processes at this time. At some point in 2008 we will likely migrate the Charter Schools to the new FTP service, but that will be a separate project when the time comes.

Please send comments or questions to Michael Ramsey, IT Project Manager, at mramsey@dpi.state.nc.us or 919.946.6622.

(5) REMINDER: MFR Reports Netviewed:

We netviewed the August 2007 MFR (Period 2) reports on Monday, November 19, 2007. The Period 2 reports still reflect errors that were found in the Period 1 reports. School Business and IT systems are working to ensure that these errors are resolved before the September 2007 MFR reports are made available. Beginning with the Period 3 reports, the following corrections will be made on the MRF Error Messages Issued (PGA10RP4) report:

- 1) The Revenue Purpose code 449X (X - fourth digit designated by LEAs) will no longer be displayed as an error.
- 2) Before the Chart of Account changes, when using Fund 4, 9XXX was the only valid purpose code. With the current COA, you are allowed to code items to the appropriate purpose code for Fund 4. These items will no longer appear as errors.

If you have further questions regarding the MFR reports, please contact Roxane Bernard at rbernard@dpi.state.nc.us or 919.807.3725.

(6) Transportation Webcast Reruns:

The DPI transportation webcast shown on November 15 can be seen at the following link:

<http://nditsvns04.its.state.nc.us/ramgen/dpi/NCIH/Transportation/07-08/111507.rm>. You will have to have the REAL player installed.

NOTE: The small segment that was not shown (technical difficulties) during Craig's presentation is included in archived version referenced above.

(7) REMINDER: Seasons greetings, it is that time of year when Principals, Administrators and Classroom Teachers like to decorate for the holiday season. Please take a moment to go to www.ncpublicschools.org/insurance/position and look at the "position statement" on "seasonal decorations". Please share this information with your schools so that we may have a safe and enjoyable holiday. If you have questions please contact Joe Gramer at jgramer@dpi.state.nc.us or 919.807.3532.

Attachments: To get the attachments referenced in the newsletter, please email Debby Jackson and let her know which attachments to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 20-07/08, November 29, 2007

Philip Price
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1. Best 1 of 2 Average Daily Membership

In order to assist you with your budgeting and planning process, we have prepared the "School Best 1 of 2 ADM" report by school for your LEA. This report shows the higher ADM of the first or second school month, for each grade level in each school, and sums the results by grade level across the LEA. The data and introductory letter can be found at: www.ncpublicschools.org/fbs/accounting/data/. If you have questions or concerns, please contact Scott Douglass at sdouglass@dpi.state.nc.us or 919 807.3737.

2. Month 2 Average Daily Membership and Membership Last Day

The 2nd School Month ADM and MLD data by LEA and by School within LEA has been uploaded to the internet at www.ncpublicschools.org/fbs/accounting/data/. If you have questions or concerns, please contact Scott Douglass at sdouglass@dpi.state.nc.us or 919 807.3737.

3. Title V Funding

Dear Abstinence Program Directors - I have attached a letter from J.B. Buxton, Deputy Superintendent, regarding the FY 2007-08 first quarter allotment of Title V, Abstinence until Marriage, funds. If you have any questions, my contact information is: Denise Pittillo, Abstinence Consultant, NC Healthy Schools, NC DPI, Phone: 919.807.3860, Fax: 919.807.4046, email: dpittillo@dpi.state.nc.us. Healthy Schools website: www.nchealthyschools.org

To subscribe to the Finance Officers' Newsletter contact Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Attachment: To get the attachment referenced in the newsletter, please email Debby Jackson and let her know which attachment to send.

Newsletter No. 21-07/08, December 7, 2007

Philip Price
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(1) Staff Development Carryover:

Staff Development Carryover from FY 06-07 will revert based on expenditures reported on the December, 2007, JHA 351- Budget Balance Reconciliation Report. These funds must be spent by December 31, 2007.

(2) ABC Incentive Awards:

ABC Incentive funding will revert based on expenditures reported on the December, 2007, JHA 351 - Budget Balance Reconciliation Report. All discrepancies in payments must be cleared up by December 31, 2007. If you have questions please contact Lydia W. Prude at lprude@dpi.state.nc.us.

(3) MFR Reports Netviewed:

We netviewed the September 2007 MFR (Period 3) reports on Thursday, December 6, 2007. School Business and IT systems are working diligently to successfully complete the netview process for the October 2007 and the November 2007 MFR reports by the end of the 2007 calendar year. If you have further questions regarding the MFR reports, please contact Roxane Bernard at rbernard@dpi.state.nc.us or 919.807.3725.

(4) 2007 UNEMPLOYMENT BILLING - YEAR END AUDIT INSTRUCTIONS:

Year end audit instructions for unemployment billing for 2007 are attached for your information.

(5) Best 1 of 2 Average Daily Membership:

In order to assist you with your budgeting and planning process, we have prepared the "School Best 1 of 2 ADM" report by school for your LEA. This report shows the higher ADM of the first or second school month, for each grade level in each school, and sums the results by grade level across the LEA. The data and introductory letter can be found at:

www.ncpublicschools.org/fbs/accounting/data/. If you have questions or concerns, please contact Scott Douglass at sdouglas@dpi.state.nc.us or 919.807.3737.

(6) Month 2 Average Daily Membership and Membership Last Day:

The 2nd School Month ADM and MLD data by LEA and by School within LEA have been uploaded to the internet. They can be found at

www.ncpublicschools.org/fbs/accounting/data/. If you have questions or concerns, please contact Scott Douglass at sdouglas@dpi.state.nc.us or 919.807.3737.

Attachment: To get the attachment referenced in the newsletter, please email Deby Jackson and let her know which attachment to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 22-07/08, December 14, 2007

Philip Price
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(1) Clarification of Process for Purchasing Textbooks for Various Programs:

We have had many questions regarding how to pay, how to code and be reimbursed for textbooks for new programs, especially Learn and Earn (Traditional) and Learn and Earn Online textbooks. To assist you with how to do all of the above, we have developed the attached Textbook Purchasing document to clarify the ways to purchase, code and how you will be reimbursed for required textbooks needed for courses which earn college credit.

Should you have any questions regarding this topic, please contact Paul LeSieur at plesieur@dpi.state.nc.us or 919.807.3701.

(2) Charging/Payment of Indirect Cost on Federal Program Grants:

Although Indirect Cost is allowable for most federal grants (including Child Nutrition), it is a cost that must be budgeted when the project application is approved at the beginning of the fiscal year. A decision to later claim indirect cost, when it was not included in the original budget, requires an amendment and approval by the DPI program administrator.

Neither DPI nor the federal government requires LEAs to expend grant funds for indirect cost. The use of grant funds for indirect cost is a local decision.

Indirect cost expenditures should be reported monthly or at least quarterly. The final indirect cost draw each fiscal year should occur before June expenditures are reported to DPI. An LEA that draws funds as of June 30 in excess of the approved indirect cost rate is subject to an audit exception, so care must be taken to calculate indirect cost accurately.

Should you have any questions, please feel free to contact Stephanie English at senglish@dpi.state.nc.us or 919.807.3686.

(3) MFR Reports Netviewed:

The October 2007 MFR (Period 4) reports were netviewed on Wednesday, December 12, 2007. School Business and IT systems are also working to successfully complete the netview process for the November 2007 MFR (Period 5) by the end of the 2007 calendar year or sooner. If you have questions regarding the MFR reports, please contact Roxane Bernard at rbernard@dpi.state.nc.us or 919.807.3725.

(4) Selected Financial Data 2006-07:

Selected Financial Data 2006-07 designed to provide information about the financing of public education. It contains selected data on the revenues and expenditures of the North Carolina public schools for the 2006-07 school year. The data can be found on the web at www.ncpublicschools.org/fbs/resources/data/.

Attachment: To get the attachment referenced in the newsletter, please email Deby Jackson and let her know which attachment to send.

To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at debjacks@dpi.state.nc.us or 919.807.3603 and provide your name and email address.

Newsletter No. 23-07/08, December 19, 2007

Philip Price
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Email: pprice@dpi.state.nc.us

I hope each of you have a joyous and wonderful Christmas and a Happy New Year!

Philip

(1) State Public School Fund Allotment Overdraft Reports:

We netviewed the "State Public School Fund Allotment Overdraft Report" Company 8000 for the prior year, FY 2006-2007, as of the November processing period on Tuesday, December 11, 2007. All refunds through the November 2007 processing period are reflected. Refunds for all allotments exceeded, plus any penalties due, should be submitted. Please submit the refunds effective December 2007 (processing period 6) by Thursday, January 3, 2008, to avoid additional penalties. If you have questions, please contact the following persons:

- Total Dollar Allotment Overdraft:
 - Roxane Bernard at 919.807.3725, rbernard@dpi.state.nc.us
- Audit Exceptions - State Overpaid and Month Allocated Versus Months Used:
 - Angela McNeill at 919.807.3736, amcneill@dpi.state.nc.us or
 - Sue Holly at 919.807.3735, sholly@dpi.state.nc.us .

(2) Allotment Overdraft Penalties:

Thank you for your timely payment of the penalties due on the Prior Year Allotment overdrafts. When paying the penalties, please remember to mark the "Prior Year" field with a "Y" if the penalty due is from the "Allotment Overdraft Report for Company 8000" report. Before paying your penalties, please contact Roxane Bernard at 919.807.3725 or rbernard@dpi.state.nc.us to confirm the correct amount of penalties to pay.

(3) MFR Reports Netviewed:

We netviewed the November 2007 MFR (Period 5) reports today, Wednesday, December 19, 2007. If you have further questions regarding the MFR reports, please contact Roxane Bernard at 919.807.3725 or rbernard@dpi.state.nc.us.

(4) Reemployment of Retirees:

The reemployment of retirees issue is still under review. Indications are that retirees employed to teach exempt from the earnings cap will be allowed to perform extra duties, however, we need to ensure clarity on some specific issues related to this provision. We will notify you immediately upon receipt of this clarification. If you have questions please contact Larry Simmons at lsimmons@dpi.state.nc.us .

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