
Newsletter No. 019-11/12, January 6, 2012

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Highlights of State Board of Education Monthly Meeting:

Highlights of the State Board of Education monthly meeting held on January 4 and 5, 2012 are available on our website at www.dpi.state.nc.us/docs/stateboard/highlights/2012/01highlights.pdf.

Replacement School Buses:

DPI Transportation Services sent an email to Transportation Directors this week designating which school buses are planned for 2011-2012 replacement, based on LEA meetings with DPI field consultants this summer. It appears that 1200+ school buses will be replaced. Transportation Directors are asked to confirm these selections by January 12th. Information on financing for LEAs receiving more than one replacement bus will be forthcoming after the financing bid is awarded. Questions should be directed to Derek Graham, Section Chief for Transportation at derek.graham@dpi.nc.gov.

MSA & Cash Management Training (LEAs only):

MSA and Cash Management Training will be offered on Wednesday, January 25, 2012, for LEAs. There is no registration fee for the class, but you must register in order to attend. Class description: DPI Systems Training & Monthly Reports. 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 with the main emphasis on the MSA/DBS General Ledger System, a brief 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. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at roxane.bernard@dpi.nc.gov or call at 919.807.3725. You will be notified by email that you have successfully enrolled for the training class on the above date.

To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at debby.jackson@dpi.nc.gov or 919.807.3603 and provide your name and email address.

The newsletters are posted online, click on the Resources link on the FBS home page: www.ncpublicschools.org/fbs/.

Newsletter No. 020-11/12, January 13, 2012

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(1) Unspent Driver Training Funds at June 30, 2012:

Please analyze your Driver Training funds and report the amount you anticipate reverting to the State at June 30, 2012 on the attached Excel form. This form must be signed by the Finance Officer and Superintendent and faxed by March 19, 2012 to the School Allotments Section at 919.807.3723. Please contact Sharon Ramseur with questions at 919.807.3675 or by email at sharon.ramseur@dpi.nc.gov.

(2) Please note the following State Board of Education ABC Transfer policy changes for FY 12 Only:

- Up to 7% of the Initial Allotment for Career and Technical Education (CTE) can be transferred.
- The restriction to only transfer Textbook's current year appropriation has been removed. LEAs are now allowed to transfer textbook carryover.

Any ABC Transfer requests to move textbook carryover will be processed after the Higher of 1st and 2nd month ADM adjustment is made.

If you have any questions regarding these changes, please call Sharon Ramseur at 919.807.3675.

(3) 185 Day Calendar Waiver Requests – Reminder:

As communicated to all superintendents in December, no action was taken by the State Board of Education on the waivers submitted for the 185 day calendar during their December Board meeting.

This is a reminder for LEAs and Charter Schools that have not submitted a waiver request for the 2012-13 school year. If you are interested in submitting a 185 day calendar waiver request, you may do so until February 1, 2012. You will find the waiver request form online [here](#). Please follow the directions outlined on the form for submission. If you have any questions, please contact Ozella Wiggins at ozella.wiggins@dpi.nc.gov.

Please remember while planning your calendars for the 2012-13 school year the current law requires 185 days of instruction.

(4) Upcoming Vendor and BAAS Meetings:

Attached is the agenda for the Vendor Meeting to be held Tuesday, January 17th, 10:00, Room 564, DPI. The vendor meeting will be immediately followed by a BAAS (Budget and Amendment System) Meeting. LEAs are welcome to join.

Attachment(s): To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](#) and let her know which attachment(s) you need.

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Newsletter No. 021-11/12, February 3, 2012

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(1) Workshop for Military Impacted Schools

Attached is a notice for a free educator workshop to be held February 8, 2012, sponsored by the Military Impacted Schools Association (MISA), to address deployment and transition issues for military families on the move. Call 910.907.5044 or 866.567.5899 to pre-register.

(2) School Bus Driver Appreciation Week:

Governor Bev Perdue has proclaimed February 13-17 as School Bus Driver Appreciation Week (SBDaw) in North Carolina. The proclamation can be downloaded from the www.ncbussafety.org website. This is a change from the traditional SBDaw the first week in May to coincide with the national LOVE THE BUS campaign. LEAs and schools can register their events at www.ncbussafety.org/LovethebusNC/index.html. For more information contact Derek Graham at DPI Transportation Services derek.graham@dpi.nc.gov (919.807.3570).

(3) Vendor Meeting

Attached are the minutes from the vendor meeting held on January 17, 2012 at DPI.

(4) The following items have been updated and posted to the FBS website:

- Best 1 of 2 Average Daily Membership (ADM)
www.ncpublicschools.org/fbs/accounting/data/#best
- History - LEAs eligible for a Calendar Waiver (Under Calendar Resources for LEAs)
www.ncpublicschools.org/fbs/accounting/calendar/
- Education Jobs Fund Allocation
www.ncpublicschools.org/fbs/arra/edujobs/

(5) The following items have been posted to the Charter Schools website:

- Advisory Council Minutes for December
- Subcommittees
- Member Contact Information (Updated)
www.ncpublicschools.org/charterschools/council/
- School List (Updated)
www.ncpublicschools.org/charterschools/schools/

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Newsletter No. 022-11/12, February 10, 2012

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(1) Installment Payments for 10 month Employees:

We have received numerous questions about whether 10 month employees can still have their pay spread out over 12 months under the new law. House Bill 720 did not change the requirement of offering installments to teachers. This is a reminder that according to General Statute 115C-302.1, "any individual teacher who is not employed in a year-round school may be paid in 12 monthly installments if the teacher so requests on or before the first day of the school year." Each LEA must give their 10 month employees the option of receiving their pay over 12 months.

While most LEAs pay employees on installments through the LEA directly, other LEAs have had their employees choose to participate in programs like the NC SECU's "Summer Cash" program.

If you have any questions regarding this, please contact Andrew Cox at andrew.cox@dpi.nc.gov.

(2) 2012 Transportation Budget Rating Simulator:

The 2012 Transportation Budget Rating Simulator is now available for download at www.ncbussafety.org. It will update the existing simulator if you download the DATABASE into the c:\simuwin folder on a computer on which the simulator has already been installed. NOTE: The Simulator will not install on WINDOWS 7 computers. We are working on a new simulator that eliminates this problem and also does not require the 50% calculation in the expenditures fields. Contact: derek.graham@dpi.nc.gov 919.807.3571.

(3) Transportation Fuel Allotment:

An additional fuel allotment has been calculated for the 100 county school LEAs. These additional funds will be sent out in the allotment currently scheduled for Revision #23, February 15th. This is not a new appropriation. It is funds that are available after calculating required 2011-2012 allotments and adjustments based on transportation budget ratings.

This fuel increase is made up of two pieces:

1. Funds to compensate for the cut listed on line 11 of the transportation funding data sheet dated November 29, 2011, bringing the price to \$2.72 per gallon, and
2. Additional funds equivalent to approximately \$0.053 per gallon bringing the allotted cost per gallon to \$2.773.

Contact derek.graham@dpi.nc.gov 919.807.3571.

New on the FBS website:

Supplemental Budget Request for 2012-2013 discussed at February 2012 SBE meeting:

www.ncpublicschools.org/docs/fbs/finance/legislation/budget/suppbudgetrequest12-13.pdf

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Newsletter No. 023-11/12, February 17, 2012

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(1) State Public School Fund Allotment Overdraft Reports:

We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the *current year*, FY 2011-2012, as of the January 2012 processing period, on Tuesday, February 14, 2012. Please submit your refunds effective February 2012 (processing period 8) by Friday, March 2, 2012, to avoid additional penalties.

The *prior year* report, Company 8000, for FY 2011-2012, as of the January 2012 processing period, will be netviewed on Wednesday, February 22, 2012.

If you have questions, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov.

(2) Monthly Financial Report (January 2012):

We will netview the Monthly Financial Report for January 2012 on Monday, February 20, 2012.

If you have questions, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov.

(3) Financing Replacement School Buses:

LEAs receiving more than one replacement school bus this year will be financing that purchase over four fiscal years. DPI will make all payments on behalf of the LEAs. Processes for financing the replacement school buses are now available at www.ncbussafety.org/finance.

If you have questions contact Derek Graham or Steve Beachum at DPI Transportation Services 919.807.3570.

To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at debby.jackson@dpi.nc.gov or 919.807.3603 and provide your name and email address.

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Newsletter No. 023-11/12, February 24, 2012

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(1) NCVPS Adjustments:

As all of you are aware, after February 21, the NCVPS formula calls for a return of funding to school districts that utilized the service less than what was projected. See NCVPS Allotment Formula **information** on DPI website at www.ncpublicschools.org/docs/fbs/allotments/ncvps/formula.pdf.

We are currently calculating those adjustments and are scheduled to have them back to you on February 29. If you have questions contact Eric Moore at 919.807.3731 or Eric.Moore@dpi.nc.gov.

(2) "NO PRE-PAY":

At the NCASBO conference last week, we discussed the proposed amendment that has been drafted to make adjustments to the "no pre-pay" legislation that was part of HB 720. We have attached the amendment. This amendment, prepared by the NC School Boards Association in partnership with most education support organizations, would:

- Maintain the "no pre-pay" language for August
- Allow for flexibility with the establishment of a pay date
- Allow for multiple payroll checks per month
- Enable an early payroll date in December

This is not an exhaustive list of the changes incorporated in this amendment. If you have any questions, please contact the School Boards Association or Andrew Cox at andrew.cox@dpi.nc.gov.

(3) Allotted ADM:

Attached is the 2012-13 allotted average daily membership file. Please contact Alexis Schauss with questions at alexis.schauss@dpi.nc.gov or 919.807.3700.

(4) New on the FBS website:

- New Budget information page
www.ncpublicschools.org/fbs/budget/
- LEAs eligible for a Calendar Waiver for 2012-13
www.ncpublicschools.org/fbs/accounting/calendar/
- Title I Consolidated Monitoring Schedule
www.ncpublicschools.org/fbs/finance/federal/
- Updated FBS staff directory
www.ncpublicschools.org/fbs/directory/

New on the Charter Schools website:

- Advisory Council agenda for 2/27/12
www.ncpublicschools.org/charterschools/council/

New on the Intern Research website:

- Internship Program details for 2012
www.ncpublicschools.org/intern-research/howto/

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Newsletter No. 024-11/12, March 9, 2012

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1) REMINDER: Unspent Driver Training Funds at June 30, 2012:

It is important that each LEA analyze their Driver Training funds for FY 12 because there are LEAs that have shown a need for additional funds to support their Driver's Training Program. After analyzing your Driver's Training program, report the amount you would like to revert early on the attached Excel form. If your early reversion is zero, please return the form indicating zero as the reversion amount. The form must be signed by the Finance Officer and Superintendent and faxed by March 19, 2012 to the School Allotments Section at 919.807.3723. Contact Sharon Ramseur with questions at 919.807.3675 or sharon.ramseur@dpi.nc.gov.

2) FY 12-13 Planning Allotments:

The FY 12-13 State Planning Allotments for LEAs and Charter Schools are posted to the following web links. Please look for the files with the 2012 update date. Please contact School Allotments at 919.807.3739 if you have any questions.

For LEAs the link is:

www.ncpublicschools.org/fbs/allotments/planning/

For Charter Schools the link is:

www.ncpublicschools.org/fbs/allotments/charterschools/

3) NCVPS Allotment Adjustment by LEA:

See the following link file for a detailed breakdown of the NCVPS allotment adjustments by LEA.

www.ncpublicschools.org/docs/fbs/allotments/ncvps/projection.xls

4) Replacement School Bus Financing:

For LEAs that will be financing the purchase of replacement buses, procedural information is online at www.ncbussafety.org/finance. The first document to be processed is the Request for Payment Form. According to records at DPI

Transportation Services, we are still waiting on documents from the following LEAS: Ashe, Avery, Chapel Hill, Cherokee, Cumberland, Currituck, Edgecombe, Guilford, Harnett, Hertford, Macon, Madison, Mecklenburg, Nash, Orange, Robeson, Stanly, Surry, Wilson. LEAs on this list should contact Derek Graham with any questions at Derek.graham@dpi.nc.gov or 919.807.3571.

5) Unemployment Claims:

Please review the attached memo concerning unemployment claims. Contact Traci Waters with questions at 919.807.3521 or traci.waters@dpi.nc.gov.

6) 185 Day Waiver Requests – Please share with your Superintendent, HR and other appropriate staff!

As most of you already know, the State Board of Education delegated authority to State Superintendent Atkinson to approve 185 day waiver requests based on these three criteria:

- Train teachers on the essential standards and common core described in the local board of education's or charter school's approved Detailed Scope of Work under the State's Race to the Top (RttT) initiative (Section B3).
- Train teachers and staff on how to utilize digital devices (like the 1 to 1 laptop initiative) to improve instruction.
- Other targeted staff development with documented results that such training has enhanced student performance (like Responsiveness to Instruction).

If your LEA or Charter School has previously submitted a waiver you **DO NOT** need to do anything further, unless you would like to amend your original waiver request.

If you have not submitted a waiver and would like to do so, the deadline is April 30, 2012. You can find a waiver request form located here:

www.ncpublicschools.org/fbs/accounting/calendar/

Waivers that were received prior to March 8 are being presented to Dr. Atkinson for approval. As soon as approval is given, we will notify each LEA and Charter School individually as well as post a list of approvals on our website. Waivers received on or after March 8 will be presented to Dr. Atkinson at a later date.

If your waiver does not meet one of these criteria, it will be presented to the State Board of Education.

If you have additional questions, please contact Ozella Wiggins at ozella.wiggins@dpi.nc.gov.

7) New on the Web:

The following items have been posted to the FBS website:

- Trends
www.ncpublicschools.org/fbs/budget/
- Highlights
www.ncpublicschools.org/fbs/resources/data/#highlights
- Facts and Figures
www.ncpublicschools.org/fbs/resources/data/#figures
- Chart of Accounts – Updated
www.ncpublicschools.org/fbs/finance/reporting/coa2012
- ADM and PMR for Month 4
www.ncpublicschools.org/fbs/accounting/data/
- 185 Days Waiver Requests
www.ncpublicschools.org/fbs/accounting/calendar/
- State Planning Allotments for 2012-13
www.ncpublicschools.org/fbs/allotments/planning/
- Charter School Planning Allotments for 2012-13
www.ncpublicschools.org/fbs/allotments/charterschools/
- NCVPS Final Enrollment By LEA
www.ncpublicschools.org/fbs/allotments/ncvps/
- NCASBO Presentations
www.ncpublicschools.org/fbs/conferences/presentations/

The following items have been posted to the Charter Schools website:

- Charter schools online application
www.ncpublicschools.org/charterschools/resources/application/
- Tutorial: Charter School Online Application
www.ncpublicschools.org/charterschools/resources/application/

Attachment(s): To get the attachment(s) referenced in the newsletter, please send an email to Debby Jackson and let her know which attachment(s) you need.

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Newsletter No. 025-11/12, March 16, 2012

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1) Installment Payments for 10 month Employees:

We have received numerous questions about whether 10 month employees can still have their pay spread out over 12 months under the new law. House Bill 720 did not change the requirement of offering installments to teachers. This is a reminder that according to General Statute 115C-302.1, "any individual teacher who is not employed in a year-round school may be paid in 12 monthly installments if the teacher so requests on or before the first day of the school year."

Each LEA must give their 10 month employees the option of receiving their pay over 12 months. While most LEAs pay employees on installments through the LEA directly, other LEAs have had their employees choose to participate in programs like the NCSECU's "Summer Cash" program. You may NOT only offer the "Summer Cash" program, however, if your employees choose the "Summer Cash" program, you are in compliance with this law.

If you have any questions regarding this, please contact Andrew Cox at andrew.cox@dpi.nc.gov.

2) Federal Grants - 2012-2013 Application Due Dates and Contacts:

A list of 2012-2013 application due dates and program contacts has been uploaded to the DPI website at www.ncpublicschools.org/docs/fbs/finance/federal/fedgrant.pdf. Budgets are to be submitted electronically by the same date, or mailed with the application.

3) Federal Grant Award Information:

Federal grant award numbers and other information for 2011-12 Federal grant awards are available on the DPI website at www.ncpublicschools.org/fbs/finance/federal/.

As a reminder, Federal grant award numbers for ARRA funds (including Race to the Top) can be found on the DPI website in the document titled "Overview of Funding Available through DPI" at www.ncpublicschools.org/fbs/arra/allotments/. Catalog of Federal Domestic Assistance (CFDA) numbers for other federal programs can also be

found at www.ncpublicschools.org/fbs/finance/federal/. These identifiers are required for providing appropriate identification in the Schedule of Expenditures of Federal Awards (SEFA).

Please contact Stephanie English at 919.807.3686 or Stephanie.English@dpi.nc.gov if you have questions or concerns.

To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at debby.jackson@dpi.nc.gov or 919.807.3603 and provide your name and email address.

The newsletters are posted online, click on the Resources link on the FBS home page: www.ncpublicschools.org/fbs/.

Newsletter No. 026-11/12, March 22, 2012

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1) **No Dues Checkoff – Update:**

A preliminary injunction hearing has now been scheduled in the dues checkoff legislation litigation for March 30. The temporary restraining order against implementation of the legislation will remain in effect until a decision is rendered based on the March 30 hearing (see language from the temporary restraining order below). Once a ruling is made, we will pass that along.

IT IS THEREFORE OREDERED, ADJUDGED, AND DECREED that the Temporary Restraining Order issued by the Court on January 9, 2011 is extended to the later of March 12, 2012 or a date thereafter amendable to the parties for a hearing on Plaintiff's Motion for Preliminary Injunction, and that pending a decision by the Court on Plaintiff's Motion for Preliminary Injunction, the implementation and enforcement of North Carolina Session Law 2012-1 is enjoined.

If you have questions contact Alexis Schauss at alexis.schauss@dpi.nc.gov or Andrew Cox at andrew.cox@dpi.nc.gov.

2) **185 Day Waiver Approvals and Update:**

Please share with your Superintendent, HR and other appropriate staff!

All waivers that were received as of March 8, 2012, that met one of the three criteria outlined by the State Board of Education for approval by Superintendent Atkinson, have been approved. Notification letters were mailed to each superintendent that this applies to, starting Wednesday March 21, 2012. We hope to have this information also posted to our website no later than tomorrow afternoon (3/23/2012): www.ncpublicschools.org/fbs/.

If you submitted a waiver request (new or amended) after March 8, it will be presented to Dr. Atkinson this week with notifications for these waivers going out by the end of next week.

As a reminder, if your LEA or Charter School has previously submitted a waiver request you **DO NOT** need to do anything further, unless you would like to amend your original waiver request.

If you have additional questions, please contact Ozella Wiggins at ozella.wiggins@dpi.nc.gov.

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Newsletter No. 027-11/12, March 30, 2012

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1) Budget and Amendment System – BAAS:

Many programmers are working diligently both at the vendors and at DPI to provide a replacement for the federal budgets and amendments system of BUD. Attached is an information sheet on this project and the current status. We will be providing installment updates to keep you informed on the progress.

If you have questions email the BAAS Business Analyst, Kathy Horky at kathy.horky@dpi.nc.gov.

2) Cash Management and MSA Training – Charter Schools:

We will have a Cash Management training class for Charter Schools on Monday, April 23, 2012 at the Department of Public Instruction in Raleigh, NC from 10:00 am - 3:30 pm. There is no registration fee for the class, but you must register in order to attend. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at roxane.bernard@dpi.nc.gov. If you have questions, please call Roxane Bernard at 919.807.3725. You will be notified by email when you have been successfully enrolled for the training class on the above date.

3) Closed Federal Program Report Codes:

DPI will remove access from the chart of accounts for the following closed federal programs on April 15, 2012:

- PRC 140 – ARRA Education Stabilization
- PRC 144 – ARRA-IDEA VI-B
- PRC 145 – ARRA-IDEA Pre-School
- PRC 148 – ARRA-McKinney Vento

The above federal programs closed on September 30, 2011 with a liquidation period ending December 31, 2011. All overspent program adjustments to the above programs must be completed no later than April 15, 2012.

Any questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov or 919.807.3725.

4) MIDDLE/HIGH VIDEO COMPETITION:

Transportation Services is helping sponsor a Youth Video Contest entitled "Making Tracks" that is open to middle and high school students across the state. The purpose of the video contest is to help students teach others the importance of pedestrian safety to and from school and, in particular, to and from the bus stop. Information on the contest is available at: www.ncbussafety.org/videocontest. Please pass this along to schools and film club sponsors. Contact: Derek Graham, 919.807.3571 derek.graham@dpi.nc.gov

5) Web News:

The following items have been posted to the FBS website:

- Calculating Low Wealth Supplemental Funding
www.ncpublicschools.org/fbs/allotments/support/
- Allotted ADM 2011-2012
www.ncpublicschools.org/fbs/allotments/initial/
- IDEA Maintenance of Fiscal Effort Worksheet – Updated
www.ncpublicschools.org/fbs/finance/federal/
- Appropriations Bills – Link
www.ncpublicschools.org/fbs/budget/
- Calendar – 185 Days Waiver Status
www.ncpublicschools.org/fbs/accounting/calendar/
- Calendar –History –LEAs Eligible for a Waiver – Updated
www.ncpublicschools.org/fbs/accounting/calendar/
- MFR Report Presentation
www.ncpublicschools.org/fbs/conferences/presentations/
- Chart of Accounts – Updated
www.ncpublicschools.org/fbs/finance/reporting/coa2012
- Attach A in Excel
www.ncpublicschools.org/fbs/finance/reporting/coa2012
- FBS Org Chart – Updated
www.ncpublicschools.org/fbs/resources/
- Supplemental Budget Request – Updated
www.ncpublicschools.org/fbs/budget/

Federal Grant information – Updated
www.ncpublicschools.org/fbs/finance/federal/

The following items have been posted to the Charter Schools website:

Schools – Updated
www.ncpublicschools.org/charterschools/schools/

Directory – Updated
www.ncpublicschools.org/charterschools/directory/

Enrollment and Lottery - Additional Guidance
www.ncpublicschools.org/charterschools/faqs/

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Newsletter No. 028-11/12, April 5, 2012

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1) Reminder – PRC 140 – State Fiscal Stabilization Funds (SFSF):

As a reminder, DPI has posted the following information on our website regarding PRC 140 State Fiscal Stabilization Funds. Please remind your workers' compensation carrier that these funds should not be included in any year-end workers' compensation audit calculations.

PRC 140 - State Fiscal Stabilization Funds (SFSF)

Personnel funded from SFSF PRC 140 are considered as if they are state funded personnel for the following purposes:

- Unemployment compensation
- Worker's compensation
- Certified personnel count for principal salaries

If you have questions contact Eileen Townsend, Chief of Insurance at 919.807.3522 or eileen.townsend@dpi.nc.gov.

2) 185 Day Waiver Approvals and Update:

Please share with your Superintendent, HR and other appropriate staff!

All waivers that were received as of March 22, 2012 that met one of the three criteria outlined by the State Board of Education for approval by Superintendent Atkinson, have been approved. Notification letters were sent to each LEA or Charter School this applies to. If you did not receive notification, please let us know.

If you submitted a waiver request (new or amended) after March 22 it will be presented to Dr. Atkinson this week, with notifications for these waivers going out by the end of next week.

A status of all waiver requests can be found under "What's New" on our website: www.ncpublicschools.org/fbs/.

As a reminder, if your LEA or Charter School has previously submitted a waiver request you **DO NOT** need to do anything further, unless you would like to amend your original waiver request.

If you have not submitted a waiver request for the 2012-13 school year and would still like to do so, the deadline is April 30, 2012. The waiver request form can be found here: www.ncpublicschools.org/fbs/accounting/calendar/.

If you have additional questions, please contact Ozella Wiggins at ozella.wiggins@dpi.nc.gov.

3) Cash Management and MSA Training – Charter Schools

We will have a Cash Management training class for Charter Schools on Monday, April 23, 2012 at the Department of Public Instruction in Raleigh, NC from 10:00 am - 3:30 pm. There is no registration fee for the class, but you must register in order to attend. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at roxane.bernard@dpi.nc.gov. If you have questions, please call Roxane Bernard at 919.807.3725. You will be notified by email when you have been successfully enrolled for the training class on the above date.

4) Closed Federal Program Report Codes

DPI will remove access from the chart of accounts for the following closed federal programs on April 15, 2012:

PRC 140 – ARRA Education Stabilization

PRC 144 – ARRA-IDEA VI-B

PRC 145 – ARRA-IDEA Pre-School

PRC 148 – ARRA-McKinney Vento

The above federal programs closed on September 30, 2011 with a liquidation period ending December 31, 2011. All overspent program adjustments to the above programs must be completed no later than April 15, 2012.

Any questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov or 919.807.3725.

5) Coordinated Early Intervening Services (CEIS) Permissive Use:

Please review the attached Memorandum concerning CEIS from Mary N. Watson, Director, Exceptional Children Division to Finance Officers. Please call Laura Snyder at 919.807.3992 or laura.snyder@dpi.nc.gov if you have questions.

6) Web News

The following items have been posted to the FBS website:

Allotment Policy Manual 2011-12 - Changes & Federal Section Only

www.ncpublicschools.org/fbs/allotments/general/

Calendar – 185 Days Waiver Status - Updated

www.ncpublicschools.org/fbs/accounting/calendar/

EC Headcount of Dec 2011 – Updated

www.ncpublicschools.org/fbs/allotments/planning/

LEA and Charter School Adjustment FY 11-12 vs. FY 12-13

www.ncpublicschools.org/fbs/allotments/support/

Chart of Accounts – Updated

www.ncpublicschools.org/fbs/finance/reporting/coa2012

Attachment(s): To get the attachment(s) referenced in the newsletter, please send an email to Debby Jackson and let her know which attachment(s) you need.

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

Newsletter No. 029-11/12, April 13, 2012

Philip Price
Chief Financial Officer
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: Philip.Price@dpi.nc.gov

1) BUD Release 8.4.0 Pilot:

Beginning Monday, April 16, DPI will be entering the pilot phase of the new BUD release 8.4.0. During this pilot process, we are only able to send files to the LEAs that are on the new release. In this case, only the pilot LEAs will receive communications and files from DPI. We anticipate the pilot lasting until Wednesday, April 25. Upon successful completion of the pilot, we will send the release to the remaining LEAs. Once an LEA installs the new release, all previous files will be sent.

If you need to know the status of any BUD transactions, please contact the DPI Customer Support Center at 919.807.4357. Be sure to include the batch type and number for 202s. For federal, please include PRC and if item is an initial budget or amendment, making sure to include the amendment number. If there are questions about the pilot process, please contact Denise Jackson at denise.jackson@dpi.nc.gov.

2) Cash Management and MSA Training – Charter Schools:

We will have a Cash Management training class for Charter Schools on Monday, April 23, 2012 at the Department of Public Instruction in Raleigh, NC from 10:00 am - 3:30 pm. There is no registration fee for the class, but you must register in order to attend. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at roxane.bernard@dpi.nc.gov. If you have questions, please call Roxane Bernard at 919.807.3725. You will be notified by email when you have been successfully enrolled for the training class on the above date.

3) Closed Federal Program Report Codes:

DPI will remove access from the chart of accounts for the following closed federal programs on April 15, 2012:

PRC 140 – ARRA Education Stabilization

PRC 144 – ARRA-IDEA VI-B

PRC 145 – ARRA-IDEA Pre-School

PRC 148 – ARRA-McKinney Vento

The above federal programs closed on September 30, 2011 with a liquidation period ending December 31, 2011. All overspent program adjustments to the above programs must be completed no later than April 15, 2012.

Any questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov or 919.807.3725.

To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at debby.jackson@dpi.nc.gov or 919.807.3603 and provide your name and email address.

The newsletters are posted online, click on the Resources link on the FBS home page: www.ncpublicschools.org/fbs/.

Newsletter No. 030-11/12, April 20, 2012

Philip Price
Chief Financial Officer
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: Philip.Price@dpi.nc.gov

1) NCVPS Registration for the 2012-2013:

NCVPS registration for the 2012-2013 school year opened on Friday, March 30, 2012. Registration is open for all 2012-2013 terms.

The number of enrollments available to each LEA or charter school is determined by Department of Public Instruction's Financial and Business Services using a statistical projection. This projection will not be final until June 1, 2012. We have shared preliminary enrollment projections with school districts - this information was sent to the central office distance learning coordinator (eLC) contact. Please note that Fall and Spring (block) are combined.

LEAs and charter schools may request additional enrollments. Superintendents or their designees may complete this online form until June 1, 2012 to request additional enrollments:

<https://docs.google.com/a/ncpublicschools.gov/spreadsheet/viewform?formkey=dE12eGRKYWxMMmN3enBiSmhPSFhINVE6MQ>

The link to this form will also be available on the NCVPS website under the Educators tab. NCVPS will communicate to schools that all requests for additional enrollments should be directed to the central office e-Learning Coordinator.

Legislation provides an enrollment reserve but, as noted this year, it does not guarantee that needed enrollments will be available for students. Requesting additional enrollments before June 1, 2012 is the best way to ensure that your LEA or charter school will be able to enroll students as needed. Additional enrollments will be added to your projection and enrollment balance.

LEAs and charter schools will also be able to track their enrollment balance in the NCVPS registration system beginning in May, 2012.

For more information contact John Brim, Associate Executive Director at john.brim@ncpublicschools.gov

2) MSA & Cash Management Training (LEAs only):

MSA and Cash Management Training will be offered on Wednesday, May 16, 2012, for LEAs. There is no registration fee for the class, but you must register in order to attend. Class description: DPI Systems Training & Monthly Reports. 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 with the main emphasis on the MSA/DBS General Ledger System, a brief 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. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at roxane.bernard@dpi.nc.gov. If you have questions, please call Roxane Bernard at 919.807.3725. You will be notified by email that you have been successfully enrolled for the training class on the above date.

3) ARRA Race to the Top General and Procurement Compliance Requirements:

The following highlights some of the ARRA Race to the Top compliance requirements that the OSBM auditors would like brought to your attention following their initial audit visits. This is not an exhaustive list of all the ARRA Race to the Top rules and regulations. Please review the items listed below and if you have any questions contact Sam Fuller at Samuel.Fuller@dpi.nc.gov or 919.807.4063.

- Race to the Top funds are ARRA funds (also known as "recovery funds").
- Competition is the fundamental component of procurement using recovery funds; you must follow bidding requirements.
- You must use the Statewide Interactive Procurement System (IPS) to list informal and formal solicitation documents when using recovery funds, and use the words "Recovery Funds" in the description column of the IPS system.
- For any bid solicitation exceeding \$5,000, you must advertise the opportunity in the local newsprint outlet.
- Federal law requires that all vendors and contractors are checked against the State and Federal debarment list prior to transactions taking place. You must maintain documentation of a vendor's eligibility.
- You must include ARRA contract provisions as part of any solicitation for procurement of goods, services, and construction projects, including design services for which recovery funds will be used as payment in part or whole.
- OERI Directives for recovery funds can be located at the following link: www.ncrecovery.gov/compliance/OERIDirectives.html
- ARRA fund CFDA numbers are available at the following link (overview of funding available through DPI – chart): www.ncpublicschools.org/fbs/arra/allotments/

- Race to the Top CFDA number is 84.395; Federal Award Number is S395A100069.
- Whistle Blower Provisions:
 - You must post Whistle Blower rights to report fraud, waste, and abuse of funds; and remedies for wrongful treatment of whistle blowers.
 - You must post physical posters in a visible place in LEA and Charter school buildings.
 - It is recommended that you also post links on LEA/Charter website leading to state and federal Whistle blower websites.
- Whistle Blower Links:
 - www.ncpublicschools.org/internalaudit/fraud/
 - www.ncrecovery.gov/reportFraud/reportFraud.aspx
 - US Education Department Office of Inspector General Hotline
1.800.MIS.USED
- Fund CFDA numbers are available at the following link (overview of funding Available through DPI – chart): www.ncpublicschools.org/fbs/arra/allotments/
- Sole Sourcing:
http://it.ncwiseowl.org/UserFiles/Servers/Server_4500932/File/RttT/Sole-sourcing_RttT_Guidance.pdf

4) Web News:

The following items have been posted to the FBS website:

Calculating Low Wealth Supplemental Funding - Updated

www.ncpublicschools.org/fbs/allotments/support/

Allotment Policy Manual 2011-2012

www.ncpublicschools.org/fbs/allotments/general/

Impact of LEA Adjustment in FY12-13 and Loss of EduJobs Funds

www.ncpublicschools.org/fbs/allotments/support/

Supplemental Budget Requests to Consider for 2012-2013 as ranked by superintendents at the March Superintendent's Quarterly Meeting

www.ncpublicschools.org/fbs/budget/

Month 5 ADM & PMR

www.ncpublicschools.org/fbs/accounting/data/

GDVS Tutorials - Updated

www.ncpublicschools.org/fbs/accounting/data/

FBS Who We Are Booklet - Updated

www.ncpublicschools.org/fbs/directory/

The following items have been posted to the Charter Schools website:

Charter School Applications for 2013-2014

www.ncpublicschools.org/charterschools/resources/application/

Advisory Council Meeting Agenda for April
www.ncpublicschools.org/charterschools/council/
Staff Directory – Updated
www.ncpublicschools.org/charterschools/directory/

To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at debby.jackson@dpi.nc.gov or 919.807.3603 and provide your name and email address.

The newsletters are posted online, click on the Resources link on the FBS home page:
www.ncpublicschools.org/fbs/.

Newsletter No. 031-11/12, April 27, 2012

Philip Price
Chief Financial Officer
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: Philip.Price@dpi.nc.gov

1) **BUD Release 8.4.0:**

Thank you to our pilot LEAs:

Gates County
McDowell County
Wake County

BUD release 8.4.0 was sent to all remaining LEAs today via FTP.

Please remember to log in as BUDPUSER and run SURF to make sure all files have been received BEFORE you install the new release. The installation instructions are attached. They are also available on the DPI website at www.ncpublicschools.org/fbs/ in the What's New section.

This release has the following changes:

1. Operating budget by site (FRCS) and YTD Expense Operating Budget by Site (FRYS) reports both now include purpose codes that start with 7.
2. Change to formula for administration edit to not include carry over amount in admin edit limit.
3. New program to allow LEA to hold/print SURF audit reports. Default is set to print but with the change, you are now able to choose which ones, if any, you want to print. This program can be accessed by choosing options 60, 2, 11 from the main menu or via fastpath SUFF.
4. Change for new Budget and Amendment System (BAAS) - Prevent LEA from opening amendment until communication form is received for prior budget/amendment beginning with 2013 budgets. This is needed due to the new ability to totally deny a budget or amendment in BAAS. The budget or amendment should not post to the LEA GL until it's approved.

Please install the release as soon as possible. Remember you will not receive communications from DPI until you have installed the release. If you have any questions or problems with the release, please contact the DPI customer support center at 919.807.4357 or email dpi.incidents@its.nc.gov. Please mention BUD release 8.4.0 in your call or email so that your concern will be prioritized correctly.

2) MSA & Cash Management Training (LEAs only):

MSA and Cash Management Training will be offered on Wednesday, May 16, 2012, for LEAs. There is no registration fee for the class, but you must register in order to attend. Class description: DPI Systems Training & Monthly Reports. 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 with the main emphasis on the MSA/DBS General Ledger System, a brief 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. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at roxane.bernard@dpi.nc.gov. If you have questions, please call Roxane Bernard at 919.807.3725. You will be notified by email that you have been successfully enrolled for the training class on the above date.

3) Financial and Business Services Summer Conference:

Attached is the invitation letter to the Financial and Business Services Summer Conference to be held on July 26, 2012 at the Sheraton Imperial Hotel and Convention Center, Research Triangle Park. If you have questions contact Alexis Schauss or Doris McCain at 919.807.3700.

4) Web News:

The following items have been posted to the FBS website:

FBS Summer Conference Information
www.ncpublicschools.org/fbs/conferences/

BUD Release 8.4.0 Install Instructions
www.ncpublicschools.org/fbs/

2012-13 185 Day Waiver Requests Status - Updated
www.ncpublicschools.org/fbs/accounting/calendar/

Attachment(s): To get the attachment(s) referenced in the newsletter, please send an email to Debby Jackson and let her know which attachment(s) you need.

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

Newsletter No. 031-11/12, May 4, 2012

Philip Price
Chief Financial Officer
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: Philip.Price@dpi.nc.gov

1) Webinar: RttT Procurement and Contracting

On Thursday, **May 31**, NCDPI will offer a webinar on RttT procurement and contracting for LEA and Charter School RttT Leads and Finance Officers. This will be an opportunity to go over some of the common findings from the OSBM audits as well as answer any outstanding questions you may have. We will hold two sessions, one in the morning from **10-11 a.m.** and one in the afternoon from **3:30-4:30 p.m.** Please make arrangements to attend either session by registering at one of the links below.

Morning Session (10:00-11:00 a.m.): www1.gotomeeting.com/register/643112617

Afternoon Session (3:30-4:30 p.m.): www1.gotomeeting.com/register/325374128

In addition, please submit any questions related to RttT procurement and contracting to RacetoptheTop@dpi.nc.gov by Monday, May 21. Please include "RttT Procurement Webinar Question" in the subject line of the email. We will use your questions to create the agenda for the webinar.

2) MSA & Cash Management Training (LEAs only):

MSA and Cash Management Training will be offered on Wednesday, May 16, 2012, for LEAs. There is no registration fee for the class, but you must register in order to attend. Class description: DPI Systems Training & Monthly Reports. 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 with the main emphasis on the MSA/DBS General Ledger System, a brief 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. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at roxane.bernard@dpi.nc.gov. If you have questions, please call Roxane Bernard at 919.807.3725. You will be notified by email that you have been successfully enrolled for the training class on the above date.

To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at debby.jackson@dpi.nc.gov or 919.807.3603 and provide your name and email address.

Newsletter No. 032-11/12, May 11, 2012

Philip Price
Chief Financial Officer
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: Philip.Price@dpi.nc.gov

1) School Allotment Reminders:

ABC Transfer Request - May 31, 2012 is the last day to submit an ABC Transfer Request for FY 11-12.

Other Allotment Revision Requests - June 6, 2012 is the last day to submit approvals, additional allocation requests, or allotment adjustments for FY 11-12.

If your LEA is expecting an allocation that has not been received, please follow up with the Federal Program Staff or School Allotments to have these issues resolved before June 6, 2012.

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

Special Small School Request - The Special Small School request form and instructions for FY 2012-13 is on our website at www.ncpublicschools.org/fbs/allotments/forms/. We are requesting that this form be turned in by June 15, 2012. Funding for these positions is dependent upon final action by the General Assembly. If you have any questions, please contact Sharon Ramseur, School Allotments at 919.807.3675 or 919.807.3739.

Federal Grant Expiration Dates - The Federal Grant expiration dates have been updated on the School Allotments website at www.ncpublicschools.org/fbs/allotments/general/. Please carefully review this document to avoid reverting Federal Funds. If you have any questions, please contact Angela McNeill, School Allotments, at 919.807.3732 or 919.807.3739.

2) Year End Reminders from the Salary Analysts:

Please be sure that you have reviewed employees whose salary certifies according to Form G Approval. Be sure that Form G Approvals are in place and approved by Licensure no later than June 8, 2012. If your employee is on installments, and does not have Form G Approval, the audit exception will not appear in the Salary System until the June vouchers load in the system. At that time, it will be too late to correct any audit exceptions.

Please send all IPC changes through BUD. The salary analysts are glad to help you out, as much as possible, but the number of requests to change voucher information is become overwhelming, especially when most changes can be done through BUD.

When submitting negative net gross transactions, please keep the transaction alone in the batch and remember to notify the Salary Analysts when the batch is submitted. The batch will not approve automatically. The Analysts have to manually process the batch. Please

provide the transaction type and batch number. Send the notification to both Sue and Tiandra.

Please send only one transaction per voucher number per day in BUD. When more than one transaction is requested per voucher per day, the batch will automatically deny. Salary Administration will try to process any that deny, but this is merely a courtesy.

If you have any year-end salary questions, please contact Sue Holly at susan.holly@dpi.nc.gov or Tiandra Alli at tiandra.alli@dpi.nc.gov.

3) Web News:

The following items have been posted to the FBS website:

Governor's Recommended Budget Adjustments
www.ncpublicschools.org/fbs/budget/

Federal Grant Expiration Dates – Updated
www.ncpublicschools.org/fbs/allotments/general/

Small School Application Form – Updated
www.ncpublicschools.org/fbs/allotments/forms/

2012-13 185 Day Waiver Requests Status - Updated
www.ncpublicschools.org/fbs/accounting/calendar/

Allotted ADM History – Updated
www.ncpublicschools.org/fbs/allotments/support/

The following items have been posted to the Charter Schools website:

Advisory Council Meeting Minutes for January and February
www.ncpublicschools.org/charterschools/council/

To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at debby.jackson@dpi.nc.gov or 919.807.3603 and provide your name and email address.

The newsletters are posted online, click on the Resources link on the FBS home page:
www.ncpublicschools.org/fbs/.

Newsletter No. 033-11/12, May 17, 2012

Philip Price
Chief Financial Officer
Department of Public Instruction
6326 Mail Service Center
Raleigh, NC 27699-6326
Email: Philip.Price@dpi.nc.gov

1) **NOTICE: Superintendents' Webinar Update – 5/18/12:**

You may want to participate in the Webinar with your Superintendent to be held tomorrow, Friday May 18, 2012 at 10 a.m. Below is the communication sent to Superintendents with directions for participating. In an effort to conserve, since each call is a charge, we ask that you limit the number of calls.

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Dear Superintendents,

Below is the webinar invitation for the next five weeks' weekly legislative/budget update webinars. This year, the time has changed to 10 a.m., so please mark your calendar and plan to participate and receive a weekly update during the legislative session. As always, other information updates will be posted on the legislative webpage or sent to you via email.

We also will send link reminders for the May 25-June 15 webinars a few days in advance of each session.

Thanks,

**Vanessa W. Jeter**

Communications Director  
NC Department of Public Instruction  
Communication and Information Services  
P: 919.807.3469 | F: 919.807.3481

### **Legislative Update**

An update of the [Short Session](#) of the NC General Assembly.

**Register for a session now by clicking a date below:**

[Fri, May 18, 2012 10:00 AM - 11:00 AM EDT](#)

[Fri, May 25, 2012 10:00 AM - 11:00 AM EDT](#)

[Fri, Jun 1, 2012 10:00 AM - 11:00 AM EDT](#)

[Fri, Jun 8, 2012 10:00 AM - 11:00 AM EDT](#)

[Fri, Jun 15, 2012 10:00 AM - 11:00 AM EDT](#)

Once registered you will receive an email confirming your registration with information you need to join the Webinar.

**System Requirements**

PC-based attendees

Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees

Required: Mac OS® X 10.5 or newer

~ ~ ~ ~

**2) Budget and Amendment System – BAAS:**

Programming for BAAS is well underway at the vendors and at DPI. The new system will replace the federal budgets and amendments system of BUD in FY 2013. **Please continue using BUD to develop your FY 2013 budgets.**

Additional information about BAAS is attached. We will continue to provide information and updates on the progress of this project. If you have questions, please email the BAAS Business Analyst, Kathy Horky at [kathy.horky@dpi.nc.gov](mailto:kathy.horky@dpi.nc.gov).

**3) Web News:**

**The following item has been posted to the FBS website:**

Federal Grants Available through NC DPI - Updated  
<http://www.ncpublicschools.org/fbs/finance/federal/>

\*\*\*\*\*  
**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby Jackson) and let her know which attachment(s) you need.  
\*\*\*\*\*  
To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.  
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**Newsletter No. 034-11/12, May 25, 2012**

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Philip Price  
Chief Financial Officer  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

---

**1) NOTICE: Superintendents' Webinar Update – 6/1/12:**

You may want to participate in the Webinar with your Superintendent to be held Friday June 1, 2012 at 10 a.m. Below is the communication sent to Superintendents with directions for participating. In an effort to conserve, since each call is a charge, we ask that you limit the number of calls.

Dear Superintendents,

Below is the webinar invitation for the next five weeks' weekly legislative/budget update webinars. This year, the time has changed to 10 a.m., so please mark your calendar and plan to participate and receive a weekly update during the legislative session. As always, other information updates will be posted on the legislative webpage or sent to you via email.

We also will send link reminders for the May 25-June 15 webinars a few days in advance of each session.

Thanks,

Vanessa W. Jeter  
Communications Director  
NC Department of Public Instruction  
Communication and Information Services  
P: 919.807.3469 | F: 919.807.3481

**Legislative Update**

An update of the [Short Session](#) of the NC General Assembly.

Register for a session now by clicking a date below:

[Fri, Jun 1, 2012 10:00 AM - 11:00 AM EDT](#)

[Fri, Jun 8, 2012 10:00 AM - 11:00 AM EDT](#)

[Fri, Jun 15, 2012 10:00 AM - 11:00 AM EDT](#)

Once registered you will receive an email confirming your registration with information you need to join the Webinar.

**System Requirements**

PC-based attendees

Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees

Required: Mac OS® X 10.5 or newer

**2) BAAS Update:**

Attached is the next installment of the status of the BAAS project.

**3) Child Nutrition New Regulations:**

The recent passage of the Healthy, Hunger-Free Kids Act of 2010 created 73 new laws for Child Nutrition Programs. These new laws and some of their potential impacts were presented by Lynn Harvey at the Finance Forum and are summarized in the attached document "2012\_5\_18 Child NutritionNewRegs.docx".

If you have questions, please contact Lynn Harvey at 919.807.3506 or [lynn.harvey@dpi.nc.gov](mailto:lynn.harvey@dpi.nc.gov).

**4) Web News:**

The following items have been posted to the FBS website:

ADM and PMR for month 6

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

Allotments – School Technology Fund - Updated

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

The following item has been posted to the Charter Schools website:

Updated pages for finding schools by county or alphabetically by name

[www.ncpublicschools.org/charterschools/schools/](http://www.ncpublicschools.org/charterschools/schools/)

\*\*\*\*\*

**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby Jackson) and let her know which attachment(s) you need.

\*\*\*\*\*

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

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## **Newsletter No. 035-11/12, June 1, 2012**

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Philip Price  
Chief Financial Officer  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) Budget Comparison 2012-2013:**

Attached is the comparison of the FY 2012-13 SBE, Governor and House proposed budget for your information and review. [www.ncpublicschools.org/fbs/budget/](http://www.ncpublicschools.org/fbs/budget/)

### **2) Charter School Membership by LEA:**

School Business appreciates the timely responses of all the finance officers to the charter school membership survey. Attached is a report by LEA and a map by county for your review. [www.ncpublicschools.org/charterschools/](http://www.ncpublicschools.org/charterschools/)

### **3) Important messages from our Exceptional Children's Division:**

Please read and keep for your records.

#### **Maintenance of Effort:**

The IDEA requires that school system expenditures for students with disabilities from local or state and local funds be at least at the same level as the previous year. The Maintenance of Effort (MOE) calculation form can be found at [www.ncpublicschools.org/fbs/finance/federal/](http://www.ncpublicschools.org/fbs/finance/federal/).

The calculation form must be completed and maintained annually in the school system for audit purposes. LEAs and charter schools are encouraged to calculate their MOE before June 30 in case adjustments need to be made prior to the end of the fiscal year. Annual MOE expenditures are reported to DPI by September 30 in the IDEA, Part B (611) Grant (PRC 060).

#### **Proportionate Share**

Beginning in 2012-13, personnel providing services under the "proportionate share requirement of IDEA" (expenditure from PRC 060) must have time and effort documentation. Since most of these employees work on multiple cost objectives (special education as well as proportionate share services to students parentally-placed in private schools), a PAR is required. Additional information on this requirement will be shared with EC Directors in a June webinar.

## **SLIVER Grant (PRC 044) Update**

LEAs, Charter Schools and State-Operated Programs with carryover funds FY 2012-13 are required to submit an application and budget for DPI approval. Application eligibility is based on a balance report of expenditures through April 30, 2012 from the School Reporting Section, DPI Financial and Business Services. The application will be available to local exceptional children program directors on June 1, 2012 for submission to DPI by June 30, 2012. **A budget must be submitted no later than June 30, 2012 for usage of carryover funds.**

The SLIVER Grant Program will close in FY 2012-13. All carryover funds in PRC 044 must be obligated by September 30, 2012, and liquidated by December 31, 2012. If additional information is needed, please contact Valerie Herndon, Exceptional Children Division, at [valerie.herndon@dpi.nc.gov](mailto:valerie.herndon@dpi.nc.gov) or 919.807.3996.

### **4) Transportation Efficiency Seminar:**

Thursday, June 28 from 1-4 PM - at the North Carolina Pupil Transportation Association "Transposium" - a Transportation Efficiency Seminar will be offered by DPI Transportation Services. Finance officers or staff are invited to participate in this repeat of a session that was offered a couple of years ago for transportation directors and associate superintendents. The Transposium will be held at First Flight High School in Dare County. For more information or to sign up for the seminar, please contact Derek Graham - [derek.graham@dpi.nc.gov](mailto:derek.graham@dpi.nc.gov).

### **5) Year End Reminders from the Salary Analysts:**

Beginning June 13, 2012, DPI will be receiving and processing BUD batches twice a day. Please receive your BUD files daily and immediately make corrections to any denied batches.

Please be sure that you have reviewed employees whose salary certifies according to Form G Approval. Be sure that Form G Approvals are in place and approved by Licensure no later than June 8, 2012. If your employee is on installments, and does not have Form G Approval, the audit exception will not appear in the Salary System until the June vouchers load in the system. At that time, it will be too late to correct any audit exceptions.

Please send all IPC changes through BUD. The salary analysts are glad to help you out, as much as possible, but the number of requests to change voucher information has become overwhelming, especially when most changes can be done through BUD.

When submitting negative net gross transactions, please keep the transaction alone in the batch and remember to notify the Salary Analysts when the batch is submitted. The batch will not approve automatically. The Analysts have to manually process the batch. Please provide the transaction type and batch number. Send the notification to both Sue and Tiandra.

Please send only one transaction per voucher number per day in BUD. When more than one transaction is requested per voucher per day, the batch will automatically deny. Salary Administration will try to process any that deny, but this is merely a courtesy.

If you have any year-end salary questions, please contact Sue Holly at [susan.holly@dpi.nc.gov](mailto:susan.holly@dpi.nc.gov) or Tiandra Alli at [tiandra.alli@dpi.nc.gov](mailto:tiandra.alli@dpi.nc.gov).

## **6) Days Missed for Inclement Weather Survey:**

All LEAs and Charter Schools are **REQUIRED** by Legislation to complete the Days Missed Survey for school year 2011-2012. Please complete the online survey and submit by **June 15, 2012**. The survey can be found at the following link: [www.zoomerang.com/Survey/WEB22FV34J8VPT](http://www.zoomerang.com/Survey/WEB22FV34J8VPT) or 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 Ozella Wiggins at [ozella.wiggins@dpi.nc.gov](mailto:ozella.wiggins@dpi.nc.gov) or 919.807.3757.

## **7) Web News:**

**The following items have been posted to the FBS website:**

Survey ... Inclement Weather – LEAs & Charter Schools  
[www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/)

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

Charter School Membership Reports 2011-12  
[www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/)

Federal Planning Allotments 2012-13  
[www.ncpublicschools.org/fbs/allotments/planning/](http://www.ncpublicschools.org/fbs/allotments/planning/)

FY 2011-12 Federal Initial Allotments  
[www.ncpublicschools.org/fbs/allotments/initial/](http://www.ncpublicschools.org/fbs/allotments/initial/)

ABC Transfer Request File - Updated  
[www.ncpublicschools.org/fbs/allotments/forms/](http://www.ncpublicschools.org/fbs/allotments/forms/)

Allotment Policy Manual PRC 008 – Updated  
[www.ncpublicschools.org/fbs/allotments/general/](http://www.ncpublicschools.org/fbs/allotments/general/)

Children with Disabilities Head Count Transfer Form - Updated  
[www.ncpublicschools.org/fbs/allotments/forms/](http://www.ncpublicschools.org/fbs/allotments/forms/)

2012-13 185 Day Waiver Requests Status - Updated  
[www.ncpublicschools.org/fbs/accounting/calendar/](http://www.ncpublicschools.org/fbs/accounting/calendar/)

Chart of Accounts – Updated

[www.ncpublicschools.org/fbs/finance/reporting/coa2012](http://www.ncpublicschools.org/fbs/finance/reporting/coa2012)

Sales Tax Refunds Processing – Updated

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

**The following items have been posted to the Charter Schools website:**

Charter School Membership Reports 2011-12

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

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby Jackson) and let her know which attachment(s) you need.

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

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## **Newsletter No. 036-11/12, June 14, 2012**

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Philip Price  
Chief Financial Officer  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) Repeal of Prohibition of Teacher Prepayment:**

House Bill 966 (Session Law 2012-13) was signed into law by Governor Perdue this week. This bill repeals House Bill 720, Section 5, that prohibited teacher salary prepayment, effective July 1, 2012. A repeal is also included in both the House and Senate budgets, so it appears that there will not be any legislation in contradiction to the recently passed HB966.

Therefore, there will be no new requirements related to teacher salary, and teachers shall receive a full month's salary by August 31<sup>st</sup>.

If you have questions, please contact Andrew Cox at [andrew.cox@dpi.nc.gov](mailto:andrew.cox@dpi.nc.gov).

### **2) Reminder to Monitor Administration Expenditures:**

Five Federal PRCs [Vocational Education (017), Safe & Drug Free Schools (048; funds expired 9/30/11), Title I (050), Migrant Education (051), and Language Acquisition (104)] have administration expenditure limitations. 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 subject to an audit exception by your independent auditors.

Please contact Keisha Davis (919.807.3682 or [LaKeisha.HallDavis@dpi.nc.gov](mailto:LaKeisha.HallDavis@dpi.nc.gov)) in the Monitoring & Compliance Section if you have questions.

### **3) FY 2012 Close Out Deadlines (LEAs and Charter Schools):**

UERS Data files, including MFR files, must be ready for transmission by June 28, 2012 (midnight).

All Installment Accruals must be ready for transmission by June 28, 2012 (midnight).

DPI will begin pulling data at 12:01 a.m. Friday, June 29, 2012.

**4) FY 2012 Close Out Reminders (LEAs Only)**

The fiscal year end will arrive very soon, please review the following fiscal year end reminders:

- a) Please review your MFR Error Message and DBS/MFR Match (JHA899EG) reports carefully. Once DPI closes FY 11-12 (June 28, 2012), School Business cannot key manual 202s for FY 11-12. Please send your current manual 202s for corrections to Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).
- b) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- c) Cannot record expenditures within the BUD system for State Textbooks (1-5110-130-412). Your LEA will need to record your State Textbook expenditures through journal entries.

If you have any questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

**5) FBS Summer Conference:**

On Thursday, July 26, 2012, the Office of Financial, Business, and Technology Services will conduct its annual conference at the [Sheraton Imperial Hotel & Convention Center](#), RTP.

Conference Registration

Online registration - [www.zoomerang.com/Survey/WEB22FJTNAYY2U](http://www.zoomerang.com/Survey/WEB22FJTNAYY2U)

Hotel Information

A personalized web site has been created by the Sheraton Imperial for you. Hotel guests can access this site to learn more about the event and to book or cancel a reservation from April 24 through July 3, 2012.

[www.starwoodmeeting.com/StarGroupsWeb/res?id=1203210142&key=12DA7](http://www.starwoodmeeting.com/StarGroupsWeb/res?id=1203210142&key=12DA7)

**NOTE:** We will be offering Early Registration/On-Site Registration for the FBS Summer Conference. You will be able to pick up your pre-registration packets and register on-site from 5:00 p.m. until 6:30 p.m., Wednesday, July 25. Registration will continue Thursday, July 26 at 7:30 a.m.

If you have any questions about the conference, please contact Alexis Schauss or Doris McCain at 919.807.3700.

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To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.

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The newsletters are posted online, click on the Resources link on the FBS home page: [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

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To: Finance Officers

June 18, 2012

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**Federal BUD Batches:**

Federal BUD batches dated 5/22/12 and 5/23/12 that were approved in the BUD System did not post to DPI's General Ledger. There was an error that occurred in posting LEA federal BUD batches for refunds and transfers to DPI's General Ledger for the effective dates of 5/22/12 and 5/23/12. These refunds did not post in the month of May 2012; and therefore will post with an effective date of June 2012. Your Federal Zero-Out & Federal Reports may be off by the amount of these federal transactions, but will adjust itself for the month of June when they are posted to DPI's General Ledger.

If questions or concerns, please contact Richard Smith at 919.807.3729 or [Richard.Smith@dpi.nc.gov](mailto:Richard.Smith@dpi.nc.gov).

**Web News:**

**The following items have been posted to the FBS website:**

ARRA – SFSF Reporting – Charter Schools - Updated  
[www.ncpublicschools.org/fbs/arra/sfsf/reporting/charter](http://www.ncpublicschools.org/fbs/arra/sfsf/reporting/charter)

ADM & PMR Data for Months 7 and 8  
[www.ncpublicschools.org/fbs/accounting/data/](http://www.ncpublicschools.org/fbs/accounting/data/)

Comparison of the 2012-13 Proposed Budgets from the State Board of Education, the Governor, the House, and the Senate  
[www.ncpublicschools.org/fbs/budget/](http://www.ncpublicschools.org/fbs/budget/)

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

**The following item has been posted to the Licensure website:**

Administrator Requirements – Updated  
[www.ncpublicschools.org/licensure/administrator/](http://www.ncpublicschools.org/licensure/administrator/)

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To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.  
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The newsletters are posted online, click on the Resources link on the FBS home page:  
[www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/)  
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TO: Finance Officers  
FROM: Philip Price  
DATE: June 21, 2012

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**Budget Comparison and LEA adjustment calculation:**

Attached is the budget comparison report showing the effects of the Conference report, which was published late afternoon yesterday. [www.ncpublicschools.org/fbs/budget/](http://www.ncpublicschools.org/fbs/budget/)

Please note for your installment payments that the retirement rate effective July 1 is 14.23%.

In addition, we have attached the calculation by LEA of the proposed LEA adjustment and the loss of Edujobs funds. [www.ncpublicschools.org/fbs/budget/](http://www.ncpublicschools.org/fbs/budget/)

Link to Conference Report:

[www.ncleg.net/sessions/2011/budget/2012/H950-CCSLU-2.pdf](http://www.ncleg.net/sessions/2011/budget/2012/H950-CCSLU-2.pdf)

Link to Money Report:

[www.ncleg.net/sessions/2011/budget/2012/Conference Committee Report 2012-06-20.pdf](http://www.ncleg.net/sessions/2011/budget/2012/Conference%20Committee%20Report%202012-06-20.pdf)

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby.Jackson@dpi.nc.gov) and let her know which attachment(s) you need.  
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To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.  
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## **Newsletter No. 037-11/12, June 22, 2012**

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Philip Price  
Chief Financial Officer  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) FY 2012 Close Out Deadlines (LEAs and Charter Schools)**

UERS Data files, including MFR files, must be ready for transmission by June 28, 2012 (midnight).

All Installment Accruals must be ready for transmission by June 28, 2012 (midnight).

DPI will begin pulling data at 12:01 a.m. Friday, June 29, 2012.

### **2) FY 2012 Close Out Reminders (LEAs Only)**

The fiscal year end will arrive very soon, please review the following fiscal year end reminders:

- a) Please review your MFR Error Message and DBS/MFR Match (JHA899EG) reports carefully. Once DPI closes FY 11-12 (June 28, 2012), School Business cannot key manual 202s for FY 11-12. Please send your current manual 202s for corrections to Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).
- b) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- c) Cannot record expenditures within the BUD system for State Textbooks (1-5110-130-412). Your LEA will need to record your State Textbook expenditures through journal entries.

If you have any questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

### **3) School Bus Replacement:**

LEAs are beginning to pick up new replacement school buses. This process will continue through October. All funds to pay for Highway Use Tax will be allotted after July 1. DPI Transportation Services – 919.807.3570.

**4) REMINDER: Legislative/Budget Update Webinar:  
Register for a session now by clicking a date below:**

[Thu, Jun 28, 2012 3:30 PM - 4:30 PM EDT](#)

[Thu, Jul 5, 2012 3:30 PM - 4:30 PM EDT](#)

[Thu, Jul 12, 2012 3:30 PM - 4:30 PM EDT](#)

Once registered you will receive an email confirming your registration with information you need to join the Webinar.

**Web News:**

**The following items have been posted to the FBS website:**

Chart of Accounts – Updated

[www.ncpublicschools.org/fbs/finance/reporting/coa2012](http://www.ncpublicschools.org/fbs/finance/reporting/coa2012)

Comparison of the 2012-13 Proposed Budgets – Updated

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

Conference Report LEA Adjustment with the Loss of EduJobs

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

LEA Adjustment 2012-13 – Updated

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

EDDIE Information and Subscribed Users – Updated

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

**The following items have been posted to the Charter Schools website:**

Council Agenda for June

[www.ncpublicschools.org/charterschools/council/](http://www.ncpublicschools.org/charterschools/council/)

Council Minutes – Updated

[www.ncpublicschools.org/charterschools/council/](http://www.ncpublicschools.org/charterschools/council/)

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To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.

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The newsletters are posted online, click on the Resources link on the FBS home page:

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

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**Newsletter No. 001-12/13, July 6, 2012**

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Philip Price  
Chief Financial Officer  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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**1) Schedule for Public School Building Capital Fund Applications:**

Applications for funding from the Public School Building Capital Fund are normally due by the 25th of the month. The following exceptions will be observed for fiscal year 2012-13: deadlines are December 19th; in February, the 20th; and in June, the 19th.

If there are any questions, please contact Kenneth Phelps, School Planning Section, (p) 919.807.3561, (f) 919.807.3558, or [ken.phelps@dpi.nc.gov](mailto:ken.phelps@dpi.nc.gov).

**2) UPDATED Special Provisions – Conference Report:**

Updated Special Provisions are attached for your review and can also be found on DPI website at [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/) under "What's New".

**3) 2012-2013 Salary Schedules:**

The 2012-2013 Salary Schedules are attached for your review and can also be found on DPI website at [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/) under "What's New".

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby.Jackson@dpi.nc.gov) and let her know which attachment(s) you need.

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

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## Newsletter No. 002-12/13, July 13, 2012

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Philip Price  
Chief Financial Officer  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) FY 2012- 13th Month MFR File – Reminder (LEAs):**

This is a reminder that we will pull your FY 2012 13th month MFR File on Monday evening, July 16, 2012. Please make sure your LEA is signed into FY 12.

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 12):

- (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 located on the Financial and Business Services web page:  
[www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf](http://www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf).
- (4) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- (5) Your LEA will need to record your State Textbook expenditures through journal entries.(Rev. 1-3211-130-000 and Exp. 1-5110-130-412)

If you have questions about your MFR file, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

### **2) State Public School Fund Allotment Overdraft Reports (LEAs):**

We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for June 2012 on Wednesday, July 11, 2012. Once BUDs are available to be processed, please submit your refunds as prior year refunds to avoid additional penalties.

If you have questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

### **3) Allotment Overdraft Penalties (LEAs):**

Thank you for your timely payment of the penalties due on the Allotment Overdraft reports. When paying the penalties, please remember to mark the "Prior Year" field with a "Y" if the penalty due is from a prior year. Before paying your penalties, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) to confirm the correct amount of penalties to pay.

### **4) Federal Overspent Programs (LEAs):**

Please wait until DPI sends your LEA a letter providing instructions on how to pay back any federal overspent programs from FY 11-12. Your LEA cannot pay back federal overspent programs through the BUD system.

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Barbara Chalk at 919.807.3716 or [barbara.chalk@dpi.nc.gov](mailto:barbara.chalk@dpi.nc.gov).

### **5) State PRC 019 Small County Supplemental Funding (Open Chart with Restrictions) (LEAs):**

An open chart means DPI does not define specific account codes for this PRC in order to allow the LEAs maximum flexibility. However, there are restrictions that make certain types of expenditures unallowable. According to the Allotment Policy manual, State PRC 019 may be used for any type of expenditure eligible from State fund allotments, except for Central Office Administration and capital construction projects. Based on these restrictions, the following account codes are not allowable for state PRC 019:

- (1) any purpose code that is in PRC 002-Central Office Administration, and
- (2) account codes with object codes in the Capital Outlay categories such as:
  - 510 – Land,
  - 520 - Buildings and,
  - 530 – Improvements Other than Buildings.

If you have questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

### **6) Allotments Section Priorities and Calendar:**

We have received a few questions related to the timing of the Allotments work. Obviously this is the busiest time of year for the staff in Allotments, as they produce all the allotments in the 10 days allowable by law. Following are their priorities and time lines.

1. Initial Allotments - distributed July 9<sup>th</sup>
2. Allotment Revision #1 (Charters) - July 11<sup>th</sup>
3. Allotment Revision #2 (Virtual - NCVPS) - July 12<sup>th</sup>
4. LEA Adjustment Forms available - July 13<sup>th</sup>

5. 1<sup>st</sup> ABC transfer revision - estimate August 8<sup>th</sup>

Any questions related to the timeline can be sent to Alexis Schauss at [alexis.schauss@dpi.nc.gov](mailto:alexis.schauss@dpi.nc.gov).

**7) Q&A 5 day Bonus Leave:**

Attached is the first issue of the Q&A related to the 5 days bonus leave as provided in SL 2012-142 Section 25.5. If there are questions that are not addressed in this document that you would like answered, please email Alexis Schauss at [alexis.schauss@dpi.nc.gov](mailto:alexis.schauss@dpi.nc.gov) and they will be included in the next issue.

**8) Salary Schedules:**

All salary schedules have been posted on the FBS website [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

**New Substitute Pay Rates for 2012-13:**

|                          |              |               |
|--------------------------|--------------|---------------|
| Non certified Substitute | Minimum \$70 | Maximum \$140 |
| Certified Substitute     | Minimum \$91 | Maximum \$140 |

**9) FBS Summer Conference:**

Sheraton Imperial extended the registration date to July 14 for the 2012 FBS Summer Conference to be held on July 26. If you have not made your hotel reservation you will need to do so before 5:00 PM on the 14<sup>th</sup> at [www.starwoodmeeting.com/StarGroupsWeb/res?id=1203210142&key=12DA7](http://www.starwoodmeeting.com/StarGroupsWeb/res?id=1203210142&key=12DA7)

Attached is the GRID for sessions to be held at the conference.

**NOTE:** You will be able to pick up your pre-registration packets and register on-site from 5:00 p.m. until 6:30 p.m., Wednesday, July 25. Registration will continue Thursday, July 26 at 7:30 a.m.

If you have questions contact Alexis Schauss at [Alexis.Schauss@dpi.nc.gov](mailto:Alexis.Schauss@dpi.nc.gov) or Doris McCain at [Doris.McCain@dpi.nc.gov](mailto:Doris.McCain@dpi.nc.gov).

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby.Jackson@dpi.nc.gov) and let her know which attachment(s) you need.

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

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## **Newsletter No. 003-12/13, July 20, 2012**

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Philip Price  
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Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) Bonus Leave Q&A Updated:**

Attached is an updated Q&A for the 2012 legislated bonus leave. All additions/changes have been identified with the date 7/17/2012. Any further questions can be submitted to Alexis Schauss at [alexis.schauss@dpi.nc.gov](mailto:alexis.schauss@dpi.nc.gov).

### **2) Salary Schedule and Salary Calculator Update:**

2012-13 Salary Schedules have been updated and published to the DPI Financial and Business Services website. [www.ncpublicschools.org/fbs/finance/salary/](http://www.ncpublicschools.org/fbs/finance/salary/)

Please make sure you are using the latest version with a file size of 593kb, which was posted on July 6, 2012.

The salary schedules have been loaded into LicSal and the salary calculator has been updated.

**Note:** Issues surrounding the salary calculator have been resolved as of Thursday, July 19, 2012. If you used the calculator prior to July 19, 2012, you will need to run the salary calculator again to verify the salaries you previously calculated are correct.

If you have any questions, contact Sue Holly at [susan.holly@dpi.nc.gov](mailto:susan.holly@dpi.nc.gov) or Tiandra Alli at [tiandra.alli@dpi.nc.gov](mailto:tiandra.alli@dpi.nc.gov).

### **3) FY 2012- 13th Month MFR File – Reminder (LEAs):**

This is a reminder that we will pull your next FY 2012 13th month MFR File on Monday evening, August 13, 2012. Please make sure your LEA is signed into FY 12.

We will netview the preliminary 13<sup>th</sup> month MFR reports from July 16<sup>th</sup> next Monday, July 23, 2012.

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 12):

- (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 located on the Financial and Business Services web page:  
[www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf](http://www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf)
- (4) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- (5) Your LEA will need to record your State Textbook expenditures through journal entries. (Rev. 1-3211-130-000 and Exp. 1-5110-130-412)

If you have questions about your MFR file, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

#### **4) Federal Overspent Programs (LEAs)**

Please wait until DPI sends your LEA a letter providing instructions on how to pay back any federal overspent programs from FY 11-12. Your LEA cannot pay back federal overspent programs through the BUD system.

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Barbara Chalk at 919.807.3716 or [barbara.chalk@dpi.nc.gov](mailto:barbara.chalk@dpi.nc.gov).

#### **5) Web News:**

##### **The following items have been posted to the FBS website:**

Chart of Accounts for 2012-13

[www.ncpublicschools.org/fbs/finance/reporting/coa2013](http://www.ncpublicschools.org/fbs/finance/reporting/coa2013)

Statutory Set-Aside Provisions Affecting Transferred Funds – Updated

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

Allotments – Multiple files

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

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

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

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

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

2012-13 Salary Schedules

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

ARRA – SFSF Reporting Requirements / Status

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

School Calendar – Use of Workdays Table – Updated

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

**The following items have been posted to the Charter Schools website:**

Status of 2013-14 Charter Applications

[www.ncpublicschools.org/charterschools/resources/application/](http://www.ncpublicschools.org/charterschools/resources/application/)

Council Agenda for July

[www.ncpublicschools.org/charterschools/council/](http://www.ncpublicschools.org/charterschools/council/)

Council Minutes – Updated

[www.ncpublicschools.org/charterschools/council/](http://www.ncpublicschools.org/charterschools/council/)

**6) School Allotments News:**

Who is Sharon Collins? She is not a new employee but she does have a new name. Congratulations to Sharon Ramseur, who is now Sharon Collins, on her recent marriage. Sharon is the Charter School Analyst in School Allotments. Sharon also processes the ABC Transfer forms and other State and Federal allocations.

Please make note of Sharon's new email address - [Sharon.Collins@dpi.nc.gov](mailto:Sharon.Collins@dpi.nc.gov).

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby.Jackson@dpi.nc.gov) and let her know which attachment(s) you need.

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

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## **Newsletter No. 003-12/13, July 27, 2012**

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Philip Price  
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6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) At-Risk Carryover FY 11-12:**

The At-risk carryover has been approved by the State Budget Office. The amount approved is approximately 2% less than the carryover balance. The carryover for each LEA will be reduced by approximately 2% and allotted in Allotment Revision 3 on Monday, July 30, 2012. Please contact School Allotments at 919.807.3739 if you have additional questions.

### **2) FY 12-13 Federal Allocations:**

The Federal Grants are coming in a little earlier this year. We need time to set up the budgets, calculate the allocations and receive the approvals before Federal Allocations can be made. We project that the allocations will be made around the third week in August 2012. Until the current year allocations are made, carryover is available for your use. Please contact School Allotments at 919.807.3739 if you have questions.

### **3) ARRA Grant Closing Procedures:**

Please see the attached document titled ARRA Grant Closing Procedures, regarding the ARRA Grant Closing Procedures that were discussed at the FBS Summer Conference yesterday. If you have any questions, please contact Andrew Cox at [andrew.cox@dpi.nc.gov](mailto:andrew.cox@dpi.nc.gov).

### **4) Transportation Directors/Supervisors Salary Coding:**

This is a reminder that salaries for LEA transportation directors/transportation supervisors for both County and City LEAs cannot be paid from PRC 056. Please see the attached memo titled Transportation Director Salary Memo for more information. If you have questions, please contact Derek Graham or Steve Beachum at Transportation Services 919.807.3570.

### **5) Federal PRC 104 – Title III-Language Acquisition:**

DPI will add back account code 3-5270-104-121 to the FY 13 COA for installment payments only. The account code will be removed from the COA on August 31, 2012.

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

**6) Federal PRCs that will end during FY 13:**

Federal PRC (Ended 06/30/12)

- PRC 053 – Child Nutrition Equipment

Federal PRC (Ended 06/30/12) Liquidation (9/30/12)

- PRC 023 – Vocational Education – Federal Tech Prep.

Federal PRC (Ended 9/30/12) Liquidation (12/31/12)

- PRC 044 – IDEA V1-B Capacity Building & Improvement
- PRC 048 - Safe & Drug Free Schools and Communities
- PRC 065 - ESEA Title 1 - Even Start
- PRC 107 – Educational Technology (Formula)
- PRC 141 - ARRA-Title 1
- PRC 142 - ARRA-Title 1 School Improvement
- PRC 146 - ARRA-Education Technology-Formula
- PRC 147 – ARRA-Education Technology-Competitive
- PRC 151 – ARRA Rural Education Achievement Program
- PRC 155 - ARRA-Education Jobs Fund

The School Allotment Section has prepared the Federal Grant Expiration Dates located on DPI's website at

[www.ncpublicschools.org/docs/fbs/allotments/general/fedexpirationdates.pdf](http://www.ncpublicschools.org/docs/fbs/allotments/general/fedexpirationdates.pdf). If you have additional questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

**7) Federal Overspent Programs (LEAs):**

Please wait until DPI sends your LEA a letter providing instructions on how to pay back any federal overspent programs from FY 11-12. Your LEA cannot pay back federal overspent programs through the BUD system.

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Barbara Chalk at 919.807.3716 or [barbara.chalk@dpi.nc.gov](mailto:barbara.chalk@dpi.nc.gov).

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby Jackson) and let her know which attachment(s) you need.

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**Newsletter No. 004-12/13, August 3, 2012**

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Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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**1) Transfers from Textbook Funds:**

At the August SBE meeting, the Board approved increased flexibility for the textbook funds. For the fiscal year 2012-13, there are no restrictions on the amount of funds that can be transferred out of the textbook allotment (previously LEAs were restricted by the current year appropriation.) If you have questions please contact Sharon Collins at [Sharon.collins@dpi.nc.gov](mailto:Sharon.collins@dpi.nc.gov) or 919.807.3675.

**2) BUD Batches:**

DPI is now receiving BUD batches for processing once a day. For questions about salary BUD batches, please contact Sue Holly, [susan.holly@dpi.nc.gov](mailto:susan.holly@dpi.nc.gov), 919.807.3735 or Tiandra Alli, [Tiandra.alli@dpi.nc.gov](mailto:Tiandra.alli@dpi.nc.gov), 919.807.3736.

**3) State Board of Education Meeting Highlights:**

Highlights of the August State Board of Education meeting are available online at <http://stateboard.ncpublicschools.gov/highlights/2012>.

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To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.  
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The newsletters are posted online, click on the Resources link on the FBS home page: [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).  
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## **Newsletter No. 005-12/13, August 10, 2012**

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Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) FY 2012- 13th Month MFR File – Reminder (LEAs):**

This is a reminder that we will pull your final FY 2012 13th month MFR File on Monday evening, August 13, 2012. Please make sure your LEA is signed into FY 12.

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 12):

- (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 located on the Financial and Business Services web page:  
[www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf](http://www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf).
- (4) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- (5) Your LEA will need to record your State Textbook expenditures through journal entries. (Rev. 1-3211-130-000 and Exp. 1-5110-130-412)

If you have questions about your MFR file, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

### **2) Bonus Leave Q&A Updated:**

Attached is an updated Q&A for the 2012 legislated bonus leave. All additions/changes have been identified with the date of 8/6/2012 or later. Any further questions can be submitted to Alexis Schauss at [alexis.schauss@dpi.nc.gov](mailto:alexis.schauss@dpi.nc.gov).

### **3) Vendor Meeting:**

Attached are the minutes from the vendor meeting held on July 26, 2012 during the Summer Conference at the Sheraton Imperial.

#### **4) Clarifying the Impact of Sequestration on 2012-13 Federal Funds:**

Attached is a memo that Deputy Secretary Tony Miller sent by email to the Chief State School Officers on July 20. The memo clarifies the impact the potential sequester would have on fiscal year (FY) 2012 funds that become available on October 1, 2012. (This would affect Title I, Part A and Title II, Part A funds made available under the FY 2012 advanced appropriations, as well as other programs that are received in two installments.) The memo says that if the sequester occurs, the Department would take the money from funds that become available on July 1, 2013 for school year (SY) 2013-14 and not from the advance FY 2012 appropriations available in October 2012. This should ease some of the concerns at the State and local level about the potential disruption of ongoing programs in the middle of SY 2012-13.

#### **5) CONVERSION OF TEACHING POSITIONS TO DOLLARS FOR INTERNATIONAL FACULTY EXCHANGE PROGRAMS:**

The updated conversion request form for converting teaching positions to dollars for international teacher programs is attached. The conversion amount is \$56,159 for the 2012-2013 school year.

School superintendents received notification of the updated form and amount in the DPI Superintendent Update.

Questions regarding international faculty exchange programs or this conversion process may be directed to Helga Fasciano at 919.807.3864 or [helga.fasciano@dpi.nc.gov](mailto:helga.fasciano@dpi.nc.gov).

#### **6) Web News:**

**The following items have been posted to the FBS website:**

Bonus Leave Q&A - Updated

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

EDDIE – Create reports, mailing labels & FAQs – Updated

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

2011-12 Federal Initial Allotments - Updated

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

Allotments Support Documentation – Updated

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

Allotments Forms – Updated

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

Allotments – NCVPS Reductions

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

Final ADM & MLD for 2011-12

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

FBS Summer Conference presentations

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

Chart of Accounts for 2012-13 - Updated

[www.ncpublicschools.org/fbs/finance/reporting/coa2013](http://www.ncpublicschools.org/fbs/finance/reporting/coa2013)

**The following items have been posted to the Charter Schools website:**

Best Practices

[www.ncpublicschools.org/charterschools/best/](http://www.ncpublicschools.org/charterschools/best/)

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Deby Jackson](mailto:Deby Jackson) and let her know which attachment(s) you need.

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

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**Newsletter No. 006-12/13, August 17, 2012**

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Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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**1) RttT (PRC 156) Budgets:**

There are still LEAs that have not submitted PRC 156 budgets for the 2012-2013 Fiscal Year. If you are one of the 58 LEAs left with carryover amounts and plan to spend RttT funds this year you must have a budget submitted in BUD or you will be in violation of ARRA/RttT requirements. Please submit these budgets as soon as possible so that your LEA is in compliance with Federal requirements. Also remember to follow the proper guidelines when submitting your budgets. All budgets must align with DSW, all funds that are not going to be spent in current FY must be placed in Unbudgeted Fund line item (3.8200.156.399), only budget for one FY. If you have any questions, please contact Christopher Pond at [chris.pond@dpi.nc.gov](mailto:chris.pond@dpi.nc.gov).

**2) Confirmation of Funds for Annual Financial Statement Audits by CPA firms:**

In an effort to expedite the annual audit process while saving tax payer dollars, DPI is providing the appropriate reports to your independent auditors via the internet. These reports will be posted in a public application at the following site ([Annual Reports](#)). FY11 is currently posted and FY12 will be made available on August 22<sup>nd</sup>. DPI will no longer mail these reports to auditors. Please direct your independent Auditor to the site provided. From there, the same reports that have been provided in the past will be posted for their review. Please contact Chris Pond at [chris.pond@dpi.nc.gov](mailto:chris.pond@dpi.nc.gov) or 919.870.3721 for technical assistance.

**3) Bonus Leave Q&A Updated:**

Attached is an updated Q&A for the 2012 legislated bonus leave.  
[www.ncpublicschools.org/docs/fbs/finance/legislation/raises/bonusleave12-13.pdf](http://www.ncpublicschools.org/docs/fbs/finance/legislation/raises/bonusleave12-13.pdf)

All additions/changes have been identified with the date of 8/17/2012 or later. We have been give further clarification on question 21. Any further questions can be submitted to Alexis Schauss at [alexis.schauss@dpi.nc.gov](mailto:alexis.schauss@dpi.nc.gov).

**4) New Missed Days Survey – REQUIRED:**

Session Law 2012-145 changed the requirements for the State Board of Education to determine whether an LEA is eligible for a calendar waiver due to weather. Based on the new law, please report missed days based on ALL schools being closed for a FULL day.

This Survey of Days Missed for Inclement Weather is to be completed by each LEA for school years 2002-03 to 2011-12 to determine compliance with Session Law 2012-145. Please complete and submit by September 14, 2012. The survey is located here: [www.zoomerang.com/Survey/WEB22GF9MKCK9V](http://www.zoomerang.com/Survey/WEB22GF9MKCK9V) or under "What's New" located here: [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

If you have questions about the survey, please contact Ozella Wiggins at [ozella.wiggins@dpi.nc.gov](mailto:ozella.wiggins@dpi.nc.gov) or 919.807.3757.

**5) Monthly Financial Reports (LEAs):**

We have netviewed the July 2012 MFR reports on Tuesday, August 14, 2012. We also netviewed the latest 13<sup>th</sup> Month 2012 MFR reports on Thursday, August 16, 2012.

If you have any questions, please contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or 919.807.3725.

**6) New Local Program Report Code (LEAs):**

We have set up a new local Program Report Code 572 for the Golden Leaf Community Assistance Initiative Project. Please review the Program Report Codes located on DPI's website at [www.ncpublicschools.org/fbs/finance/reporting/coa2013](http://www.ncpublicschools.org/fbs/finance/reporting/coa2013) under Supporting Documents FY 2012-2013.

If you have any questions, please contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or 919.807.3725.

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby Jackson) and let her know which attachment(s) you need.

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

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## Newsletter No. 007-12/13, August 24, 2012

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### 1) **NCVPS Funding Flexibility:**

We have received questions regarding the new flexibility of funding sources for paying for NCVPS. The 2012-13 budget rewrote the NCVPS funding language to read:

#### **NORTH CAROLINA VIRTUAL PUBLIC SCHOOLS**

**SECTION 7.12.** Section 7.22(k) of S.L. 2011-145 reads as rewritten:

**"SECTION 7.22.(k)** ~~The State Board shall use only funds provided through the North Carolina Virtual Public Schools Allotment Formula and the NCVPS enrollment reserve as set forth in this section to fund instructional costs of NCVPS.~~ The only funds that may be used for the instructional costs of NCVPS are the following:

- (1) Funds provided through the North Carolina Virtual Public Schools Allotment Formula.
- (2) Funds provided through the NCVPS enrollment reserve as set forth in this section.
- (3) Local funds.
- (4) Federal funds.
- (5) Special State Reserve Funds for Children and Youth with Disabilities.
- (6) ADM Contingency Reserve.

The goal of this language is to give us more options for funding NCVPS seats beyond what was projected and what could be covered by the reserve. In other words, if we get into a situation where demand is higher than what we projected, we will not have to implement a cap as we did last year. Instead, we would work with the LEAs and charters to identify alternative funding sources to meet the needs of the overage.

If you have questions contact Eric Moore at [Eric.Moore@dpi.nc.gov](mailto:Eric.Moore@dpi.nc.gov) or 919.807.37831.

### 2) **FY 2012 13th Month MFR File (LEAs) - Reminder:**

We will pull the final FY 2012 13th month MFR Files on Monday evening, August 27, 2012. If your LEA has made changes since the last 13<sup>th</sup> month pull, please rebuild your MFR file and make sure your LEA is signed into FY 12. This will be the last pull so please make sure all entries are keyed correctly.

If you have questions about your 13<sup>th</sup> Month 2012 MFR file, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

### **3) Cash Management and MSA Training – Charter Schools**

We will have a Cash Management and MSA training class for Charter Schools on Thursday, October 4, 2012 at the Department of Public Instruction in Raleigh, NC from 10:00 am - 3:30 pm. There is no registration fee for the class, but you must register in order to attend. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov). If you have questions, please call Roxane Bernard at 919.807.3725. You will be notified by email when you have been successfully enrolled for the training class on the above date.

### **4) Federal PRCs that will end during FY 13**

#### Federal PRC (Ended 06/30/12) Liquidation (09/30/12)

- PRC 023 – Vocational Education – Federal Tech Prep.
- PRC 053 – Child Nutrition Equipment

#### Federal PRC (Ended 09/30/12) Liquidation (12/31/12)

- PRC 044 – IDEA V1-B Capacity Building & Improvement
- PRC 048 - Safe & Drug Free Schools and Communities
- PRC 065 - ESEA Title 1 - Even Start
- PRC 107 – Educational Technology (Formula)
- PRC 141 - ARRA-Title 1
- PRC 142 - ARRA-Title 1 School Improvement
- PRC 146 - ARRA-Education Technology-Formula
- PRC 147 – ARRA-Education Technology-Competitive
- PRC 151 – ARRA Rural Education Achievement Program
- PRC 155 - ARRA-Education Jobs Fund

The School Allotment Section has prepared the Federal Grant Expiration Dates located on DPI's website at

[www.ncpublicschools.org/docs/fbs/allotments/general/fedexpirationdates.pdf](http://www.ncpublicschools.org/docs/fbs/allotments/general/fedexpirationdates.pdf).

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

### **5) Bonus Leave Q&A Updated:**

Attached is an updated Q&A for the 2012 legislated bonus leave. All additions/changes have been identified with the date of 8/24/2012 or later. Added questions deal with short-term and long-term disability as well as worker's compensation. Any further questions can be submitted to Alexis Schauss at [alexis.schauss@dpi.nc.gov](mailto:alexis.schauss@dpi.nc.gov).

## **6) Principal Fellows/Administrative Interns:**

The funding for PRC 066 (Principal Fellows) and PRC 067 (MSA – Administrative Interns) was allotted in Revision #7. If you have any questions or concerns please contact Doris McCain @ 919.807.3700.

## **7) Budgets For Education Jobs Fund (PRC 155)**

More than 30 LEAs have not yet submitted 2012-13 budgets in BUD for carryover funds in PRC 155, Education Jobs Fund. Please submit your PRC 155 budget as soon as possible if you intend to spend the carryover funds in 2012-13. Contact Stephanie English at [Stephanie.English@dpi.nc.gov](mailto:Stephanie.English@dpi.nc.gov) or 919.807.3686 if you have questions.

## **8) Update on EVAAS Release dates for Finance Officers:**

On the evening of August 23, 2012, EVAAS users will be able to access district- and school-level value-added reports for the 2011 - 2012 school year. Student projection reports will also be available, as well as the Academic Preparedness reports with current enrollment information. Users will see some significant changes in the reporting for 2011 - 2012.

- NC has transitioned to the use of the Multivariate Regression Model (MRM) with student test scores from End-of-Grade assessments in English Language Arts and Mathematics. Because scores for these assessments are on the same scale, this new model can be used to provide enhanced value-added calculations.
  - With its use, fourth grade teachers of English Language Arts and Mathematics will receive value-added reports, and those grades and subjects will be included in district- and school-level reports.
  - Values determined with this model will not resemble values determined previously in EVAAS. Please use the help files for assistance with interpretation. In addition, please visit the DPI-EVAAS log-in page (<https://ncdpi.sas.com/>) to see a calendar of professional development sessions, including ones that focus on how to interpret the MRM values.
  - The End-of-Grade English Language Arts and Mathematics district and school value-added reports will only contain one year of growth measures, but previous year information is available on all diagnostic reports.
- Language in the reports has been changed to align with the State Board of Education policy. Rather than "above," "below" and "NDD" on value-added reports, users will see "exceeds expected growth," "does not meet expected growth," and "meets expected growth."
- Teacher-level value-added reports will be available online in mid-September. Teachers with value-added reports will also receive information on how to log into individual teacher-level accounts.

To access the 2011 - 2012 reporting in EVAAS, please visit <https://ncdpi.sas.com/>. If you need your login information, please use the "Forgot Username or Password" link located on the login page.

For questions about the 2011 - 2012 report, please email [educatoreffectiveness@dpi.nc.gov](mailto:educatoreffectiveness@dpi.nc.gov).

**9) Web News:**

**The following items have been posted to the FBS website:**

Bonus Leave Q&A - Updated

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

New Missed Days Survey for LEAs

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

School Attendance and Student Accounting (SASA) Manual

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

Allotments - IFE Position Conversion Request Form

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

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby Jackson) and let her know which attachment(s) you need.

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

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**Newsletter No. 008-12/13, August 31, 2012**

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Philip Price  
Chief Financial Officer  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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**1) Fuel Funding for 2012-2013:**

The budget passed by the NC General Assembly funds fuel at \$2.51 per gallon. This week's state contract price is about \$3.37 per gallon. Last year's actual price averaged \$3.16 for the year. REMINDER: This means that, once transportation budget ratings and allotments are calculated, we will have to decrease allotments to account for this shortfall in fuel funding. The state uses about 27 million gallons of diesel fuel each year. Contact: [derek.graham@dpi.nc.gov](mailto:derek.graham@dpi.nc.gov).

**2) Cash Management and MSA Training – Charter Schools:**

We will have a Cash Management and MSA training class for Charter Schools on Thursday, October 4, 2012, at the Department of Public Instruction in Raleigh, NC from 10:00 am - 3:30 pm. There is no registration fee for the class, but you must register in order to attend. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov). If you have questions, please call Roxane Bernard at 919.807.3725. You will be notified by email when you have been successfully enrolled for the training class on the above date.

**3) School Calendar Information Updated:**

Attached is a summary of the recent changes to the Calendar Law (G.S. 115C-84.2) based on 2012 Senate Bill 187. This information will be included in an updated copy of the School Attendance and Student Accounting Manual to be posted within the next week. Also, more information on the school calendar requirements can be found on our website: [www.ncpublicschools.org/fbs/accounting/calendar/](http://www.ncpublicschools.org/fbs/accounting/calendar/). If you have any questions regarding school calendar requirements, please contact Andrew Cox at [andrew.cox@dpi.nc.gov](mailto:andrew.cox@dpi.nc.gov).

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby.Jackson@dpi.nc.gov) and let her know which attachment(s) you need.  
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To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.  
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## **Newsletter No. 009-12/13, September 7, 2012**

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Philip Price  
Chief Financial Officer  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) 2012-13 Salary Manual:**

The 2012-13 Salary Manual will be posted online no later than Wednesday, September 12, 2012. You may access the new manual at the following link: [www.ncpublicschools.org/fbs/finance/salary/](http://www.ncpublicschools.org/fbs/finance/salary/). Please notify anyone in your LEA that may find the information in the Salary Manual helpful, that the new manual will be available online, no later than next week. If you have questions, please contact Sue Holly at [susan.holly@dpi.nc.gov](mailto:susan.holly@dpi.nc.gov) or Tiandra Alli at [tiandra.alli@dpi.nc.gov](mailto:tiandra.alli@dpi.nc.gov).

### **2) Cash Management and MSA Training – Charter Schools:**

We will have a Cash Management and MSA training class for Charter Schools on Thursday, October 4, 2012 at the Department of Public Instruction in Raleigh, NC from 10:00 am - 3:30 pm. There is no registration fee for the class, but you must register in order to attend. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov). If you have questions, please call Roxane Bernard at 919.807.3725. You will be notified by email when you have been successfully enrolled for the training class on the above date.

### **3) Web News:**

#### **The following items have been posted to the FBS website:**

ARRA SFSF Reporting Status – Updated  
[www.ncpublicschools.org/fbs/arra/sfsf/reporting/equity](http://www.ncpublicschools.org/fbs/arra/sfsf/reporting/equity)

School Calendar Requirements – Updated  
[www.ncpublicschools.org/fbs/accounting/calendar/](http://www.ncpublicschools.org/fbs/accounting/calendar/)

LEA - Weather Related Waiver Request Form - Updated  
[www.ncpublicschools.org/fbs/accounting/forms/](http://www.ncpublicschools.org/fbs/accounting/forms/)

Intern Research Reports  
[www.ncpublicschools.org/intern-research/reports/](http://www.ncpublicschools.org/intern-research/reports/)

List of LEAs including Charter Schools – Updated  
[www.ncpublicschools.org/fbs/resources/](http://www.ncpublicschools.org/fbs/resources/)

**The following items have been posted to the Charter Schools website:**

Advisory Council meeting information  
[www.ncpublicschools.org/charterschools/council/](http://www.ncpublicschools.org/charterschools/council/)

List of Charter Schools – Updated  
[www.ncpublicschools.org/charterschools/schools/](http://www.ncpublicschools.org/charterschools/schools/)

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To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.

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The newsletters are posted online, click on the Resources link on the FBS home page:  
[www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

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## Newsletter No. 010-12/13, September 14, 2012

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Philip Price  
Chief Financial Officer  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) Transportation Refund Rates:**

The county-specific transportation refund rate sheet was emailed to each transportation director and finance officer on Tuesday September 11. These are the minimum refund rates to be used in the 2012-2013 school year when using yellow school buses for "other" purposes (instructional field trips, Head Start transportation, pre-K special needs, remediation, etc.). Per mile fuel costs were calculated by taking estimated statewide pricing of approximately \$3.50 per gallon, dividing it by 6.5 miles per gallon, and then adding \$0.01 for service vehicle fuel costs. For guidance information that will enable you to determine when a request for reimbursement is required, and how to determine what to charge, please see: [www.ncbussafety.org/documents/buses/TortReimbursements.pdf](http://www.ncbussafety.org/documents/buses/TortReimbursements.pdf). Please note that these are initial calculations. You may need to adjust these rates later in the year, especially if fuel prices increase. Contact Derek Graham @ [derek.graham@dpi.nc.gov](mailto:derek.graham@dpi.nc.gov) with questions.

### **2) Federal PRCs that will end during FY 13:**

#### Federal PRC (Ended 9/30/12) Liquidation (12/31/12)

- PRC 044 - IDEA V1-B Capacity Building & Improvement
- PRC 048 - Safe & Drug Free Schools and Communities
- PRC 065 - ESEA Title 1 - Even Start
- PRC 107 - Educational Technology (Formula)
- PRC 141 - ARRA-Title 1
- PRC 142 - ARRA-Title 1 School Improvement
- PRC 146 - ARRA-Education Technology-Formula
- PRC 147 - ARRA-Education Technology-Competitive
- PRC 151 - ARRA Rural Education Achievement Program
- PRC 155 - ARRA-Education Jobs Fund

There are two more weeks remaining before the above ten (10) federal PRCs will close. Please review your latest August 2012 monthly reports (JHA305EG for LEAs and JHA705EG for charters) for the remaining amounts through September 30, 2012.

Please see that attached document titled Federal Grant Closing Procedures (date of July 27, 2012), regarding the procedures for Federal Grant Closing.

The School Allotment Section has prepared the Federal Grant Expiration Dates located on DPI's website at

[www.ncpublicschools.org/docs/fbs/allotments/general/fedexpirationdates.pdf](http://www.ncpublicschools.org/docs/fbs/allotments/general/fedexpirationdates.pdf).

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

**3) MSA & Cash Management Training (LEAs only):**

MSA and Cash Management Training will be offered on Thursday, October 11, 2012, for LEAs. There is no registration fee for the class, but you must register in order to attend. Class description: DPI Systems Training & Monthly Reports. 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 with the main emphasis on the MSA/DBS General Ledger System, a brief 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. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or call at 919.807.3725 for questions. You will be notified by email that you have successfully enrolled for the training class.

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby Jackson) and let her know which attachment(s) you need.

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

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## Newsletter No. 011-12/13, September 24, 2012

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Philip Price  
Chief Financial Officer  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) Federal PRCs that will end during FY 13:**

#### Federal PRC (Ended 9/30/12) Liquidation (12/31/12)

- PRC 044 - IDEA V1-B Capacity Building & Improvement
- PRC 048 - Safe & Drug Free Schools and Communities
- PRC 065 - ESEA Title 1 - Even Start
- PRC 107 - Educational Technology (Formula)
- PRC 141 - ARRA-Title 1
- PRC 142 - ARRA-Title 1 School Improvement
- PRC 146 - ARRA-Education Technology-Formula
- PRC 147 - ARRA-Education Technology-Competitive
- PRC 151 - ARRA Rural Education Achievement Program
- PRC 155 - ARRA-Education Jobs Fund

There is less than one week remaining before the above ten (10) federal PRCs will close. Please review your latest August 2012 monthly reports (JHA305EG for LEAs and JHA705EG for charters) for the remaining amounts through September 30, 2012.

Please see that attached document titled Federal Grant Closing Procedures (updated September 24, 2012), regarding the procedures for Federal Grant Closing. We have added procedures for indirect costs on encumbrances and the final Funds Requirement Date (FRD).

The School Allotment Section has prepared the Federal Grant Expiration Dates located on DPI's website at [www.ncpublicschools.org/fbs/allotments/federal/](http://www.ncpublicschools.org/fbs/allotments/federal/).

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

## **2) MSA & Cash Management Training (LEAs only):**

MSA and Cash Management Training will be offered to LEAs on Thursday, October 11, 2012. There is no registration fee for the class, but you must register in order to attend. Class description: DPI Systems Training & Monthly Reports. 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 with the main emphasis on the MSA/DBS General Ledger System, a brief 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. There are a limited number of seats in the training room, so space is available on a first come, first served basis.

If you would like to attend this class, please email Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or call 919.807.3725 with questions. You will be notified by email when you have successfully registered for the training class.

## **3) New State Program Report Code (LEAs):**

We have set up a new state Program Report Code 085 that will be called mClass Reading 3D. The funding for this program for Charter Schools will be allotted through state PRC 036.

If you have any questions about the program, please contact Bill Frazier at [bill.frazier@dpi.nc.gov](mailto:bill.frazier@dpi.nc.gov) or 919.807.3585.

If you have any questions about the account codes located within the new state PRC, please contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or 919.807.3725.

## **4) Missed Days Survey – Required:**

The deadline for submitting the Missed Days Survey has passed and we have not received a report from many of you. As mandated by the General Assembly, all LEAs must submit this report.

Please click on the link [www.zoomerang.com/Survey/WEB22GF9MKCK9V](http://www.zoomerang.com/Survey/WEB22GF9MKCK9V) and complete the survey as soon as possible. If you need assistance or have further questions, please contact Ozella Wiggins at either [ozella.wiggins@dpi.nc.gov](mailto:ozella.wiggins@dpi.nc.gov) or via telephone at 919.807.3757.

## **5) LEA-Based Calendar Waivers Due to Inclement Weather – Due October 1:**

If your LEA is eligible for a waiver from the opening and closing dates of the Monday closest to August 26 and the Friday closest to June 11 for the 2013-14 school year, based on missed days for the last ten years, waiver requests are due to the School Business Services Division by October 1. You can find the form titled "LEA – Weather Related Waiver Request" under the heading Calendar Waiver at [www.ncpublicschools.org/fbs/accounting/forms/](http://www.ncpublicschools.org/fbs/accounting/forms/).

**If you have not submitted the Missed Days Survey (see #4 above), we cannot process a waiver request due to inclement weather for your LEA.**

If you have additional questions, please contact Ozella Wiggins at [ozella.wiggins@dpi.nc.gov](mailto:ozella.wiggins@dpi.nc.gov).

**6) Federal Grant Award Information:**

Federal grant award numbers and other information for 2012-13 Federal grant awards are available on the DPI website at [www.ncpublicschools.org/fbs/finance/federal/](http://www.ncpublicschools.org/fbs/finance/federal/).

As a reminder, Federal grant award numbers for ARRA funds (including Race to the Top) can be found on the DPI website in the document titled "Overview of Funding Available through DPI" at [www.ncpublicschools.org/fbs/arra/allotments/](http://www.ncpublicschools.org/fbs/arra/allotments/). Catalog of Federal Domestic Assistance (CFDA) numbers for other federal programs can also be found at [www.ncpublicschools.org/fbs/finance/federal/](http://www.ncpublicschools.org/fbs/finance/federal/). These identifiers are required for providing appropriate identification in the Schedule of Expenditures of Federal Awards (SEFA).

Please contact Stephanie English at 919.807.3686 or [Stephanie.English@dpi.nc.gov](mailto:Stephanie.English@dpi.nc.gov) if you have questions or concerns.

**7) Important BAAS Chart of Accounts Information:**

**NOTE: This notice is for LEAs only. It does NOT affect charter schools.**

The go live date to update the IRM/BUD chart and site tables from BAAS is 10/1/2012. The first time the update is sent to the LEA, it will create a 600+ page audit report from AUTOSURF/SURF with COA description changes. Because most LEAs have their print options set to automatically print these reports, the 600 + pages WILL print on 10/1 unless you put the report on hold. The attached document has instructions for placing the COA report on hold. If the change is made to the SUFP screen prior to 10/1, the report will NOT print. If you want to print the report, please disregard this message. This screen will allow you to HOLD/PRINT any of the AUTOSURF/SURF audit reports and save paper.

If you have any questions about this print option, please contact Denise Jackson at [denise.jackson@dpi.nc.gov](mailto:denise.jackson@dpi.nc.gov). If you have general BAAS questions, please continue to contact Kathy Horky at [kathy.horky@dpi.nc.gov](mailto:kathy.horky@dpi.nc.gov).

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby Jackson) and let her know which attachment(s) you need.

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

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## **Newsletter No. 012-12/13, September 28, 2012**

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Philip Price  
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Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) Federal PRCs that will end during FY 13:**

#### **Federal PRC (Ended 9/30/12) Liquidation (12/31/12)**

- PRC 044 - IDEA V1-B Capacity Building & Improvement
- PRC 048 - Safe & Drug Free Schools and Communities
- PRC 065 - ESEA Title 1 - Even Start
- PRC 107 - Educational Technology (Formula)
- PRC 141 - ARRA-Title 1
- PRC 142 - ARRA-Title 1 School Improvement
- PRC 146 - ARRA-Education Technology-Formula
- PRC 147 - ARRA-Education Technology-Competitive
- PRC 151 - ARRA Rural Education Achievement Program
- PRC 155 - ARRA-Education Jobs Fund

Please review your latest August 2012 monthly reports (JHA305EG for LEAs and JHA705EG for charters) for the remaining amounts through September 30, 2012.

Please see that attached document titled Federal Grant Closing Procedures (updated September 24, 2012), regarding the procedures for Federal Grant Closing. We have added procedures for the LEAs regarding indirect costs on encumbrances and for the final Funds Requirement Date (FRD).

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

### **2) MSA & Cash Management Training (LEAs only):**

MSA and Cash Management Training will be offered to LEAs on Thursday, October 11, 2012. There is no registration fee for the class, but you must register in order to attend. Class description: DPI Systems Training & Monthly Reports. 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 with the main emphasis on the MSA/DBS General Ledger System, a brief 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. There are a limited number of seats in the training room, so space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or call at 919.807.3725 for questions. You will be notified by email when you have successfully registered for the training class.

### **3) BAAS Update:**

Many of you stopped in to see DPI's new BAAS system at the FBS Conference. We received a lot of positive feedback. Thank you for coming to the session.

Just a reminder that the new systems will replace BUD/IRM for budgets and amendments for FY 2014. The financial vendors (EMS/ISIS – new product is called Budget Builder, K12/SunPac – new product is called LBAAS, Wake County Public Schools, and Charlotte-Mecklenburg Schools) have created applications to replace budgeting in BUD. The Budgets and Amendments will interface into DPI's new BAAS system, which replaces the budget/amendment portion of IRM at DPI. For LEAs and Charter Schools, DPI's BAAS is an information/inquiry only system.

BAAS is currently in a "pre-production" status for benchmark testing. The vendors have completed or are in the process of completing their benchmark testing with DPI. Starting in late October 2012 into November, the vendors will each do their Pilot Test. The Pilot is done in production for at least one LEA per vendor. If the Pilot goes well, the vendors can release their software according to **their** planned timeframe. The vendors are responsible for training on their new product. Please contact your financial vendor for more information about their product, plans to pilot, plans for training, and plans to release to production.

Some LEAs will have a choice to start using the new systems for 2013, if they are ready. Others can opt to begin using with their 2014 budgets. Some of this is left up to the vendor's discretion. If an LEA chooses to start using the new system to continue their FY 2013 budgets and amendments, DPI has a conversion program that will load their Budgets/Amendments approved in IRM into DPI's new BAAS system. Once an LEA chooses to switch over in FY 2013, then they no longer are able to use BUD for budgeting purposes.

By December, DPI plans to allow LEAs to subscribe to the new BAAS system (uses NCID and PW). This is BAAS only. The Vendors control how they release their new software. DPI will provide instructions on how to subscribe to DPI's BAAS application via the Finance Officer's Newsletter as soon as BAAS is in production and available.

DPI is in the process of deciding the best way to train the LEAs on DPI's BAAS application. It is very intuitive and easy to maneuver, so we are not sure how much training will be needed.

Please feel free to contact Kathy Horky 919.807.3260 or [Kathy.Horky@dpi.nc.gov](mailto:Kathy.Horky@dpi.nc.gov) if you have any questions about BAAS.

**4) PowerSchool Announcement Information:**

Please take a few moments to read the attached items regarding the contract signed this week with Pearson to implement PowerSchool.

The PowerSchool Announcement document is a Sept. 27 memo from State Superintendent June Atkinson and CFO/CIO Philip Price. The announcement - June 8 document is a copy of an earlier communication that you received. It is provided to you as a reference.

**5) 2012-13 NCVPS Reserve Fund Distribution:**

Please see the attached document that provides you with information regarding the 2012-13 NCVPS Reserve Fund Distribution. If you have questions about this document, please contact John C. Brim, Associate Executive Director at 919.513.8550 or [john.brim@ncpublicschools.gov](mailto:john.brim@ncpublicschools.gov).

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby.Jackson@dpi.nc.gov) and let her know which attachment(s) you need.

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

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## Newsletter No. 013-12/13, October 5, 2012

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Philip Price  
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Department of Public Instruction  
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Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) LEA-Based Calendar Waivers Due to Inclement Weather – Past Due:**

If your LEA is eligible for a waiver from the opening and closing dates of the Monday closest to August 26 and the Friday closest to June 11 for the 2013-14 school year, based on missed days for the last ten years, waiver requests were due to the School Business Services Division by October 1. **Please submit your waiver request as soon as possible.** You can find a copy of the waiver request form titled 'by LEA – Weather Related' under the heading "Calendar Waiver Request Forms" here: [www.ncpublicschools.org/fbs/accounting/forms/](http://www.ncpublicschools.org/fbs/accounting/forms/).

**If you have not submitted a missed days survey, we cannot process a waiver request due to inclement weather for your LEA.**

If you have additional questions, please contact Ozella Wiggins at [ozella.wiggins@dpi.nc.gov](mailto:ozella.wiggins@dpi.nc.gov).

### **2) SS200 Full-Time Personnel Report:**

To be completed by both LEA and Charter Schools. LEA and Charter School Full-time Personnel Report (SS200) data is due by November 21, 2012. The information requested in this report will be the same as it has been in past years.

Please begin to gather the information that is needed to complete this report. The columns and the fields will be the same. Once again, the information will be completed online and the individual submitting the report will need a North Carolina Identity Management identification (NCID) login. Look for a link to the SS200 online application in the next week at the Financial and Business Services website under "What's New": [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

If you (or your staff) need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp).

DPI cannot assign an NCID.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection for this report.

If you have additional questions, please contact Angela Harrison, 919.807.3734 or [angela.harrison@dpi.nc.gov](mailto:angela.harrison@dpi.nc.gov).

**3) SS300 Local Salary Supplements Report:**

To be completed by LEAs only. LEA Local Salary Supplements Report (SS300) data is due by November 21, 2012. The information requested in this report will be the same as it has been in past years.

Please begin to gather the information that is needed to complete this report. The columns and the fields will be the same. Once again, the information will be completed online and the individual submitting the report will need a North Carolina Identity Management identification (NCID) login. Look for a link to the SS300 online application in the next week at the Financial and Business Services website under "What's New": [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

If you (or your staff) need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp).

DPI cannot assign an NCID.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection for this report.

If you have additional questions, please contact Ozella Wiggins at 919.807.3757 or [Ozella.wiggins@dpi.nc.gov](mailto:Ozella.wiggins@dpi.nc.gov).

**4) Web News:**

**The following items have been posted to the FBS website:**

Allotments site revised, pages re-named and re-organized (check your bookmarks!)  
[www.ncpublicschools.org/fbs/allotments/](http://www.ncpublicschools.org/fbs/allotments/)

Salary Manual – Updated  
[www.ncpublicschools.org/fbs/finance/salary/](http://www.ncpublicschools.org/fbs/finance/salary/)

Intern Research Report: Teacher Evaluations & Teacher Effectiveness  
[www.ncpublicschools.org/intern-research/reports/](http://www.ncpublicschools.org/intern-research/reports/)

**The following item has been posted to the Charter Schools website:**

Charter School Teacher of the Year  
[www.ncpublicschools.org/charterschools/toy/](http://www.ncpublicschools.org/charterschools/toy/)

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To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.  
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The newsletters are posted online, click on the Resources link on the FBS home page:  
[www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).  
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## **Newsletter No. 014-12/13, October 12, 2012**

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Philip Price  
Chief Financial Officer  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) Title I Fiscal Monitoring Webinar Scheduled:**

You and your Title I staff are invited to participate in a webinar on October 24, 2012. Participants will be provided with an overview of changes to the 2012-13 monitoring schedule for the fiscal review of the federal programs in the Federal Program Monitoring Section. Participants will also have an opportunity to ask questions related to fiscal and program monitoring.

Please use the information attached to register for the webinar.

### **2) SS200 Full-Time Personnel Report:**

To be completed by both LEA and Charter Schools. LEA and Charter School Full-time Personnel Report (SS200) data is due by November 21, 2012. The information requested in this report will be the same as it has been in past years. Please begin to gather the information that is needed to complete this report. The columns and the fields will be the same. Once again, the information will be completed online and the individual submitting the report will need a North Carolina Identity Management identification (NCID) login. Look for a link to the SS200 online application at the Financial and Business Services website under "What's New": [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

If you (or your staff) need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp). DPI cannot assign an NCID.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection for this report.

If you have additional questions, please contact Angela Harrison, 919.807.3734 or [angela.harrison@dpi.nc.gov](mailto:angela.harrison@dpi.nc.gov).

### **3) SS300 Local Salary Supplements Report:**

The SS300 Local Salary Supplements Report is due by November 21, 2012 and will be available online within the next week, by accessing the Financial and Business Services website under "What's New": [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

The SS300 Local Salary Supplements Report is completed by LEAs only. The information requested in this report will be the same as it has been in past years. Please begin to gather the information that is needed to complete this report.

We have added an FAQ tab to answer questions about what is to be included in the SS300 report. If you have questions that are not addressed, please contact Ozella Wiggins at 919.807.3757 or [Ozella.wiggins@dpi.nc.gov](mailto:Ozella.wiggins@dpi.nc.gov).

Once again, the information will be completed online and the individual submitting the report will need a North Carolina Identity Management identification (NCID) login.

If you (or your staff) need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp). DPI cannot assign an NCID.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection for this report.

#### **4) Transportation Funding Data Review:**

Before calculating new budget ratings and finalizing mid-year transportation allotments, DPI Transportation Services requests that each LEA review the critical pieces of data that will be used for those calculations. Number of students, number of buses and state/local eligible expenditures are used to not only establish each LEA's funding base, but also to calculate budget ratings. A data review sheet, and the attached memo, was emailed directly to transportation directors and finance officers from Kevin Harrison (DPI Transportation Services). Questions should be directed to [Steve.Beachum@dpi.nc.gov](mailto:Steve.Beachum@dpi.nc.gov) or [Derek.Graham@dpi.nc.gov](mailto:Derek.Graham@dpi.nc.gov).

#### **5) Web News:**

##### **The following items have been posted to the FBS website:**

SS-200 Full Time Personnel Report  
[www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/)

School Attendance and Student Accounting (SASA) Manual  
[www.ncpublicschools.org/fbs/accounting/manuals/](http://www.ncpublicschools.org/fbs/accounting/manuals/)

##### **The following item has been posted to the Charter Schools website:**

Charter Conversations  
[www.ncpublicschools.org/charterschools/conversation/](http://www.ncpublicschools.org/charterschools/conversation/)

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debbie Jackson](mailto:Debbie.Jackson@dpi.nc.gov) and let her know which attachment(s) you need.

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To subscribe to the Finance Officers' Weekly Newsletter email or call Debbie Jackson at [debbie.jackson@dpi.nc.gov](mailto:debbie.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.

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## Newsletter No. 015-12/13, October 19, 2012

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Philip Price  
CFO/CIO  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) Installment Collapse (LEAs):**

Effective 9/30/12, 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, and 5110-001-220. This procedure is known as the Installment Collapse. 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 did not post to the Cash Account on the MSA system until September. This process will not affect your bank reconciliation. A copy of the Installment Report (date run of October 1, 2012) detailing the installment amounts posted for your LEA will be forthcoming.

Also, effective September 30, 2012, DPI posted the State installment payments and accrual reversing entries to Prior Year State. We netviewed a copy of the Allotment Balance Reconciliation Report (JHA351EG) for Prior Year (Company 8000) on Tuesday, October 16, 2012.

If you have any questions concerning the Installment Collapse, contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or 919.807.3725.

### **2) SS300 Local Salary Supplements Report:**

The SS300 Local Salary Supplements Report is due by November 21, 2012 and is available online by accessing the Financial and Business Services website under "What's New": [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

The SS300 Local Salary Supplements Report is to be completed by LEAs only. The information requested in this report will be the same as it has been in past years. Please begin to gather the information that is needed to complete this report.

We have added an FAQ tab to answer questions about what is to be included in the SS300 report. If you have questions that are not addressed, please contact Ozella Wiggins at 919.807.3757 or [Ozella.wiggins@dpi.nc.gov](mailto:Ozella.wiggins@dpi.nc.gov).

Once again, the information will be completed online and the individual submitting the report will need a North Carolina Identity Management identification (NCID) login.

If you (or your staff) need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp). DPI cannot assign an NCID.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection for this report.

If you have additional questions, please contact Ozella Wiggins at 919.807.3757 or [Ozella.wiggins@dpi.nc.gov](mailto:Ozella.wiggins@dpi.nc.gov).

**3) DPI/ CorVel Work Comp sessions:**

Below are 3 dates and locations for the upcoming DPI/ CorVel Work Comp sessions.

DPI and CorVel will present three informative WC Sessions. We encourage LEAs involved or managing workers' compensation claims to attend one of these sessions. The discussion will include new enhancements to the CareMC network, along with issues related to managing workers' compensation claims. Please see the attached agenda for further details.

**November 8, 2012 @ 10:00 am**

Rowan Salisbury Schools  
110 South Long  
East Spencer, NC 28039

**November 9, 2012 @ 9:00 am**

Asheville Board of Education  
85 Mountain Street  
Asheville, NC 28801

\*please use parking area behind the bldg\*

**November 14, 2012 @ 10:00 am**

Dept of Public Instruction  
301 North Wilmington St  
Raleigh, NC 27601-2825  
Location: State Board Room 7<sup>th</sup> floor

Please Let us know the number of individuals participating in each session. Contact Traci Waters at [twaters@dpi.nc.gov](mailto:twaters@dpi.nc.gov) with the name of the person(s) and which session they will be attending.

**Note:** To find directions from your point of origin, please sign onto your internet server and go to [www.mapquest.com](http://www.mapquest.com) or [www.yahoo.com](http://www.yahoo.com) to get your exact travel directions.

If you have questions contact Traci Waters at [twaters@dpi.nc.gov](mailto:twaters@dpi.nc.gov) or 919.807.3521.

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby.Jackson@dpi.nc.gov) and let her know which attachment(s) you need.

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

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## Newsletter No. 016-12/13, October 29, 2012

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Philip Price  
CFO/CIO  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) 2011-12 Salary Audit Exceptions and Position Overdrafts:**

The period for resolving 2011-2012 salary audit exceptions and position allotment overdrafts has ended. If your local education agency has unresolved exceptions, please take appropriate action by December 31, 2012.

If you are unsure if your local education agency has any unresolved exceptions or position overages, please visit the Licensure Salary web site at <http://licsalweb.dpi.state.nc.us>.

See attached letter for more information. Please contact Sue Holly at [Susan.holly@dpi.nc.gov](mailto:Susan.holly@dpi.nc.gov) or Tiandra Alli at [Tiandra.alli@dpi.nc.gov](mailto:Tiandra.alli@dpi.nc.gov) if you have questions.

### **2) Data request - Vacancies of Certified Positions as of October 19<sup>th</sup>:**

LEAs are required to report the number of vacant teaching positions they have on October 19<sup>th</sup> annually to the Department of Public Instruction. This information is compiled, reported and presented to stakeholders. Previous year's reports can be found on the website at [www.ncpublicschools.org/recruitment/surveys/vacancy/](http://www.ncpublicschools.org/recruitment/surveys/vacancy/).

Please go to the online survey at [www.research.net/s/32HSCP5](http://www.research.net/s/32HSCP5) and provide the requested data. This survey will also be posted on the Financial and Business Services web page under "What's New" [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

The deadline for this information is November 9<sup>th</sup>. If you have questions about the survey, please contact Christopher Pond at 919.807.3721 or [chris.pond@dpi.nc.gov](mailto:chris.pond@dpi.nc.gov).

### **3) SS300 Local Salary Supplements Report:**

The SS300 Local Salary Supplements Report is due by November 21, 2012 and is currently available online by accessing the Financial and Business Services website under "What's New": [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

The SS300 Local Salary Supplements Report is completed by LEAs only. The information requested in this report will be the same as it has been in past years.

The information will be completed online and the individual submitting the report will need a North Carolina Identity Management identification (NCID) login. If you (or your staff) need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp). DPI cannot assign an NCID.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection for this report.

If you have additional questions, please contact Ozella Wiggins at 919.807.3757 or [Ozella.wiggins@dpi.nc.gov](mailto:Ozella.wiggins@dpi.nc.gov).

#### **4) Installment Collapse (LEAs):**

Effective 9/30/12, 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, and 5110-001-220. This procedure is known as the Installment Collapse. 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 did not post to the Cash Account on the MSA system until September. This process will not affect your bank reconciliation. A copy of the Installment Report (date run of October 1, 2012) detailing the installment amounts posted for your LEA will be forthcoming.

Also, effective September 30, 2012, DPI posted the State installment payments and accrual reversing entries to Prior Year State. We netviewed a copy of the Allotment Balance Reconciliation Report (JHA351EG) for Prior Year (Company 8000) on Tuesday, October 16, 2012.

If you have any questions concerning the Installment Collapse, contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or 919.807.3725.

#### **5) Please see below information regarding appealing and arguing UE claims:**

When arguing unemployment claims, please remember to cite the specifics of Misconduct under NCGS 96-14(2).

If you look on the NCGS General Statute, you will find the following printed. However, read below and follow the bulleted comments for more detail. 96-14(2) has been broadened and LEAs should be utilizing to full advantage of the law.

NCGS96-14

(2) For the duration of the individual's unemployment beginning with the first day of the first week after the disqualifying act occurs with respect to which week an individual files a claim for benefits if it is determined by the Division that such individual is, at the time such claim is filed, unemployed because he or she was discharged for misconduct connected with the work. Misconduct connected with the work is defined as intentional acts or omissions evincing disregard of an employer's interest or standards of behavior which the employer has a right to expect or has explained orally or in writing to an employee or evincing carelessness or negligence of such degree as to manifest equal disregard.

"Discharge for misconduct with the work" as used in this section is defined to include but not be limited to separation initiated by an employer for violating the employer's written alcohol or illegal drug policy; reporting to work significantly impaired by alcohol or illegal drugs; consuming alcohol or illegal drugs on employer's premises; conviction by a court of competent jurisdiction for manufacturing, selling, or distribution of a controlled substance punishable under G.S. 90-95(a)(1) or G.S. 90-95(a)(2) while in the employ of said employer; being terminated or

suspended from employment after arrest or conviction for an offense involving violence, sex crimes, or illegal drugs; any physical violence whatsoever related to an employee's work for an employer, including, but not limited to, physical violence directed at supervisors, subordinates, coworkers, vendors, customers, or the general public; inappropriate comments or behavior towards supervisors, subordinates, coworkers, vendors, customers, or to the general public relating to any federally protected characteristic which creates a hostile work environment; theft in connection with the employment; forging or falsifying any document or data related to employment, including a previously submitted application for employment; violation of an employer's written absenteeism policy; refusing to perform reasonably assigned work tasks; and the failure to adequately perform any other employment duties as evidenced by no fewer than three written reprimands received in the 12 months immediately preceding the employee's termination. This phrase does not discharge or employer-initiated separation of a severely disabled veteran, as defined in G.S. 96-8, for any act or omission of the veteran that the Division determines are attributed to a disability incurred or aggravated in the line of duty during active military service, or to the veteran's absence from work to obtain care and treatment of a disability incurred or aggravated in the line of duty during active military service.

Misconduct is further defined to include, but not limited to, separation initiated by an employer:

- violating the employer's written alcohol or illegal drug policy
- reporting to work significantly impaired by alcohol or illegal drugs
- consuming alcohol or illegal drugs on employer's premises
- conviction by a court or jurisdiction for manufacturing, selling or distribution of a controlled substance
- any physical violence whatsoever related to an employee's work
- inappropriate comments or behavior towards supervisors, subordinates, coworkers, vendors, customers, general public
- theft in connection of employment
- forging or falsifying any document or data including a previously submitted application for employment
- violation of an employer's written absenteeism policy
- refusing to perform reasonably assigned work tasks

Remember, you must have documentation to support your appeal.

Please contact E B Townsend if you have questions at [Eileen.Townsend@dpi.nc.gov](mailto:Eileen.Townsend@dpi.nc.gov) or 919.807.3522.

## **6) Web News:**

**The following items have been posted to the FBS website:**

Vacancy Survey for LEAs

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

SS-300 Local Supplement Report

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

1<sup>st</sup> Month ADM and PMR Data

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

**The following items have been posted to the Charter Schools website:**

Charter Conversations – Volunteer Speak

[www.ncpublicschools.org/charterschools/conversation/](http://www.ncpublicschools.org/charterschools/conversation/)

Council Minutes and Agenda

[www.ncpublicschools.org/charterschools/council/](http://www.ncpublicschools.org/charterschools/council/)

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby Jackson) and let her know which attachment(s) you need.

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

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## Newsletter No. 017-12/13, November 13, 2012

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Philip Price  
CFO/CIO  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) Vacancies of Certified Positions as of October 19<sup>th</sup> – PAST DUE:**

There are 58 LEAs that have not submitted their required vacancy positions information. If you are one of those 58 LEAs, **please submit this data by tomorrow, November 14, 2013.**

LEAs are required to report the number of vacant teaching positions they have on October 19th annually to the Department of Public Instruction. This information is compiled, reported and presented to stakeholders (**including the General Assembly**). If your LEA does not submit your survey, we will indicate “no response” on the report we provide to these stakeholders.

Previous year's reports can be found on the website at [www.ncpublicschools.org/recruitment/surveys/vacancy/](http://www.ncpublicschools.org/recruitment/surveys/vacancy/).

Please go to the online survey at [www.research.net/s/32HSCP5](http://www.research.net/s/32HSCP5) and provide the requested data. This survey is also posted on the Financial and Business Services web page under "What's New" [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

If you have questions about the survey, please contact Christopher Pond at 919.807.3721 or [chris.pond@dpi.nc.gov](mailto:chris.pond@dpi.nc.gov).

### **2) SS200 Full-Time Personnel Report: Reminder – Due Date November 21, 2012:**

To be completed by both LEA and Charter Schools.

LEA and Charter School Full-time Personnel Report (SS200) data is due by November 21, 2012. The information requested in this report will be the same as it has been in past years.

The individual submitting the report will need a North Carolina Identity Management identification (NCID) login. A link to the SS200 online application is located at the Financial and Business Services website under “What’s New”: [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

If you (or your staff) need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp). DPI cannot assign an NCID.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection for this report.

If you have additional questions, please contact Angela Harrison, 919.807.3734 or [angela.harrison@dpi.nc.gov](mailto:angela.harrison@dpi.nc.gov).

**3) SS300 Local Salary Supplements Report: Reminder – Due Date November 21, 2012:**

The SS300 Local Salary Supplements Report is due by November 21, 2012. A link to the SS300 online application is available at the Financial and Business Services website under "What's New": [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

The SS300 Local Salary Supplements Report is completed by LEAs only.

The individual submitting the report will need a North Carolina Identity Management identification (NCID) login.

If you (or your staff) need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp). DPI cannot assign an NCID.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection for this report.

If you have any questions related to the SS300 report, please contact Ozella Wiggins, 919.807.3757 or [ozella.wiggins@dpi.nc.gov](mailto:ozella.wiggins@dpi.nc.gov).

**4) LEA Based Calendar Waivers for Weather Related Causes: Approved November 1, 2012:**

All LEAs that were eligible for and submitted a waiver of the opening and closing dates for the 2014 school year based on weather related causes were presented to the State Board of Education on November 1, 2012. All waivers were approved. Attached is a listed of LEAs that submitted a waiver request.

Please pass this information along to your Superintendent or other interested parties within your LEA.

If you have any questions related to these waivers, please contact Andrew Cox at [andrew.cox@dpi.nc.gov](mailto:andrew.cox@dpi.nc.gov).

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:debby.jackson@dpi.nc.gov) and let her know which attachment(s) you need.

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

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## Newsletter No. 018-12/13, November 30, 2012

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Philip Price  
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Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) Children with Disabilities Headcount Transfers:**

December 10, 2012 is the last day to submit a Children with Disabilities Headcount Transfer Form to request funding for students that transferred from an LEA/Charter to charter and vice versa within the first 60 days of school. The request form is located on the School Allotments website at [www.ncpublicschools.org/fbs/allotments/forms/](http://www.ncpublicschools.org/fbs/allotments/forms/). Please contact Susan Charlton, School Allotments Section, at (919) 807-3750 if you have any questions.

### **2) Transportation Allotments:**

An email was sent November 9<sup>th</sup> from DPI Transportation Services to transportation directors, finance officers and superintendents containing LEA-specific data on the calculation of transportation allotment adjustments for 2012-2013. This includes transportation budget ratings as well as the legislative cut resulting from the under-funding of fuel costs. Questions should be directed to [derek.graham@dpi.nc.gov](mailto:derek.graham@dpi.nc.gov).

### **3) 2012 UNEMPLOYMENT Year-End Information:**

- 1. LEAs are now required to pay the Federal portion of the ESC year-end bill.**
- 2. Please make checks for Food, Local, and Federal payable to Dept of Public Instruction.**

We are requesting that you electronically submit your Year-End Reporting for each Employee Worksheet for Unemployment Benefits Charged. Additionally, we have added 2 Master Worksheets for the 120% Non Charging and 100% Reimburse. These Master Worksheets will help you to calculate the amounts due on your Year-End total charges. Make sure your totals balance to the ESC statement.

DPI is not responsible for late fees or penalties.

### **2012 UNEMPLOYMENT BILLING – YEAR END AUDIT INSTRUCTIONS**

- Sign onto [www.ncesc.com](http://www.ncesc.com)
- Sign in under your UI and PIN numbers
- In Business Services under Your Unemployment Insurance Claims – Choose List of Charges to your Account
- Choose Statement Date of 10/14/2012

- Click twice
- Reports should load showing individual Claimant's Name, SS number, Benefit Year Began, Last Week End Benefits Paid and Benefit Charges to your Account
- Print List of Charges to Your Account (NCUI 626)

### **List of Charges to Your Account (Form NCUI 626)**

1. Review **Statement from ESC** and determines when your school employed listed individuals as shown on the statement. Complete the attached Excel **Employee Worksheet** for each listed employee on your account. Include on Worksheet employee's name, social security number, benefit year began, your UI number, your name and phone number.
2. Please choose the correct Excel Worksheet based on your 100% or 120% tax status.
3. Determine base period of each individual listed. North Carolina base period is the first four of the last five completed calendar quarters prior to the quarter in which a claim for benefits is filed. Wages earned during the base period determine both the amount and duration of an individual's unemployment insurance benefits.

EXAMPLE:

- A. Benefit Year Began 6/6/00 (second quarter of 2000)
- B. Last five completed quarters  
(1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> quarters of 1999 & the first quarter of 2000)
- C. Base Period = First four quarters  
(1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> quarters of 1999)

Note: If you are not able to figure out the base period, please notify me & I will email a copy of the "Alternative Base Period". This will help you to figure benefits paid out.

4. **Checks for your Food, Local & Federal payments must be made payable to Department of Public Instruction. Do not mail checks to the NC Employment Commission.**

**Mail checks to:**

NC Department Public Instruction  
Insurance Section  
Attention: Mrs. Traci Waters  
6320 Mail Service Center  
Raleigh, NC 27699-6320

5. Electronically submit your worksheets to Traci Waters. Email [traci.waters@dpi.nc.gov](mailto:traci.waters@dpi.nc.gov).

**Checks and Worksheets are due by 1/14/13.**

6. **If you are disputing an employee wages, please explain your reasons in writing to the EBC Unit. Fax # (919) 733-1126. You must pay the year end charges. Disputed Statements will be considered by the ESC and your account will reflect any credit Applied.**
7. Please contact Traci Waters @ 919-807-3521 with any questions.

**4) Web News:**

**The following items have been posted to the FBS website:**

Charter Schools 1st month Adjustments

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

Chart of Accounts – Updated

[www.ncpublicschools.org/fbs/finance/reporting/coa2013](http://www.ncpublicschools.org/fbs/finance/reporting/coa2013)

Free & Reduced Meals Application Data

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

**The following items have been posted to the Charter Schools website:**

Charter School Application – Updated

[www.ncpublicschools.org/charterschools/applications/](http://www.ncpublicschools.org/charterschools/applications/)

Best Practices – Governance

[www.ncpublicschools.org/charterschools/best/](http://www.ncpublicschools.org/charterschools/best/)

Charter Applications – New Pages

[www.ncpublicschools.org/charterschools/applications/](http://www.ncpublicschools.org/charterschools/applications/)

Charter School Directory – Updated

[www.ncpublicschools.org/charterschools/schools/](http://www.ncpublicschools.org/charterschools/schools/)

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To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.

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The newsletters are posted online, click on the Resources link on the FBS home page:

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

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## Newsletter No. 019-12/13, December 7, 2012

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Philip Price  
CFO/CIO  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### 1) **Legislated Information - Submission-Due January 18<sup>th</sup>, 2013:**

GS115C-47(6) states that all schedules of fees, charges and solicitations approved by local boards of education shall be reported to the Superintendent of Public Instruction. The attached workbook is intended to facilitate this reporting requirement. Please complete the attached template by January 18<sup>th</sup>, 2013 and return to Nicola Lefler at [nicola.lefler@dpi.nc.gov](mailto:nicola.lefler@dpi.nc.gov). Detailed instructions are provided in the workbook.

**See attached Excel Workbook "Template\_Fees2013.xlsx"**

### 2) **Closed Federal PRCs (FY 13):**

We are still noticing that some LEAs and charters are still coding to the closed federal PRCs through data file or through the BUD system. Please stop coding to the closed federal PRCs. The following is the list of closed federal PRCs:

- PRC 053 – Child Nutrition Equipment
- PRC 023 – Vocational Education – Federal Tech Prep.
- PRC 044 – IDEA V1-B Capacity Building & Improvement
- PRC 048 - Safe & Drug Free Schools and Communities
- PRC 065 - ESEA Title 1 - Even Start
- PRC 107 – Educational Technology (Formula)
- PRC 141 - ARRA-Title 1
- PRC 142 - ARRA-Title 1 School Improvement
- PRC 146 - ARRA-Education Technology-Formula
- PRC 147 – ARRA-Education Technology-Competitive
- PRC 151 – ARRA Rural Education Achievement Program
- PRC 155 - ARRA-Education Jobs Fund

If your LEA is not eligible to code to the above federal PRCs, DPI is moving the expenditures to other federal programs that are not closed. It is imperative that the LEAs review their monthly monitoring letter to see where DPI has moved their expenditures.

Some LEAs can code to the above federal PRCs if they have eligible encumbrances through December 31, 2012. If you have any questions about your encumbrances, please contact the Allotment section. Please remember that the last day to request funds for the closed federal

PRCs that have eligible encumbrances is December 31, 2012 (funds requirement date). No funds can be requested after December 31, 2012.

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at 919.807.3729 or [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

**3) 2011-12 Salary Audit Exceptions and Position Overdrafts - Reminder:**

The period for resolving 2011-2012 salary audit exceptions and position allotment overdrafts has ended. If your local education agency has unresolved exceptions, please take appropriate action by December 31, 2012. Audit exceptions for overpaid, certified employees in the 2011-2012 fiscal year will begin accruing penalties as of January 1, 2013. Penalties will also accrue for any overages for Months Allotted vs. Months Used in PRCs 001, 005, 007, and 013. If you have any questions please contact Sue Holly, [susan.holly@dpi.nc.gov](mailto:susan.holly@dpi.nc.gov), 919.807.3735 or Tiandra Alli, [tiandra.alli@dpi.nc.gov](mailto:tiandra.alli@dpi.nc.gov), 919.807.3736.

**4) Subscribing to BAAS (for LEAs and Charter Schools):**

Attached are instructions for subscribing to DPI's BAAS system. The system is now in production; however, please contact your financial vendor for information regarding their implementation timeline to determine when you can enter budgets and amendment in their new budgeting tool.

Contact the DPI Helpdesk (919.807.HELP) if you have problems subscribing to BAAS.

**5) Special Transportation Allotment:**

Each county LEA will receive an allotment as part of Revision #19 to compensate them for the cost of getting new permanent license tags for school buses and "yellow" service trucks. The specific amount of this one-time allotment was sent to transportation directors via email on December 4th. DMV requires that all LEA vehicles display a new tag January 1. The cost is \$6 per license tag. Questions? [Derek.Graham@dpi.nc.gov](mailto:Derek.Graham@dpi.nc.gov).

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby.Jackson@dpi.nc.gov) and let her know which attachment(s) you need.

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

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## Newsletter No. 020-12/13, December 14, 2012

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Philip Price  
CFO/CIO  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### 1) **Closed Federal PRCs (FY 13)**

We are still noticing that some LEAs and charters are coding to the closed federal PRCs through data file or through the BUD system. Please stop coding to the closed federal PRCs. The following is the list of closed federal PRCs:

- PRC 053 - Child Nutrition Equipment
- PRC 023 - Vocational Education – Federal Tech Prep.
- PRC 044 - IDEA V1-B Capacity Building & Improvement
- PRC 048 - Safe & Drug Free Schools and Communities
- PRC 065 - ESEA Title 1 - Even Start
- PRC 107 - Educational Technology (Formula)
- PRC 141 - ARRA-Title 1
- PRC 142 - ARRA-Title 1 School Improvement
- PRC 146 - ARRA-Education Technology-Formula
- PRC 147 - ARRA-Education Technology-Competitive
- PRC 151 - ARRA Rural Education Achievement Program
- PRC 155 - ARRA-Education Jobs Fund

If your LEA is not eligible to code to the above federal PRCs, DPI is moving the expenditures to other federal programs that are not closed. It is imperative that the LEAs review their monthly monitoring letter to see where DPI has moved their expenditures.

Some LEAs can code to the above federal PRCs if they have eligible encumbrances through December 31, 2012. If you have any questions about your encumbrances, please contact the Allotment section. Please remember that the last day to request funds for the closed federal PRCs that have eligible encumbrances is December 31, 2012 (funds requirement date). No funds can be requested after December 31, 2012.

If you have additional questions, please contact Roxane Bernard at 919-807-3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at 919-807-3729 or [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

**2) Higher of 1st or 2nd Month ADM Allotment Adjustments:**

We are still processing 2nd Month ADM data. The Allotment Adjustment for a decrease in ADM based on the Higher of 1st or 2nd month adjustment is tentatively scheduled for January 2013.

If you have any questions, please contact School Allotments at 919-807-3732.

**3) Federal Funds - Indirect Cost for Closing PRCs:**

No funds can be drawn on closed PRCs after December 31, 2012. If you are planning to post indirect cost to these PRCs and have not notified Angela McNeil, School Allotments, [angela.mcneill@dpi.nc.gov](mailto:angela.mcneill@dpi.nc.gov), please do so before the end of the day on Monday, December 17, 2012. If the funds are not returned in our last allotment revision on Wednesday, December 19, 2012, they will not be available to draw prior to December 31, 2012. Indirect cost charges will not be allowed during the liquidation period for closing PRCs unless we have been notified.

If you have any questions, please contact School Allotments at 919-807-3732.

**4) IRS Mileage Rate Change for 2013:**

Please see the attached memo regarding mileage rate changes for 2013. Also online at [www.ncpublicschools.org/fbs/resources/memos/](http://www.ncpublicschools.org/fbs/resources/memos/).

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby Jackson) and let her know which attachment(s) you need.

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

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## Newsletter No. 021-12/13, December 21, 2012

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Philip Price  
CFO/CIO  
Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1. PowerSchool Transition – May 1 Scheduling Deadline:**

Please review the attached PowerSchool Transition – May 1 Scheduling Deadline memo. The memo has previously been sent to Superintendents.

### **2. Closed Federal PRCs (FY 13):**

We are noticing that some LEAs and charters are still coding to the closed federal PRCs through data file or through the BUD system. Please stop coding to the closed federal PRCs. The following is the list of closed federal PRCs:

- PRC 053 – Child Nutrition Equipment
- PRC 023 – Vocational Education – Federal Tech Prep.
- PRC 044 – IDEA V1-B Capacity Building & Improvement
- PRC 048 - Safe & Drug Free Schools and Communities
- PRC 065 - ESEA Title 1 - Even Start
- PRC 107 – Educational Technology (Formula)
- PRC 141 - ARRA-Title 1
- PRC 142 - ARRA-Title 1 School Improvement
- PRC 146 - ARRA-Education Technology-Formula
- PRC 147 – ARRA-Education Technology-Competitive
- PRC 151 – ARRA Rural Education Achievement Program
- PRC 155 - ARRA-Education Jobs Fund

If your LEA is not eligible to code to the above federal PRCs, DPI is moving the expenditures to other federal programs that are not closed. It is imperative that the LEAs review their monthly monitoring letter to see where DPI has moved their expenditures.

Some LEAs can code to the above federal PRCs if they have eligible encumbrances through December 31, 2012. If you have any questions about your encumbrances, please contact the Allotment section. Please remember that the last day to request funds for the closed federal PRCs that have eligible encumbrances is December 31, 2012 (funds requirement date). No funds can be requested after December 31, 2012.

If you have additional questions, please contact Roxane Bernard at 919-807-3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at 919-807-3729 or [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

### **3. State Health Plan eBilling:**

*The following is a notice provided to us from the State Health Plan for distribution to LEA and charter school finance and personnel.*

The State Health Plan is pleased to announce the launch of an employer portal, one of the enhancements available through the new Third Party Claims Administrator and Related Services contract. The employer portal will be available to all BenefitFocus groups. You will now be able to manage your monthly premium bills online. No more paper statements! In addition to eBilling, the portal offers new reports to assist you with your monthly reconciliation. You will also be able to adjust your monthly bill production date to better align with your payroll. For those interested in eliminating paper checks, the employer portal also offers a streamlined process to establish and schedule automatic clearing house (ACH) transactions.

To satisfy the monthly premium, the eBill must be paid in full. Self-accounting, or paying the bill based solely on payroll deductions, will not be allowed; therefore, managing enrollment on a timely basis will be more important than ever. With this employer portal, you will have the tools to better manage enrollments and ensure a more accurate bill.

The employer portal is scheduled to go-live in the spring of 2013. The first bills presented via the portal will be the July 2013 bills. There will be plenty of communication and training available prior to go-live. Look for more information from the State Health Plan.

### **4. Legislated Information Submission - Due January 18<sup>th</sup>, 2013:**

See attached Excel Workbook "Template\_Fees2013.xlsx" or Schedule of Fees under "What's New" online at [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/). For LEAs & charter schools.

GS115C-47(6) states that all schedules of fees, charges and solicitations approved by local boards of education shall be reported to the Superintendent of Public Instruction. The attached workbook is intended to facilitate this reporting requirement. Please complete the template by January 18<sup>th</sup>, 2013 and return to Nicola Lefler at [nicola.lefler@dpi.nc.gov](mailto:nicola.lefler@dpi.nc.gov). Detailed instructions are provided in the workbook.

### **5. Web News:**

**The following items have been posted to the FBS website:**

School Connectivity Allotments

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

Title I Planning Allotments

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

Performance Pay Survey

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

Schedule of Fees

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

Subscribe to BAAS

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

Mileage Rate Memo

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

**The following items have been posted to the Charter Schools website:**

Timeline for Charter School Applications

[www.ncpublicschools.org/charterschools/applications/](http://www.ncpublicschools.org/charterschools/applications/)

Resource Manual for Charter School Applications

[www.ncpublicschools.org/charterschools/applications/](http://www.ncpublicschools.org/charterschools/applications/)

Initial Screening for Charter School Applications

[www.ncpublicschools.org/charterschools/applications/](http://www.ncpublicschools.org/charterschools/applications/)

Evaluation Rubric for Charter School Applications

[www.ncpublicschools.org/charterschools/applications/](http://www.ncpublicschools.org/charterschools/applications/)

Right to Attend – Students with Disabilities

[www.ncpublicschools.org/charterschools/faqs/](http://www.ncpublicschools.org/charterschools/faqs/)

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**Attachment(s):** To get the attachment(s) referenced in the newsletter, please send an email to [Debby Jackson](mailto:Debby.Jackson@dpi.nc.gov) and let her know which attachment(s) you need.

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

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