
Newsletter No. 022-12/13, January 3, 2013

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1) Prior Year Salary Allotment Overdraft/Overpay:

In order to avoid additional penalties for prior year salary overdrafts/overpays, please make sure you are monitoring the allotment overdraft report and clearing any items you may have showing. If you have questions or concerns about an item on the allotment overdraft report regarding salary items, please contact Sue Holly at susan.holly@dpi.nc.gov or Tiandra Alli at tiandra.alli@dpi.nc.gov.

2) Performance Pay Survey due 1/11/13 from LEAs, charter schools, and the regional school:

Legislation 7A.10: <http://ncleg.net/Sessions/2011/Bills/House/PDF/H950v7.pdf>
Survey: www.surveymonkey.com/s/FCJDLCQ
Also posted under "What's New" on FBS website www.ncpublicschools.org/fbs/.

3) Reminder - Schedule of Fees due 1/18/13:

Posted under "What's New" on FBS website www.ncpublicschools.org/fbs/, to be completed by all LEAs, charter schools, and the regional school.
Please report the items and amounts a student or staff member could be charged. This data is to report the amounts your local board authorized to be collected, not an accounting of what has actually been collected. Thanks to those who have already sent it in.

4) Web News:

The following items have been posted to the FBS website:

Chart of Accounts – Updated
www.ncpublicschools.org/fbs/finance/reporting/coa2013

EDDIE Subscribed Users List – Updated
www.ncpublicschools.org/fbs/accounting/eddie/

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. 023-12/13, January 11, 2013

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Reminder - Performance Pay Survey DUE TODAY, 1/11/13 from LEAs, charter schools, and the regional school:

Please complete the performance pay survey if you have not already.

Survey: www.surveymonkey.com/s/FCJDLCO

Also posted under "What's New" on FBS website www.ncpublicschools.org/fbs/.

Unspent Driver Training Funds at June 30, 2013:

Please analyze your Driver Training funds and report the amount to revert prior to June 30, 2013 on the attached Excel form. Based on the amount submitted on the form, an immediate allotment adjustment will be made to reduce your Driver's Training funding for FY 12-13. This form must be signed by the Finance Officer and Superintendent and faxed by **March 18, 2013** to the School Allotments Section at 919.807.3723.

Contact Sharon Collins with questions at 919.807.3675 or sharon.collins@dpi.nc.gov.

Requesting Additional Driver's Training Funds for FY 13:

The School Allotment Section will notify LEAs through the Finance Officer Newsletter if and when we will be able to accept requests for additional Driver's Training funds. This notification will be sent once we have received the correspondence (no later than March 18, 2013) from LEAs who are able to revert Driver's Training funds prior to June 30, 2013.

Contact Sharon Collins with questions at 919.807.3675 or sharon.collins@dpi.nc.gov.

Love the Bus Feb 11-15, 2013:

Now more than ever it is important to educate local boards of education, law-makers and the general public about the benefits of school bus transportation.

Specifically:

- (1) The community benefits by the conservation of fuel when students take the bus to school.

(2) The school bus provides access to the public schools that many students might not otherwise have.

(3) The school bus is the safest way to get to and from school. One way to draw attention to these facts is through the annual Love the Bus promotion.

Additionally, for 2013, we are celebrating School Bus Driver Appreciation Week February 11-15. Go to www.ncbussafety.org/LoveTheBusNC to see pictures and reports from previous years and also to register your events. **Please share this information with teachers / principals.**

If you have questions contact Derek.Graham@dpi.nc.gov.

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

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Newsletter No. 024-12/13, January 24, 2013

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1) TRANSPORTATION FUEL FUNDING - AN UPDATE:

The state budget for 2012-2013 allocated school transportation dollars based on a cost of \$2.51 per gallon. As of this week, the average year-to-date statewide fuel cost per gallon is \$3.30 resulting in an estimated statewide shortage of \$21.5 million for the year.

To help reduce this shortfall, DPI Transportation Services is allotting the final \$7.5 million of the state appropriation for school transportation. County LEAs should receive an allotment as part of revision #23 to bring the allotted per gallon amount from \$2.51 to \$2.79 per gallon. (LEAs can calculate their specific allotment by dividing Line 11 of the 2012-2013 Transportation Funding Information Sheet by 2.35.)

The transportation contingency allotments for equipment (small LEAs), early college and bio-diesel will all be issued as planned.

2) UERS Data Transfer Schedule for LEAs for Fiscal Year 2012-2013:

The UERS Data Transfer for January 2013 is due by Monday, February 4, 2013. The UERS Data Transfer Schedule for LEAs and Charter schools for Fiscal Year 2012-2013 is located on the Financial and Business Services website on the Financial Reporting page: www.ncpublicschools.org/fbs/finance/reporting/.

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

3) Voluntary Shared Leave Reporting:

General Statue 126-8.3(c) requires that DPI report specific information regarding voluntary shared leave to the General Assembly on an annual basis. DPI does not currently have the means to report this information, however we have committed to the General Assembly that we will have a report from the 2012-13 school year submitted by October 15, 2013. We will be discussing this requirement with the software vendors over the next few weeks to determine how and when their software can begin helping you collect this information to report to DPI. Until then, LEAs will need to manually

track any sick leave donated and annual leave donated and any leave used as voluntary shared leave and the cost of each, back to July 1, 2012. Please see the legislation below on the specific information required.

General Statute 126-8.3 (c) The State Personnel Commission, the State Board of Education, and the State Board of Community Colleges shall annually report on the voluntary shared leave program. For the prior fiscal year, the report shall include the total number of days or hours of vacation leave and sick leave donated and used by voluntary shared leave recipients and the total cost of the vacation leave and sick leave donated and used. The State Personnel Commission, the State Board of Education, and the State Board of Community Colleges shall provide a report for each fiscal year as required by this section to the Joint Legislative Commission on Governmental Operations and to the Fiscal Research Division on or before October 15 each year.

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

4) Unemployment Draft Bill:

Eileen Townsend presented some information on the draft bill on unemployment insurance (Revenue Laws Study Committee Draft 2013-RBx-4) at the Finance Forum on January 18. Following is a link to the details of the draft bill, with a summary and outline that highlights the changes.

<http://www.ncleg.net/gascripts/DocumentSites/browseDocSite.asp?nID=5&sFolderName=\Meeting Documents\2011-2012 Meeting Documents\2012 Interim\January 8, 2013>

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. 025-12/13, February 1, 2013

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1) Legislative Webinar Materials:

Attached are the materials referenced in this morning's legislative/budget update webinar. The materials and the audio/video from today's webinar also will be posted online by the close of business at www.ncpublicschools.org/superintendents/.

2) School Bus Driver Appreciation Week:

School Bus Driver Appreciation Week is February 11-15, 2013. The Governor's proclamation is available at www.ncbussafety.org/LovethebusNC/documents/proclamation2013.pdf.

3) UERS Data Transfer Schedule for LEAs and Charter Schools for Fiscal Year 2012-2013:

The UERS Data Transfer for January 2013 is due by Monday, February 4, 2013. The UERS Data Transfer Schedule for LEAs and Charter schools for Fiscal Year 2012-2013 is located on the Financial and Business Services website on the Financial Reporting page: www.ncpublicschools.org/fbs/finance/reporting/.

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

4) Home Base PowerSchool Outside Service Providers:

Please review the attached memo referenced Home Base PowerSchool Outside Service Providers.

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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Newsletter No. 026-12/13, February 8, 2013

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Cash Management and MSA Training – Charter Schools:

We will have a Cash Management and MSA training class for **Charter Schools** on Monday, March 4, 2013 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.

LOVE THE BUS 2013!

The week of February 11-15 is School Bus Driver Appreciation Week, in conjunction the American School Bus Council's Love the Bus program. LEAs around the state will be recognizing school bus drivers and the importance of our state's school transportation system. For more information, go to www.ncbussafety.org/LovethebusNC.

Transportation Allotment for Fuel:

A Special Fuel allotment has been processed and should be available to LEAs in Allotment Revision #23 by Friday, February 8, 2013. This \$0.28 fuel adjustment will increase the allotted per gallon for fuel from \$2.51 to \$2.79. Contact Derek Graham at derek.graham@dpi.nc.gov with questions.

Home Base Instructional Improvement System Memo:

Please take a look at the attached Home Base Instructional Improvement System Memo. It includes important information for you as you are making decisions.

If you have questions please contact Cynthia Crowdus at Cynthia.crowdus@dpi.nc.gov or 919.807.3205.

Capital Facilities Survey:

The public school capital facilities (buildings and grounds) are an important part of the educational process. Soon you will receive an electronic survey to collect the perceptions of district Chief Finance Officers regarding the equality and adequacy of capital facilities, both within districts and among districts. Anonymity of the responders will be protected, and no names or identifying information will be published. After the survey, ten districts across the state will be selected for follow-up interviews.

The research is being done by Kenneth Phelps, School Planning Consultant, who will send the survey instrument and additional information. Also included will be contact data, in case you have any questions about the research. Please assist us by providing this data, which will be valuable as capital facilities decisions are made in the future.

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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Newsletter No. 027-12/13, February 15, 2013

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1) FY 2014 Planning Allotments:

The FY 2014 Planning Allotments will be published by Friday, February 22, 2013. Please contact the School Allotments Section at 919.807.3739 if you have any questions.

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

We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the *current year*, FY 2012-2013, as of the January 2013 processing period, on Thursday, February 14, 2013. Please submit your refunds effective February 2013 (processing period 8) by Thursday, February 28, 2013, to avoid additional penalties.

The *prior year* report, Company 8000, for FY 2011-2012, as of the January 2013 processing period, will be netviewed on Monday, February 18, 2013.

If you have questions, please contact Roxane Bernard at 919. 807.3725 or 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 Monday, March 4, 2013 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.

4) Finance Officers – CPE Credits Report:

Finance Officers were sent a CPE Credits Report this week. You should review the report and note the number of hours you need to complete your 24 hours prior to June 30, 2013 if you have not already done so.

If you have questions contact Debby.Jackson@dpi.nc.gov or Jenny Billings at Jbillings@bellsouth.net.

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Newsletter No. 028-12/13, March 1, 2013

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NCASBO – The Lou Thompson Distinguished Award

I recently received the highest honor of my working career – NCASBO awarded me with The Lou Thompson Distinguished Service Award. It is humbling to be considered worthy of this award because I cannot imagine being considered at the same level as Lou Thompson. Her love for the school districts and focus on unconditional quality set the standard for the Department of Public Instruction. For NCASBO to consider me for this award is an honor; but, to receive it is incredible. I appreciate this award more than I will ever be able to express.

Thanks NCASBO!

Philip Price

1) Sequestration Update:

It is now March 1 and Congress has not reached an agreement to forestall the automatic cuts required by the sequestration. The president has until midnight tonight to issue the order to federal agencies to sequester funds barring a last minute compromise with congressional leaders. Once the sequestration order is given, we will know much more about the cuts that will come immediately to impact Aid and beginning in July to all other major federal funds. Please refer to the sequestration information in the January update (below) as well as the resources available [here](#) for more information.

Sequestration

The House and Senate each passed legislation on New Year's Day that would allow the nation to avoid the so-called "Fiscal Cliff" – the anticipated economic downturn coming from a combination of expiring tax cuts and automatic budget cuts. The legislation signed by the President is named The American Taxpayer Relief Act of 2012 and includes several tax changes among other things.

The legislation delays the implementation of sequestration – automatic, across-the-board budget cuts – for two months, until March 1, 2013. The new law reduced the total amount of budget cuts to be accomplished over sequestration's nine-year lifespan by \$24 billion, essentially cancelling sequestration cuts for January and February and giving lawmakers more time to craft a comprehensive plan.

Small cuts are likely for some education programs in the second half of FY 2013 and FY 2014 as some of those spending reductions are applied. It also means that the overall sequestration cut for FY 2013, if the automatic cuts do go into effect in March, is likely to be lower than the 8.2% previously estimated. Even though the U.S. Department of Education (ED) has not yet confirmed that it will stick with its plan for implementing sequestration cuts by applying the full year's cut against July 2013 spending (as articulated in a July 2012 memorandum), the new legislation should not affect that course of action.

States and LEAs should still expect to see significant – though smaller – reductions to their July 2013 funding if sequestration is not repealed by then. Future sequestration cuts for FY 2014 and beyond will be applied through reductions to Congressional appropriations caps, not across-the-board percentage cuts, so funding levels for amounts to go out starting in October of 2013 remain uncertain.

Though the delay in sequestration is a positive sign, we have at this time only short term information as Congress still has a number of budget fights ahead.

Sequestration is now set to be implemented on March 1, 2013. Unless Congress acts, automatic across-the-board cuts would still go into place. Some spending cuts are still to be expected, even if sequestration is permanently repealed.

2) Textbooks:

We have received reports that some LEAs are purchasing adopted textbooks directly from vendors through eProcurement. In order to ensure that LEAs receive a good price, textbooks were exempted from the eProcurement process. This exemption allows DPI to negotiate statewide pricing through its Textbook Warehouse and receive significant discounts, including freight charges, and avoid the eProcurement fees. Textbooks purchased through the Textbook Warehouse also carry contract protections to ensure that a "best in the nation" pricing is in effect (see GS 115C-95). DPI recommends that LEAs compare prices between eProcurement and the Textbook Warehouse before making any purchasing decisions.

3) FY 14 Planning Allotments:

The FY 14 Planning Allotments were uploaded on 02-21-13. The support documentation for the planning allotments can be found on the following web links:
www.ncpublicschools.org/fbs/allotments/state/
www.ncpublicschools.org/fbs/allotments/support/

Non-recurring cuts were added back to the Classroom Materials and Supplies and Textbooks budgets. Remember that the planning allotments are subject to change by the General Assembly. Please contact the School Allotment Section at 919.807.3739.

FY 14 Federal Planning Allotments - Currently we have not set a date for the Federal Planning Allotments to be issued. We will continue to check the following website for updates to the budget estimates based on Sequestration:
www2.ed.gov/about/overview/budget/statetables/index.html.

Currently the last update was made on 12/10/12 and we should be able to start working on the Federal Planning allotments when a 2013 update is posted. If you have any questions, please contact the School Allotments Section at 919.807.3739.

Driver's Training Funds Early Release Reminder - The deadline for reporting Driver's Training Funds for early reversion is March 18, 2013. So far, we have not received any funding back therefore we are not accepting any requests for additional funding at this time. If you have any questions, please contact School Allotments at 919.807.3739.

FY13 - NCVPS Sure-up - We have received the actual enrollment numbers for NCVPS. The NCVPS Sure-up revision will be processed on March 6, 2013 in Allotment Revision 25. Please contact the School Allotments Section at 919.807.3739 if you have any questions.

FY 12-13 Federal Funds - If your LEA or Charter School were eligible for a Federal Grant and do not intend to apply for the money, please contact the Program Administrator for the specific grant and decline the funds.

Federal Reversions - The federal reversion revision has been delayed because of so many closed PRCs. We will process the reversions as soon as final reports are available. Please remember not to spend Grant funds for FY 11-12 for 15 month grants and FY 10-11 funds for 27 month grants that have expired. If you have any questions, please contact the School Allotments Section at 919.807.3739.

4) Voluntary Shared Leave Reporting - UPDATE:

As we told you a few weeks ago, based on General Statute 126-8.3(c), DPI is required to report the total number of days or hours of vacation leave and sick leave donated and the cost of this donated leave as well as then total number of days or hours of donated leave used and the cost of the used leave.

DPI has had discussions with the vendors and plans to provide three new leave codes for this purpose. We will be providing those new codes, hopefully next week.

In August 2013, DPI will require all LEAs to respond to a survey with the following information for the 2012-13 school year (July 1, 2012 to June 30, 2013) in order for us to meet the requirements of the above general statute:

- Total number of sick leave days donated
- Total cost of sick days donated
- Total number of annual leave days donated
- Total cost of annual leave days donated
- Total number of days of donated leave used
- Total cost of donated leave used

Please adjust your record keeping so that you will be able to provide this information to us in a timely basis.

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

5) UERS Data Transfer Schedule for LEAs and Charter Schools for Fiscal Year 2012-2013:

The UERS Data Transfer for **February 2013** is due by Monday, March 4, 2013. The UERS Data Transfer Schedule for LEAs and Charter schools for Fiscal Year 2012-2013 is located on the Financial and Business Services website on the Financial Reporting page: www.ncpublicschools.org/fbs/finance/reporting/.

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

6) Cash Management and MSA Training – LEAs:

MSA and Cash Management Training will be offered to **LEAs** on Thursday, March 28, 2013. 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, NC 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. 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.

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Newsletter No. 029-12/13, March 8, 2013

Philip Price
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1) 2013 Financial and Business Services Summer Conference:

The 2013 Financial and Business Services Summer Conference will be held on July 25, 2013 at the Sheraton Imperial Hotel and Convention Center, Research Triangle Park. Additional information about the conference will be available soon. If you have questions contact Alexis Schauss or Doris McCain at 919-807-3700.

2) School Business Staff Update:

Leigh Ann Kerr joined the Division of School Business as Assistant Director on March 4, 2013. You can contact Leigh Ann at 919.807.3553 or leighann.kerr@dpi.nc.gov.

Note - Alexis Schauss, Director of School Business can now be reached at 919.807.3701.

3) Sequester Reduces Subsidies on Direct Pay Bonds:

Sequester in Effect - As a result of the "sequester provisions" of the Budget Control Act of 2011 and the American Taxpayer Relief Act of 2012, on March 1, 2013, President Obama issued an Executive Order (the "Order") making certain automatic reductions to the budgetary authority in departments within the Federal government in amounts calculated by the Office of Management and Budget in a report also dated March 1, 2013 (the "OMB Report"). The OMB Report includes up to 8.7 percent reductions in the subsidy payments for six types of outstanding municipal bonds ("Direct Pay Bonds"):"

Subject to clarification and the possibility of Congressional action, this applies to all QSCB and QZAB Bonds issued after March 17, 2010 through the end of the current federal fiscal year on September 30, 2013.

For Further information, contact **Mary Nash K. Rusher** (mnrusher@hunton.com) at Hunton & Williams, Attorneys.

4) CorVel's Password Security:

The use of CorVel's CareMC Network is solely granted to DPI and LEAs through a licensed agreement. This is a reminder that CareMC passwords and user IDs are for the sole use of the authorized LEA user. Any unauthorized breach of use by an LEA will result in a violation of our licensed agreement and a breach of confidential claimant information. Please read the following license agreement pertaining to CorVel's Password Security.

Security of Passwords. User will be solely responsible for (i) selecting Authorized Users, (ii) assigning the various levels of authority and access each Authorized User may have to the CareMC Application, Online Services and Customer Data, including by determining which Authorized Users shall be Non-Restricted Users, (iii) ensuring that only Authorized Users have access to the passwords provided by CorVel or changed by Authorized Users, (iv) implementing a system to control, track and account for all passwords, (v) strictly maintaining the confidentiality and integrity of all passwords and levels of authority among Authorized Users, and (vi) ensuring that Authorized Users shall at all times comply with the terms and conditions of this Agreement. User further agrees that it shall notify CorVel immediately in writing if the security or integrity of a password has been compromised. CorVel will provide reasonable cooperation to User in the event of a security breach. Such support will include but not be limited to suspending service for passwords whose security or integrity has been violated. Passwords may be changed at any time by Authorized Users, and must be changed at least once every ninety (90) days.

If you have questions contact Eileen Townsend at 919.807.3522 or Eileen.townsend@dpi.nc.gov.

5) Web News:

The following items have been posted to the FBS website:

Planning Allotments 2013-14

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

4th Month ADM & PMR

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

FBS Directory & Org Charts

www.ncpublicschools.org/fbs/directory/

Calendar Waivers (Weather)

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

Chart of Accounts – Updated

<http://www.ncpublicschools.org/fbs/finance/reporting/coa2013>

Grade, Race, Sex Data

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

Highlights of the NC Public School Budget
www.ncpublicschools.org/fbs/resources/data/

Conference Presentations
www.ncpublicschools.org/fbs/conferences/presentations/

Graduate Data Verification Survey (GDVS)
www.ncpublicschools.org/fbs/accounting/data/

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

Charter School Applications for the 2014-15 School Year
www.ncpublicschools.org/charterschools/applications/2014-15/

Charter Conversations – Morning Meetings
www.ncpublicschools.org/charterschools/conversation/

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debby.jackson@dpi.nc.gov or 919.807.3603 and provide your name and email address.

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Newsletter No. 030-12/13, March 22, 2013

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1) Capital Facilities Survey:

All district chief finance officers and district superintendents are asked to respond to the survey regarding capital facilities, prior to close-of-business on March 26. If you did not receive an email invitation with a link to the survey, or if you have any questions, please contact Kenneth Phelps, School Planning Section, at 919.807.3561 or ken.phelps@dpi.nc.gov.

2) Medicaid Cost Reports:

All LEAs who file a Medicaid Fee-for-Service cost report for 2012 must already have the below data elements on hand in order to file their cost report.

As part of the audit process for the 2012, we will be requesting this detailed information electronically from providers in order to support the Fee-for-Service MER component. We will request this to be submitted in the form of an encrypted CD or an encrypted email to safeguard protected information.

The data elements that will be requested are for all students with an IEP/IFSP during the cost reporting period:

- LEA Number
- Student ID
- Last Name
- First Name
- Gender
- Date of Birth
- Primary Medicaid Covered Health Service in IEP/IFSP (if applicable, if no covered health service, leave blank)
- IEP/IFSP Start Date
- IEP/IFSP End Date
- Medicaid ID Number (if applicable)

For the 2013 cost reports which are due 3/1/2014, we will have a template with the above data elements for the providers to complete and they will need to submit that with their cost 2013 report.

Questions? Contact Jim Flowers, NCDHHS Division of Medical Assistance, 919.814.0011 or jim.flowers@dhhs.nc.gov.

3) Voluntary Shared Leave Reporting – New Codes:

As we told you a few weeks ago, based on General Statue 126-8.3(c), DPI is required to report the total number of days or hours of vacation leave and sick leave donated and the cost of this donated leave as well as then total number of days or hours of donated leave used and the cost of the used leave.

In August 2013, DPI will require all LEAs to respond to a survey with the following information for the 2012-13 school year (July 1, 2012 to June 30, 2013) in order for us to meet the requirements of the above general statute:

- Total number of sick leave days donated
- Total cost of sick days donated
- Total number of annual leave days donated
- Total cost of annual leave days donated
- Total number of days of donated leave used
- Total cost of donated leave used

Beginning with the 2013-14 school year, DPI has created the following three new absence reporting codes to use for tracking voluntary shared leave:

- 50 – Annual Leave Donated
- 51 – Sick Leave Donated
- 52 – Donated Leave Used

To reduce confusion, we will also be eliminating absence code 02 – Donated Shared Leave, effective July 1, 2013.

You may begin using these codes immediately; however you are not required to begin using them until July 1, 2013.

Beginning July 1, 2013, please do not use these new codes for any other purpose outside the descriptions listed above.

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

4) Planning Allotments for Instructional Supplies and Textbooks:

The School Allotments Section recently provided all LEAs with 2013-14 planning allotments. These allotments are calculated based on the General Assembly's Continuation budget, whereby the formulas are calculated based on updated data,

including the restoration of non-recurring cuts, average daily membership, and average salary.

The Governor's recommended budget did not restore 100% of the non-recurring cuts in textbooks and instructional supplies, and at the state level each is reduced by \$18,250,000 and \$28,974,043, respectively.

Therefore, although the specific cut is not stated in the recommended budget, to see the effect of the Governor's budget to your LEA, you will need to decrease textbooks by 18.45% and instructional materials by 32.37%.

If you have any questions, please contact Lydia Prude at lydia.prude@dpi.nc.gov.

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. 031-12/13, March 28, 2013

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

1) UERS Data Transfer Schedule for LEAs and Charter Schools for Fiscal Year 2012-2013:

The UERS Data Transfer for March 2013 is due by Tuesday, April 2, 2013. The UERS Data Transfer Schedule for LEAs and Charter schools for Fiscal Year 2012-2013 is located on the Financial and Business Services website on the Financial Reporting page: www.ncpublicschools.org/fbs/finance/reporting/.

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

2) Salaries Recalculated – Audit Exceptions Possible:

The Salary System programmers have recalculated salaries according to the held harmless rules which may create audit exceptions that need to be addressed. Please note that the only year they are able to assign a corrected salary to is the current year (FY13). It is possible that this will cause the employee to have been paid incorrectly in previous years, which will need to be refunded. Please understand your audit exceptions and look closely at previous years.

The Salary Analysts are also aware that some vouchers that previously were certified, are no longer certified. Please email Sue Holly at susan.holly@dpi.nc.gov or Tiandra Alli at Tiandra.alli@dpi.nc.gov with any questions regarding salaries and audit exceptions.

3) College Scholarship for Transportation Employees' Children:

Information about the scholarship for high school seniors is now posted at www.ncbussafety.org under "NEW TO WEB SITE". ONE \$2500 scholarship will be awarded in North Carolina by the Southeastern States Pupil Transportation Conference.

If you have questions contact derek.graham@dpi.nc.gov.

4) Web News:

The following items have been posted to the FBS website:

Facts & Figures 2012-13

www.ncpublicschools.org/fbs/resources/data/

Allotments: ADM History

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

Allotments: Technology Fund

www.ncpublicschools.org/fbs/allotments/state/

Allotments: NCVPS Final Enrollment by LEA

www.ncpublicschools.org/fbs/allotments/ncvps/

Licensure: RALCs – LEAs Served and Contact Information

www.ncpublicschools.org/licensure/lateral/ralc/

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

Best Practices – Student Attrition

www.ncpublicschools.org/charterschools/best/

Advisory Council Meeting

www.ncpublicschools.org/charterschools/council/

OCS Staff Directory

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. 032-12/13, April 12, 2013

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

1) ADDITIONAL TRANSPORTATION ALLOTMENT:

In recognition of the shortfall caused by high fuel prices, Governor McCrory, through the Office of State Budget and Management, approved a DPI request to allocate additional funds in PRC 56. A \$7.3 million allotment for LEAs was processed this week as part of Revision #28 to take the fuel allocation to \$3.06 per gallon – an increase of 27 cents. An additional allotment for Charter Schools that reported running school buses is forthcoming, along with (possibly) more for LEAs pending updated fuel shortage projections in May. For more information contact Derek.Graham@dpi.nc.gov.

2) ALLOTMENT OF INDIAN GAMING EDUCATION REVENUE FUNDS:***Background:***

In June 2012 Senate Bill 582 was approved to authorize the lawful activity of additional Class III games on Indian lands and to create the Indian Gaming Education Revenue Fund. This Bill resulted from an Amended & Restated Tribal Gaming Compact between the Eastern Band of Cherokee Indians and the State of North Carolina. Section 1 of Senate Bill 582 states that funds received in the Indian Gaming Education Revenue Fund to be allotted to LEAs, charter schools, and regional schools on the basis of average daily membership. These funds are non-reverting and can only be expended for classroom teachers, teacher assistants, classroom materials and supplies, or textbooks.

Senate Bill 582 and Tribal Compact information can be found at:

www.ncleg.net/Sessions/2011/Bills/Senate/PDF/S582v5.pdf

www.wral.com/asset/news/state/nccapitol/2012/06/01/11162674/Tribal_Compact_052312.pdf

Allotments and Cash Requests:

The PRC number assigned to the Indian Gaming Revenue funds is "025". Allotments for Indian Gaming funds will be included in the April 24, 2013 allotment revision. After this revision you may request these funds in the Cash Management System. Requests are made using the State Fund request screen "US". The space for entering requests

for Indian Gaming funds will be at the bottom of the screen. Indian Gaming funds will be zeroed out each month.

If you have questions regarding the allotment or the cash management request of these funds, please contact Lydia Prude at 919.218.6416 or Sarah Harris at 919.807.3636.

3) Web News:

The following items have been posted to the FBS website:

5th Month ADM and PMR Data

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

Federal Grants Available through DPI

www.ncpublicschools.org/fbs/finance/federal/

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

Advisory Council Schedule of Application Reviews

www.ncpublicschools.org/charterschools/council/

Advisory Council Agendas for April & May

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. 033-12/13, April 19, 2013

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

1) Additional Fuel Funding for LEAs and Charter Schools:

As previously reported, LEAs received an additional allotment to increase the per-gallon funding for diesel fuel to \$3.06. Additional analysis will be conducted in the coming weeks to determine the level of any May, 2013 allotment. Meanwhile, Charter Schools that reported operating school buses are being surveyed for expenditures and gallons-of-fuel data so that they, too, can receive funding approved by the Governor's Office.

Questions should be directed to derek.graham@dpi.nc.gov.

2) Salary Reminder:

As year-end approaches, please review your salary audit exception list. If there are exceptions due to an educational level not certifying correctly (i.e. Form G Approval) please submit the necessary forms to DPI Licensure as soon as possible to ensure ample time for them to process these requests before the end of the year.

If you have any questions about salary audit exceptions please contact Sue Holly at susan.holly@dpi.nc.gov or Tiandra Alli at tiandra.alli@dpi.nc.gov.

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. 034-12/13, April 26, 2013

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

1) Additional Fuel Funding for LEAs and Charter Schools:

As previously reported, LEAs received an additional allotment to increase the per-gallon funding for diesel fuel to \$3.06. Additional analysis will be conducted in the coming weeks to determine the level of any May, 2013 allotment. Meanwhile, Charter Schools that reported operating school buses are being surveyed for expenditures and gallons-of-fuel data so that they, too, can receive funding approved by the Governor's Office. Questions should be directed to derek.graham@dpi.nc.gov.

2) Qualified Zone Academy Bond (QZAB):

The Federal Government has continued the Qualified Zone Academy Bond (QZAB) program. This program allows LEAs to issue bonds for renovation (only) of existing school buildings where they can provide a 10% monetary or *in-kind* match of funds from a local entity and there is a reasonable expectation of at least 35% participation in a free or reduced price lunch program at that school. Bonds can be almost interest free, the federal government will reimburse the LEA for up to 91.3% of the interest on the bonds. This program has been used many times in the past with great success. North Carolina currently has an allocation authority of \$36,314,000. Funds can be applied for at any time in any amount. For more information go to www.schoolclearinghouse.org and click on QZAB or contact Mr. Johnny Clark at 919.807.3566.

3) UERS Data Transfer for LEAs and Charter Schools:

The UERS Data Transfer for April 2013 is due by **Monday, May 6, 2013**.

The UERS Data Transfer Schedule for LEAs and Charter schools for Fiscal Year 2012-2013 is located on the Financial and Business Services website on the Financial Reporting page: www.ncpublicschools.org/fbs/finance/reporting/.

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

4) FY 13 Federal Planning Allotments:

The FY 13 Federal Planning Allotments will be released around the first weeks of May 2013 for the Federal Grants with complete information. Please contact School Allotments if you have any questions at 919.807.3739.

5) School Allotments Changes:

Please submit all ABC transfers to Angela McNeill by fax 919.807.3723 or email to Angela.McNeill@dpi.nc.gov until May 31, 2013. If you have any questions concerning your ABC Transfer, please direct those to Angela McNeill as well at 919.807.3739. Remember May 31, 2013 is the last day to submit ABC Transfers for FY 12-13.

Please contact Lydia Prude at Lydia.Prude@dpi.nc.gov or 919.218.6416 if you are a Charter School with an allotment question or an LEA with a Charter School question until June 1, 2013.

6) Driver's Training (012):

We will not be able to process any additional funding requests for Driver's Training due to insufficient funds released early. If you have any questions, please contact School Allotments at 919.807.3739.

7) Datafile Contact Survey (LEAs and Charter Schools):

We have had approximately 90 LEAs and the Regional School complete the survey for datafile financial contacts. If you are one of these LEAs that have submitted your datafile financial contact information, thank you very much. If you have not done so yet, please do so at this [survey](#) before May 1. If you have any questions, please contact Andrew Cox at andrew.cox@dpi.nc.gov.

8) New Teacher Orientation Salary Audit Exceptions:

Salary administration is aware of the audit exceptions for new teacher orientation (obj. 125). Due to the re-calculation of salaries for the current year, you may see audit exceptions on individuals with object code 125 that had been certified previously. Analysts are in the process of manually re-certifying new teacher orientation, LEA by LEA. Those audit exceptions remaining after re-certification is complete will need to be refunded by local funds. We ask for your patience and consideration as it relates to object 125 on your audit exception list. If you have any questions please contact Sue Holly at susan.holly@dpi.nc.gov or Tiandra Alli at tiandra.alli@dpi.nc.gov.

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. 035-12/13, May 3, 2013

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

1) Change to Leave policy to reflect legislation:

The following message was sent to the Personnel Administrators and affects non instructional personnel use of annual leave:

On April 3-4 2012, proposed changes were recommended to the State Board of Education (SBE) to: (1) adopt the changes to the State Benefits Manual in Section 3.1.3(d) consistent with the changes in Session Law 2012-145 (HB 950, Section 7.14) and (2) initiate the repeal of 16 NCAC 06C.0401 which is outdated and obsolete.

The legislature amended the law permitting instructional employees who require substitutes and work 11 or 12 months in year-round schools to use annual vacation leave on days students are in attendance with prior approval of the principal if permitted by local board policy. The Benefits and Employment Policy Manual 3.1.3(d) will be updated to reflect recent changes in the law, Section 3.1.3(d). Since the current policy prohibits the use of annual vacation leave by only one group of non-instructional personnel (bus drivers) which is unsupported by law, we are making corrections to the policy by removing restrictions on the use of vacation while students are in school for bus drivers.

Attached are the documents presented and approved by the State Board of Education:

- Executive Summary
- Policy Reflecting Changes
- Repeal of Policy 16 NCAC 06C.0401

Please refer to attached documents until the manual is updated. If you should have questions, contact Joan Crump at 919.807.3366 or email: joan.crump@dpi.nc.gov.

2) UERS Data Transfer for LEAs and Charter Schools:

The UERS Data Transfer for April 2013 is due by **Monday, May 6, 2013**.

The UERS Data Transfer Schedule for LEAs and Charter schools for Fiscal Year 2012-2013 is located on the Financial and Business Services website on the Financial Reporting page: www.ncpublicschools.org/fbs/finance/reporting/.

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

3) Days Missed for Inclement Weather Survey:

All LEAs are required by Legislation to complete the Days Missed Survey for school year 2012-2013. Please complete the online survey and submit by **June 14, 2013**. The survey can be found at the following link: www.surveymonkey.com/s/KGC85H9 or on the Financial Business Services website at 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 or 919.807.3757.

4) Cash Management Monitoring System (CMMS) Subscriptions:

As referenced in the communication sent to all Finance Officers on March 28th, the CMMS was developed in response to a federal audit finding. CMMS was developed as a tool to assist LEAs with monitoring cash management compliance pursuant to the Three Day Rule, also known as the CMIA (Cash Management Improvement Act) and the NC Treasury State Agreement (TSA). Subscribing to the Cash Management Monitoring System allows users to view cash and expenditure activity, ending cash balances and any out of compliance amounts. To date, we have had approximately 57 LEAs subscribe to the Cash Management Monitoring System (CMMS). If you are one of the LEAs that have subscribed, I hope you are finding the reports helpful in assessing your cash management. The federal auditors are expecting a 100% subscription so if your LEA does not have a subscriber, please use the attached instructions to subscribe before May 15. If you have any questions, please contact Karen Frazier at Karen.Frazier@dpi.nc.gov or Stephanie English at Stephanie.English@dpi.nc.gov.

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

Please review the attached memorandum from Sherry Thomas, Interim Director, Exceptional Children Division in reference to Coordinated Early Intervening Services (CEIS) Permissive Use. Please contact Sherry Thomas if you have questions at 919.807.3992 or sherry.thomas@dpi.nc.gov.

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.

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. 036-12/13, May 10, 2013

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

1) FINAL TRANSPORTATION (FUEL) ALLOTMENT:

In recognition of the shortfall caused by high fuel prices, Governor McCrory, through the Office of State Budget and Management, approved a DPI request to allocate additional funds in PRC 56. A \$4 million allotment for LEAs will be processed May 22 as part of Revision #31 to take the fuel allocation to \$3.21 per gallon - an increase of 15 cents. Revision #31 will also include an allotment for Charter Schools that reported running school buses in the amount of 42 cents per gallon (the same as other LEAs combining the current allotment with the Revision #28 allotment for fuel). This is the final fuel allotment for the fiscal year.

For more information contact Derek.Graham@dpi.nc.gov.

2) School Allotments FY 12-13 Year end reminders:

- ABC Transfer Request - May 31, 2013 is the last day to submit an ABC Transfer Request for FY 12-13. Please remember to send your request to Angela McNeill by fax to 919.807.3723 or email to Angela.McNeill@dpi.nc.gov.
- Other Allotment Revision Requests - June 5, 2013 is the last day to submit approvals, additional allocation requests, or allotment adjustments for FY 12-13.
- 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 5, 2013.

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

3) Special Small School Request:

The Special Small School request form and instructions for FY 2013-14 is on our website at www.ncpublicschools.org/fbs/allotments/forms/. We are requesting that this form be turned in by June 10, 2013. Funding for these positions is dependent upon final action by the General Assembly.

If you have any questions, please contact Susan Charlton, School Allotments at 919.807.3750 or 919.807.3739.

4) FY 13-14 Federal Planning Allotments:

The School Allotments section is uploading the Federal Planning allotments today, May 10, 2013. Federal Planning reports will be available on Monday, May 13, 2013, after 4:00 pm. BAAS will also be updated on Monday. The Federal Planning Allotments include adjustments for sequestration. Remember, these are estimates for planning purposes and the amounts will change when the Final Federal Grants are received and the new Charter Schools are added to the calculations.

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

5) Financial and Business Services Summer Conference:

Please review the attached letter for information about our 2013 Financial and Business Services Conference or go to www.ncpublicschools.org/fbs/conferences/.

If you have questions please contact Alexis Schauss or Doris McCain at 919.807.3700.

6) Web News:

The following items have been posted to the FBS website:

Allotments - Small School Application Form
www.ncpublicschools.org/fbs/allotments/forms/

Data Transfer Schedule - Updated for LEAs & Charter Schools
www.ncpublicschools.org/fbs/finance/reporting/

Datafile Contacts - Posted for LEAs, Regional School & Charter Schools
www.ncpublicschools.org/fbs/finance/reporting/

6th Month ADM and PMR Data
www.ncpublicschools.org/fbs/accounting/data/

Days Missed for Inclement Weather - Survey for LEAs & Charter Schools
www.ncpublicschools.org/fbs/

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

Rubrics & Impact Statements for 2014-15 Applications
www.ncpublicschools.org/charterschools/applications/2014-15/

Advisory Council Meeting Info
www.ncpublicschools.org/charterschools/council/

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. 037-12/13, May 17, 2013

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

1) LEAs Closing Procedures for Fiscal Year 2012-13:

Attached you will find the LEA closing procedures for Fiscal Year 2012-2013. If you have questions about the closing procedures, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov.

2) Paid Lunch Equity Requirement in the Child Nutrition Program:

As you may recall, Section 205 of the Healthy Hunger-Free Kids Act requires LEAs to increase student paid meal prices to more closely align to the free reimbursement rate of \$2.88. This means any district whose paid meal prices are below \$2.59 (averaged across elementary, middle and high school) must raise meals prices gradually to reach the target of \$2.88.

Many LEAs have expressed concern that they are required to raise meal prices despite a healthy net operating balance. In response to these concerns, the US Department of Agriculture has issued guidance to allow for flexibility in making paid meal price adjustments under specific conditions; the USDA Policy Memorandum describing these flexibilities is attached for your review.

Specifically, the policy addresses two new flexibilities SFAs may use when implementing the paid lunch equity requirement for the 2013-2014 school year. The areas of flexibility pertain to (A) expanded sources of non-Federal funds and (B) the SFA's financial position.

(A) Sources of Non-Federal Funds

The FNS definition of non-Federal funds has now been expanded to include the following:

- Per-meal non-Federal reimbursement for any paid meal (breakfast, lunch, etc);
- Any funds provided by organizations for any paid meal; and
- Any proportion attributable to paid meals from direct payments made from school district funds to support lunch service.

While the definition of non-Federal funds has been expanded at the national level, the Child Nutrition Services Section is currently unaware of any funding source in North Carolina that meets the new definition. If the LEA believes it

currently receives funds that qualify under the new definition of non-Federal funds, please submit a written communication to the Child Nutrition Services Section clearly identifying the source of funds and provide a detailed description indicating how these funds meet one of the three criterion listed above.

The communication should be in the form of a formal letter from the LEA's Child Nutrition Director to Janet Johnson, Assistant Chief, Financial and Data Management. Please submit the request electronically to Janet.williamsjohnson@dpi.nc.gov. The section will notify the SFA, in writing, as to whether the funds may be considered as allowable non-Federal funds.

(B) SFA Financial Position

The policy memo further stipulates that any SFA that has more than three months operating balance may request an exemption from the paid lunch equity for the 2013-2014 school year. In order for the section to grant the exemption, the SFA must be certified as meeting the meal pattern requirements and provide sufficient documentation that the excess funding is not needed to address deficiencies in Program operations.

In order for the Child Nutrition Services Section to consider an exemption, a formal request must be submitted by the Child Nutrition Administrator along with a copy of the March, 2013 Financial Form. Both the letter and the form should be sent via electronic mail to Janet Johnson, Assistant Chief, Financial and Data Management, at janet.williamsjohnson@dpi.nc.gov. Please be sure to provide documentation that clearly indicates the excess funding is above and beyond what is needed to address any known deficiencies in Program operations. The section will then determine whether an exemption may be granted. The section will notify the SFA, in writing, within ten days of receipt of the written request.

We believe this is an important "first step" towards addressing many of the challenges posed by the requirement for paid lunch equity and encourage you to continue to keep the section informed about the additional challenges posed by this requirement.

Child Nutrition Administrators have been made aware of this flexibility and the USDA Policy Memo. To date, the following LEAs have received exemptions:

Randolph County Schools
Hickory City Schools
Brunswick County Schools
Clay County Schools
Davidson County Schools
Edgecombe County Schools
Nash/Rocky Mount Schools

If you think your LEA may qualify for an exemption, please coordinate with the LEA's Child Nutrition Administrator to prepare the required documentation. If we may be of further assistance to you or the Child Nutrition Administrator in sorting through the options, please contact Janet Johnson at janet.williamsjohnson@dpi.nc.gov or lynn.harvey@dpi.nc.gov.

3) Reminder to Monitor Administration Expenditures:

Four Federal PRCs [Vocational Education (017), 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 in the Monitoring & Compliance Section if you have questions.

4) Healthcare Reform:

As more provisions of the Patient Protection and Affordable Care Act (ACA) come online, the NC State Health Plan has created a site to keep the State business units apprised of the changes required by ACA. You can find that information at www.shpnc.org/HBR-Update/february-2013/health-care-reform.aspx. The latest updates may be useful for you in determining which employees should be consider "full-time" per ACA to avoid incurring any penalties.

5) Data Transfer Schedule for LEAs and Charter Schools:

The UERS Data Transfer for May 2013 is due by **Tuesday, June 4, 2013**. The UERS Data Transfer Schedule for LEAs and Charter schools for Fiscal Year 2012-2013 is located on the Financial and Business Services website on the Financial Reporting page: www.ncpublicschools.org/fbs/finance/reporting/.

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

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.

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. 038-12/13, May 28, 2013

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

1) UERS Data Transfer Schedule for LEAs and Charter Schools:

The UERS Data Transfer for May 2013 is due by **Tuesday, June 4, 2013**. The UERS Data Transfer Schedule for LEAs and Charter schools for Fiscal Year 2012-2013 is located on the Financial and Business Services website on the Financial Reporting page: www.ncpublicschools.org/fbs/finance/reporting/.

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

2) Changes to Unemployment Insurance Law - House Bill 4:

Attached is the PDF of HB4 for your review; memo from Dale R. Folwell, Assistant Secretary, details and highlights the changes to law; and information on how to access online quarterly report filings. Please review this information and if you have questions contact Eileen Townsend at Eileen.townsend@dpi.nc.gov.

3) Educational Directory and Demographical Information Exchange (EDDIE) Update for 2013-14:

The attached memo is provided for your information. This memo has been sent to your Superintendent. If you have any information to update in EDDIE please have your EDDIE user to do so between July 1 and August 8, 2013. If you have questions contact Nicola Lefler at Nicola.lefler@dpi.nc.gov or 919.807.3615.

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.

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. 039-12/13, May 31, 2013

Philip Price
CFO/CIO
Department of Public Instruction
6326 Mail Service Center
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Email: Philip.Price@dpi.nc.gov

1) ABC Transfers:

Today, May 31, 2013, is the last day to submit ABC Transfer forms for processing in FY 12-13. Please email the ABC Transfer forms to Angela McNeill at angela.mcneill@dpi.nc.gov or fax your form to the attention of Angela McNeill to 919.807.3723. If you have any questions, please contact the Angela McNeill, School Allotments, at 919.807.3739.

2) UERS Data Transfer Schedule for LEAs and Charter Schools:

The UERS Data Transfer for May 2013 is due by **Tuesday, June 4, 2013**. The UERS Data Transfer Schedule for LEAs and Charter schools for Fiscal Year 2012-2013 is located on the Financial and Business Services website on the Financial Reporting page: www.ncpublicschools.org/fbs/finance/reporting/.

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

3) FY 2013 Close Out Deadlines (LEAs and Charter Schools):

- UERS Data files, including MFR files, must be ready for transmission by June 30, 2013 (midnight).
- All Installment Accruals (LEAs) must be ready for transmission by June 30, 2013 (midnight).
- DPI will begin pulling data at 12:01 a.m. Monday, July 1, 2013.

4) FY 2013 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 12-13 (June 30, 2013), School Business cannot key manual 202s for FY 12-13. Please send your current manual 202s for

corrections to Roxane Bernard at roxane.bernard@dpi.nc.gov or Richard Smith at 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 (PRC 130) (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 or Richard Smith at 919.807.3729 or richard.smith@dpi.nc.gov.

5) 2013 Year-End Salary Reminders:

- Beginning June 17, 2013, 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 Approval Requests have been submitted to Licensure no later than June 6, 2013. Licensure will then be able to process them before June 30.
- Please send all IPC changes through BUD. The salary analysts are happy to assist as much as possible, but the number of requests to change voucher information has become overwhelming, especially when you can make most changes 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 (UTR or REF) 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.

Please remember to submit to Tiandra and Sue the contact names/numbers of those employees that will be available on July 1 and 2 should DPI need to contact your LEA during the close-out process.

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.

6) Request for Additional Projected NCVPS Enrollments for 2013-2014:

The estimated number of enrollments in the North Carolina Virtual Public School available to each LEA or charter school for 2013-2014 is determined using a statistical projection based on individual LEA and charter school historical enrollments from 2007 through 2013. Preliminary projections for school districts and charter schools are available as a download at www.ncvps.org/wp-content/uploads/2013/05/NCVPS_Projections_FY13_14final_v6.xlsx.

Until June 21, 2013, Superintendents or their designees may request additional enrollments by completing an online at <https://docs.google.com/a/ncpublicschools.gov/spreadsheet/viewform?formkey=dGVTU1VycUFRMm82MXBJSXISQXJDY0E6MQ#gid=0>. Funds taken for additional enrollments that are not used will be refunded in March 2014. If you have questions, please contact John Brim at john.brim@ncpublicschools.gov.

7) Web News:

The following items have been posted to the FBS website:

Budget Information for 2013-14

www.ncpublicschools.org/fbs/budget/

Federal Planning Allotments for LEAs

www.ncpublicschools.org/fbs/allotments/federal/

Allotments - School Technology Fund

www.ncpublicschools.org/fbs/allotments/state/

Allotments - Children with Disabilities Head Count Transfer Form

www.ncpublicschools.org/fbs/allotments/forms/

Data Transfer Schedule for 2013-14

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

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

Advisory Council Meeting Info Updated

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. 040-12/13, June 7, 2013

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

1) Budget Documents - House Appropriations Subcommittee on Education:

Following is a link to the Subcommittee budget documents:

www.ncleg.net/gascripts/DocumentSites/browseDocSite.asp?nID=101&sFolderName=\2013 Session\06-07-2013 Meeting

These documents do not include any amendments that may affect the final product.

2) Data Transfer Schedule for LEAs and Charter Schools:

The UERS Data Transfer for June 2013 is due by **Sunday, June 30, 2013**. The UERS Data Transfer Schedule for LEAs and Charter schools for Fiscal Year 2012-2013 is located on the Financial and Business Services website on the Financial Reporting page:

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

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

3) FY 2013 Close Out Deadlines (LEAs and Charter Schools):

- UERS Data files, including MFR files, must be ready for transmission by June 30, 2013 (midnight)
- All Installment Accruals (LEAs) must be ready for transmission by June 30, 2013 (midnight)
- DPI will begin pulling data at 12:01 a.m. Monday, July 1, 2013.

4) FY 2013 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 12-13 (June 30, 2013), School Business cannot key manual 202s for FY 12-13. Please send your current manual 202s for corrections to

Roxane Bernard at roxane.bernard@dpi.nc.gov or Richard Smith at richard.smith@dpi.nc.gov.

- b) If you currently have overages (YTD Expenditures greater than your Current Year Allotment) within your state and federal PRCs, this is the time to reduce your expenditures before we close FY 12-13. Please review your latest May 2013 monthly reports when they become available.
- c) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- d) Cannot record expenditures within the BUD system for State Textbooks (PRC 130) (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 or Richard Smith at 919.807.3729 or richard.smith@dpi.nc.gov.

5) **2013 Year-End Salary Reminders:**

- Beginning June 17, 2013, 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.
- **Please send all IPC changes through BUD. The salary analysts are happy to assist as much as possible, but the number of requests to change voucher information has become overwhelming, especially when you can make most changes 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 (UTR or REF) 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.
- **Please remember to submit to Tiandra and Sue the contact names/numbers of those employees who will be available on July 1 and 2 should DPI need to contact your LEA during the close-out process.**

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.

6) New Requirements for Local Governments Funding Unemployment Benefits:

Please read the attached Unemployment memo from Sharon Edmundson, Director, Fiscal Management. Memo highlights the changes in unemployment benefits and financing, including the changes that will affect local education agencies. Much of this information has already been passed onto LEAs through emails, meetings and presentations from DPI.

This memo articulates the process of collecting the unemployment benefits. Please note: Beginning January 2014, the calculation of taxable wage base is expected to increase to \$21,400. (Currently \$20,900 in 2013.)

Additionally, school payroll staff will need to carefully monitor staff as there are generally new employees in school systems at the beginning of the school year, which generally occur in the third calendar quarter of the payroll year. This will affect your quarterly unemployment benefits.

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

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.

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. 041-12/13, June 14, 2013

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

1) Updated House Budget Information:

The Budget Comparison and the Summary of Special Provisions have been updated to reflect some late amendments. Specifically, changes were made to the Small County Supplement funding provision delaying formula changes to 2014-15. These documents can be found at www.ncpublicschools.org/fbs/budget/.

2) Clarification Regarding RttT Expenditures for Meetings/Workshops:

A number of those planning and managing Race to the Top activities in the field have requested clarification around a recent memorandum distributed by the U.S. Department of Education. The memo regards use of RttT funds to pay for food associated with meetings and workshops.

The attached document reiterates the official NCDPI guidance on this topic. Please note that the NCDPI guidance is consistent with what we have shared with you in the past; the federal regulations underlying the guidance have not changed.

Please contact Eric Thanos, RttT Project Coordinator, Eric.Thanos@dpi.nc.gov, or 919.807.3705 with any questions you might have.

3) Data Transfer Schedule for LEAs and Charter Schools:

The UERS Data Transfer for June 2013 is due by **Sunday, June 30, 2013**. The UERS Data Transfer Schedule for LEAs and Charter schools for Fiscal Year 2012-2013 is located on the Financial and Business Services website on the Financial Reporting page: www.ncpublicschools.org/fbs/finance/reporting/.

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

4) FY 2013 Close Out Deadlines (LEAs and Charter Schools):

- UERS Data files, including MFR files, must be ready for transmission by June 30, 2013 (midnight)
- All Installment Accruals (LEAs) must be ready for transmission by June 30, 2013 (midnight)
- DPI will begin pulling data at 12:01 a.m. Monday, July 1, 2013.

5) FY 2013 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 12-13 (June 30, 2013), School Business cannot key manual 202s for FY 12-13. Please send your current manual 202s for corrections to Roxane Bernard at roxane.bernard@dpi.nc.gov or Richard Smith at richard.smith@dpi.nc.gov.
- b) If you currently have overages (YTD Expenditures greater than your Current Year Allotment) within your state and federal PRCs, this is the time to reduce your expenditures before we close FY 12-13. Please review your latest May 2013 monthly reports.
- c) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- d) Cannot record expenditures within the BUD system for State Textbooks (PRC 130) (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 or Richard Smith at 919-807-3729 or richard.smith@dpi.nc.gov.

6) 2013 Year-End Salary Reminders:

- Beginning June 17, 2013, 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.
- **Please send all IPC changes through BUD. The salary analysts are happy to assist as much as possible, but the number of requests to change voucher information has become overwhelming, especially when you can make most changes 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 (UTR or REF) 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.
- **Please remember to submit to Tiandra and Sue the contact names/numbers of those employees who will be available on July 1 and 2 should DPI need to contact your LEA during the close-out process.**

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.

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.

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. 042-12/13, June 21, 2013

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

1) Closed PRCs BUD Transactions:

Some LEAs are trying to code BUD transactions to closed federal PRCs (023, 044, 048, 053, 065, 107, 141, 142, 146, 147, 151 and 155). If a PRC is closed, no more BUD transactions are allowed to post to DPI's general ledger. If you are refunding funds, please submit a check and a paper 202 to DPI.

If you have any questions, please contact Roxane Bernard at 919.807.3725 or email roxane.bernard@dpi.nc.gov or contact Richard Smith at 919.807.3729 or email richard.smith@dpi.nc.gov.

2) Data Transfer Schedule for LEAs and Charter:

The UERS Data Transfer for June 2013 is due by **Sunday, June 30, 2013**. The UERS Data Transfer Schedule for LEAs and Charter schools for Fiscal Year 2012-2013 is located on the Financial and Business Services website on the Financial Reporting page: www.ncpublicschools.org/fbs/finance/reporting/.

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

3) FY 2013 Close Out Deadlines (LEAs and Charter Schools):

- UERS Data files, including MFR files, must be ready for transmission by June 30, 2013 (midnight)
- All Installment Accruals (LEAs) must be ready for transmission by June 30, 2013 (midnight)
- DPI will begin pulling data at 12:01 a.m. Monday, July 1, 2013.

4) FY 2013 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 12-13 (June 30, 2013), School Business cannot key manual 202s for FY 12-13. Please send your current manual 202s for corrections to Roxane Bernard at roxane.bernard@dpi.nc.gov or Richard Smith at richard.smith@dpi.nc.gov.
- b) If you currently have overages (YTD Expenditures greater than your Current Year Allotment) within your state and federal PRCs, this is the time to reduce your expenditures before we close FY 12-13. Please review your latest May 2013 monthly reports.
- c) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- d) Cannot record expenditures within the BUD system for State Textbooks (PRC 130) (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 email roxane.bernard@dpi.nc.gov or contact Richard Smith at 919.807.3729 or email richard.smith@dpi.nc.gov.

5) Timeline for FINAL BUD batches for 2012-13 – LEAs ONLY!:

Please read this statement completely.

The deadline for submitting FY 2012-13 BUD batches is midnight Sunday, June 30, 2013. DPI will process those batches on July 1 and communications will be sent at 3:30 p.m. the same day. LEAs can run SURF after 3:45 p.m. to manually receive the communication forms or they will automatically be received the following morning at 6:00 a.m. Salary vouchers for June will be loaded beginning the night of July 1. DPI will pull any BUD batches that were on hold pending completion of the voucher load on Wednesday, July 3 for normal processing and communications will be sent at 3:30 p.m. Please run SURF to receive these communication forms after 3:45 p.m.

A file to allow sending batches after the June 30 deadline will be sent to all LEAs on Wednesday afternoon before 3:30 p.m. so that it will be pulled in when you run SURF. LEAs will then have from Wednesday afternoon, July 3 after 3:45 p.m. until Friday, July 5 at 10:00 a.m. to correct errors from the June payroll load **and** submit any other FY 2012-13 clean up batches. DPI will process these batches on Friday, July 5 beginning at 10:00 a.m. Please adhere to this deadline as any batches sent after the cutoff time of 10:00 a.m. **will not** be processed.

The Salary Analysts will correct as many batches as they can, but may need to contact you if they have questions. The contact information you previously provided to Sue

Holly and Tiandra Alli will be used for any questions regarding batch correction on July 5. If the analysts are not able to get in contact with someone at your LEA during this window of correction, you will **NOT** be given another opportunity to submit batches. Final communication forms for FY 2012-13 will be sent at 3:30 p.m. on Friday, July 5.

Thank you for helping us meet our deadlines for closing out the year in a timely manner. If you have any questions regarding these instructions, please contact Andrew Cox at Andrew.cox@dpi.nc.gov or 919.807.3708.

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. 043-12/13, June 28, 2013

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

(1) Continuing Resolution:

A full Appropriations Bill will not be passed by July 1st, therefore the General Assembly passed HB336 providing a continuing resolution. This bill authorizes the Office of State Budget and Management to continue operating at a level not to exceed 95% of the authorized 2012-13 expenditure level. The full bill can be found at www.ncleg.net/Sessions/2013/Bills/House/PDF/H336v4.pdf (the Governor signed HB336 on June 26.)

This bill expires on July 31st

Based on the language the **LEAs:**

- Are authorized to expend up to 95% of the 2012-13 final allotments.
- Calculate benefits at the 2012-13 levels.
- May not provide any salary increases.

Based on this language the continuing **Charter Schools:**

- Will receive an allotment of 95% of their 2012-13 final total state base allotment including exceptional children headcount funds.
- One third of this amount will be available in the authority to draw.
- Although the allotment is one third of 2012-13 total, the continuing resolution is intended to cover only one month.

New Charter Schools Opening 2013-14:

- As there is no history for charter schools opening in 2013-14, School Business is requesting guidance from the General Assembly staff on the funding levels. Specific information will be provided next week.

Note the following:

- The amount provides a funding source until July 31st. It is not calculated using any current year information and should not be used as a basis to calculate 2013-14 allotments.
- The amount provided does not account for increases in average daily membership, benefit changes, reductions or increases.

If you have questions, please contact Alexis Schauss, Director of School Business, at alexis.schauss@dpi.nc.gov.

(2) Closed PRCs BUD Transactions:

Some LEAs are trying to code BUD transactions to closed federal PRCs (023, 044, 048, 053, 065, 107, 141, 142, 146, 147, 151 and 155). If a PRC is closed, no more BUD transactions are allowed to post to DPI's general ledger. If you are refunding funds, please submit a check and a paper 202 to DPI.

If you have any questions, please contact Roxane Bernard at 919.807.3725 or email roxane.bernard@dpi.nc.gov or Richard Smith at 919.807.3729 or email richard.smith@dpi.nc.gov.

(3) Data Transfer Schedule for LEAs and Charter Schools:

The UERS Data Transfer for June 2013 is due by Sunday, **June 30, 2013**. The UERS Data Transfer Schedule for LEAs and Charter schools for Fiscal Year 2012-2013 is located on the Financial and Business Services website on the Financial Reporting page: www.ncpublicschools.org/fbs/finance/reporting/

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

(4) FY 2013 Close Out Deadlines (LEAs and Charter Schools):

- UERS Data files, including MFR files, must be ready for transmission by June 30, 2013 (midnight)
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- DPI will begin pulling data at 12:01 a.m. Monday, July 1, 2013.

(5) FY 2013 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 12-13 (June 30, 2013), School Business cannot key manual 202s for FY 12-13. Please send your current manual 202s for corrections to Roxane Bernard at roxane.bernard@dpi.nc.gov or Richard Smith at richard.smith@dpi.nc.gov.
- b) If you currently have overages (YTD Expenditures greater than your Current Year Allotment) within your state and federal PRCs, this is the time to reduce your expenditures before we close FY 12-13. Please review your latest May 2013 monthly reports.
- c) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- d) Cannot record expenditures within the BUD system for State Textbooks (PRC 130) (1-5110-130-412). Your LEA will need to record your State Textbook expenditures through journal entries.

- e) Any minor differences between the actual installment payment and the accrual reversal remaining in the current year expenditure code on your general ledger should be moved by journal entry (not in the BUD system) to the installment collapse codes: 1-5110-001-120, 1-5110-001-210, and 1-5110-001-220.

If you have any questions, please contact Roxane Bernard at 919.807.3725 or email roxane.bernard@dpi.nc.gov or Richard Smith at 919.807.3729 or email richard.smith@dpi.nc.gov.

(6) UPDATED - Timeline for FINAL BUD batches for 2012-13 - (LEAs ONLY):

Please read this statement completely.

The deadline for submitting FY 2012-13 BUD batches is midnight Sunday, June 30, 2013. DPI will process those batches on July 1 and communications will be sent at 3:30 p.m. the same day. LEAs can run SURF after 3:45 p.m. to manually receive the communication forms or they will automatically be received the following morning at 6:00 a.m. Salary vouchers for June will be loaded beginning the night of July 1. DPI will pull any BUD batches that were on hold pending completion of the voucher load on Wednesday, July 3 for normal processing and communications will be sent at 3:30 p.m. Please run SURF to receive these communication forms after 3:45 p.m.

A file to allow sending batches after the June 30 deadline will be sent to all LEAs on Wednesday afternoon before 3:30 p.m. so that it will be pulled in when you run SURF. LEAs will then have from Wednesday afternoon, July 3 after 3:45 p.m. until Friday, July 5 at 10:00 a.m. to correct errors from the June payroll load and submit any other FY 2012-13 clean up batches. DPI will process these batches on Friday, July 5 beginning at 10:00 a.m. Please adhere to this deadline as any batches sent after the cutoff time of 10:00 a.m. will not be processed.

The Salary Analysts will correct as many batches as they can, but may need to contact you if they have questions. The contact information you previously provided to Sue Holly and Tiandra Alli will be used for any questions regarding batch correction on July 5. If you have not supplied BUD contact information to Sue and Tiandra, please do so as soon as you read this. If the analysts are not able to get in contact with someone at your LEA during this window of correction, you will NOT be given another opportunity to submit BUD batches. Final communication forms for FY 2012-13 will be sent at 3:30 p.m. on Friday, July 5.

Thank you for helping us meet our deadlines for closing out the year in a timely manner. If you have any questions regarding these instructions, please contact Andrew Cox at Andrew.cox@dpi.nc.gov or 919-807-3708.

(7) FBS Summer Conference:

Monday, July 8, 2013 will be the last day to make reservations at the Sheraton Imperial for the 2013 FBS Summer Conference to be held on July 25. If you have not made your hotel reservation, you will need to do so prior to 5:00 PM on July 8.

The website to register for the FBS Summer Conference will be shut down on Friday, July 19, 2013 at 5:00 pm. On-site registration will be held on Thursday, July 25, 2013 from 7:00 am – 9:00 am.

(8) Web News:

The following items have been posted to the FBS website:

7th Month ADM & PMR

<http://www.ncpublicschools.org/fbs/accounting/data/>

Allotment Information:

Federal Grant Expiration Dates

<http://www.ncpublicschools.org/fbs/allotments/federal/>

Federal Allotment Formula

<http://www.ncpublicschools.org/fbs/allotments/federal/>

Charter School Enrollment Form

<http://www.ncpublicschools.org/fbs/allotments/forms/>

Budget Information:

Comparison of the 2013-14 Proposed Budgets

<http://www.ncpublicschools.org/fbs/budget/>

Senate and House Special Provisions

<http://www.ncpublicschools.org/fbs/budget/>

Trends: Growing Student Population, Fewer Dollars

<http://www.ncpublicschools.org/fbs/budget/>

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

Charter School Applications for the 2014-15 School Year

<http://www.ncpublicschools.org/charterschools/applications/2014-15/>

Advisory Council June – July Agenda

<http://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. 044-12/13, July 12, 2013

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

1) FY 2013 - 13th Month MFR File – Reminder (LEAs):

This is a reminder that we will pull your FY 2013 13th month MFR File on Monday evening, July 15, 2013. Please make sure your LEA is signed into FY 13.

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 13):

- (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
- (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 or Richard Smith at 919.807.3729 or richard.smith@dpi.nc.gov.

2) 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 12-13. Your LEA cannot pay back federal overspent programs through the BUD system.

You can pay back State overspent for FY 12-13 as a *prior* year refund within the BUD system.

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov or Richard Smith at 919.807.3729 or richard.smith@dpi.nc.gov.

3) FBS Conference Schedule:

We hope that we will be seeing you at the Financial and Business Services Conference on July 25th. For your planning purposes, attached is the schedule of sessions for the day. The schedule might be subject to minor changes. Conference information can be found at www.ncpublicschools.org/fbs/conferences/.

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.

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

1) 2013/14 Proposed Budget Comparison:

The 2013/14 proposed Budget Comparison has been posted to the FBS website at www.ncpublicschools.org/fbs/budget/. Please contact Alexis Schauss with questions at alexis.schauss@dpi.nc.gov.

2) Salary Administration System:

Please remember that the salary calculator (in LIC/SAL) will not be accurate until new salary schedules are loaded into the system. New salary schedules are not able to be loaded until after a budget is signed by the Governor. Once a budget is signed, salary schedules will be loaded shortly thereafter. You will be notified in another Finance Officers Newsletter when the 2013-14 salary schedules have been loaded.

Also, this is a reminder that principal salaries will not certify in LIC/SAL until the 3rd pay period, when the teacher counts are loaded into the system.

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

3) Days Missed for Inclement Weather Survey: PAST DUE:

NEARLY 25% OF THE LEAS HAVE NOT RESPONDED!

All LEAs are **REQUIRED** by Legislation to complete the Days Missed Survey for school year 2012-2013. Please complete the online survey immediately as it was due more than a month ago. The survey can be found at www.surveymonkey.com/s/KGC85H9 or on the Financial Business Services website at 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 or 919.807.3757.

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. 002-13/14, July 26, 2013

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

1) Revised FY 13-14 Revised Planning Allotment:

The FY 13-14 Planning Allotment Report that was sent on 7/22/13 was revised to include PRC 105- School Improvement Planning. This report does not make changes based on the current Clonference Budget legislation.

If you have any questions, please contact the School Allotments Section at 919.807.3723.

2) Civil Rights Data Collection (CRDC) – Significant Changes to Impact All LEAs/Schools:

The Office of Civil Rights (OCR) has proposed CRDC changes that will significantly impact all LEAs down to the school level, as well as charter schools.

A few of the changes that will need to be reported are:

- school level FTE for both certified & noncertified staff,
- discipline data (i.e. bullying incidents, sexual harassment etc...), and
- expenditure data broken down to the school level.

In the past, this was a sample survey (only a few random LEAs/schools selected), now it is going to be mandatory for ALL schools.

Attached (2013 CRDC – Proposed Data List) is a listing of all the requirements the OCR is expecting to be collected.

During a recent national level education conference held in DC, the federal government requested districts and schools provide feedback on the possibility/feasibility of the new proposed requirements as well as the cost and time it would take to implement additional resources (human or technological) to be able to report this information. The link for LEAs and schools to comment is here:

www.regulations.gov/#!docketDetail;D=ED-2013-ICCD-0079. Click on the "Comment Now!" box. The comment period on the proposed mandatory CRDC closes on August 20, 2013.

We recommend at least one representative from each central office and one from each individual school voice their concerns and questions before August 20, 2013.

If you have questions about the CRDC or the comment period, please contact Frank Cernik, NC DPI at 919.807.3719.

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. 003-13/14, August 2, 2013

Philip Price
CFO/CIO
Department of Public Instruction
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Email: Philip.Price@dpi.nc.gov

1) FY 13-14 Initial Allotments:

The Initial Allotments were processed on Aug. 1, 2013 and posted to the system. Initial Allotment reports were sent to LEAs this morning. Please remember that these amounts have not been reduced for New and Growing Charter Schools and NCVPS. We will continue our processing next week. The allotments will be posted to the web after allotment revision #2 next week.

Please contact School Allotments at 919.807.3739 if you have any questions.

2) ABC Transfers:

As of today, August 2, 2013, no guidelines have been passed by the State Board regarding ABC Transfers. LEAs are asked to wait for the updated instructions and form before submitting ABC Transfer requests.

If you have any questions please contact Chris Pond, School Allotments, at 919.807.3684.

3) FY 2013 - 13th Month MFR File – Reminder (LEAs):

This is a reminder that we will pull your *final* FY 2013 13th month MFR File on Monday evening, August 12, 2013. Please make sure your LEA is signed into FY 13.

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 13):

- (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/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 or Richard Smith at 919.807.3729 or richard.smith@dpi.nc.gov.

4) Applications for Public School Building Capital Fund (does not apply to Charter Schools):

Applications for Debt Service for FY 2012-13 have been approved to the extent that funds were available. Unfunded applications for debt service for FY 2012-13 must be considered expired; we can provide funding for debt service *only* during the fiscal year in which the debt is paid. Please provide a new application for Debt Service for FY 2013-14, if such is the desire of the School Board and the Board of County Commissioners.

For questions or clarification, contact Kenneth Phelps, School Planning Section, 919.807.3561 or ken.phelps@dpi.nc.gov.

5) Frequently Asked Question – 2014 Special Bonus Leave (5 days):

During the FBS Summer Conference, LEAs asked that we update the 2013 Special Bonus Leave FAQ to apply to the 2014 Special Bonus Leave. We have updated the FAQ, which can be found here:
www.ncpublicschools.org/docs/fbs/finance/legislation/raises/bonusleave13-14.pdf. Also attached is a copy of the FAQ.

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

6) Absence Codes – Local Use Only:

As of a result of DPI's using absence codes 50, 51, and 52 to report voluntary shared leave, LEAs request we designate a range of absence codes for Local use only. Absence codes 60-69 will be designated as local use only. DPI will not use any of these reserved codes in the future. The local use only codes will be added into the salary application system as a reminder to DPI that the codes are not available for DPI use.

If you have any questions, please contact Gwendolyn Tucker at gwendolyn.tucker@dpi.nc.gov.

7) UERS Data Transfer – July 2013 (FY2014):

The UERS Data Transfer for July 2013 (FY 2014) is due by Monday, **August 5, 2013.**
The UERS Data Transfer Schedule for LEAs and Charter schools for Fiscal Year 2013-2014 is located on the Financial and Business Services website on the Financial Reporting page: www.ncpublicschools.org/fbs/finance/reporting/

8) Budget Information Posted:

The following has been posted on the [FBS home page](#) under What's New:

- The FBS Update and Special Provisions PowerPoint presented by Alexis Schauss at the FBS Conference (updated for the technical correction bill)
- The Final Comparison of the Budgets
- Summary of Special Provisions that affect K-12 Education

Please contact [Alexis Schauss](#) with any questions.

9) Conference Feedback Survey:

Thank you for attending our Conference on July 25th. Please provide us feedback on the day at the following link: www.surveymonkey.com/s/M8NL9RG

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. 004-13/14, August 9, 2013

Philip Price
CFO/CIO
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6326 Mail Service Center
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Email: Philip.Price@dpi.nc.gov

1) FY 2013 - 13th Month MFR File – Reminder (LEAs):

This is a reminder that we will pull your final FY 2013 13th month MFR File on Monday evening, August 12, 2013. Please make sure your LEA is signed into FY 13.

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 13):

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/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 or Richard Smith at 919.807.3729 or richard.smith@dpi.nc.gov.

2) 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 12-13. Your LEA cannot pay back federal overspent programs through the BUD system.

You can pay back State overspent for FY 12-13 as a prior year refund within the BUD system.

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov or Richard Smith at 919.807.3729 or richard.smith@dpi.nc.gov.

3) 2013-2014 Salary Schedules and Salary Calculator:

The 2013-2014 Salary Schedules have been posted to the DPI website at www.ncpublicschools.org/fbs/finance/salary/.

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

NOTE: Principal salaries will not certify in LicSal until the 3rd pay period, when the teacher counts are loaded into the system.

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

4) Salary Reminders:

- A) If you have a teacher that became an Assistant Principal and is eligible for NBPTS pay as an AP based on Session Law 2010-31, you must contact Sue Holly or Tiandra Alli to have the salary certified in the LicSal system. If you do not contact one of them, you will have an audit exception for each employee in this situation.
- B) A new Form G for non-educational master's degrees must be submitted for each school number assignment. Therefore, the "M", "S", or "D" salary is only valid for the school on the Form G. The salary system will now create an audit exception for those individuals that do not have a Form G on file. It is the LEA's responsibility to be sure that the Form G is on file for each school number.
- C) Based on the request of LEAs, the salary system will now create audit exceptions for employees that are paid on installments throughout the year, not just after the June payroll load. Please pay close attention to your salary audit exception list to determine which employees have truly been under or over paid.

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

5) School Allotments Update:

The Governor signed House Bill 402 into law on July 26, 2013, effective July 1, 2013. Based on this bill, we have processed the following:

- 1. The FY 13-14 Initial Allotments were processed on August 1, 2013 based on the higher of either FY 2012-13 ADM for the first two months of school or the projected ADM for FY 13-14. The Initial Allotments incorporates the budget changes by the General Assembly and the benefits changes. Please see the FY 13-14 Initial Allotment Formula Sheet and the Statewide Average Salary Sheet attached.
- 2. Allotment Revision 1 for the Charter School Reductions for New and Growing Schools was processed on August 6, 2013. Please see the attached Charter School Report for the number of students reduced for your LEA.
- 3. Allotment Revision 2 for North Carolina Virtual Public Schools reductions based on 75% of its ADM-equivalent student enrollment was processed on August 7, 2013. Additional

information regarding projected enrollment will be posted to our website next week. Remember the Allotment Revision for the Actual enrollment will be processed in early March, 2013.

4. Allotment Revision 3 for Carryover was processed on August 8, 2013. Carryover was allotted for School Technology (PRC 015), At Risk Student Services (PRC069) and Indian Gaming Funds (PRC 025)
5. Allotment Revision 4 will be processed next week for the regular start of the year revision items. We will allot HS Reform funds, Learn and Earn, Child and Family Support Teams, CTE Adobe License Reductions, Fines and Forfeitures, etc.

Thank you for your patience as we are processing funding as quickly as we can. If you have any questions, please contact School Allotments at 919.807.3739.

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Newsletter No. 005-13/14, August 16, 2013

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

1) Voluntary Shared Leave Survey – Must be completed by All LEAs by September 6, 2013:

Based on General Statute 126-8.3 (Voluntary Shared Leave program) that we told you about earlier this year, please complete the survey at the below link by September 6, 2013. This will allow us to report to the Fiscal Research Division of the General Assembly and meet the requirements of the General Statute.

www.surveymonkey.com/s/N38G76F

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

2) FY 2013 13th Month MFR File (LEAs) - Reminder:

DPI netviewed your latest FY 2013 13th month MFR reports last Tuesday, August 13, 2013. We will pull the final FY 2013 13th month MFR Files on Monday evening, August 26, 2013. If your LEA has made changes since the last 13th month pull, please rebuild your MFR file and make sure your LEA is signed into FY 13. This will be the last pull, so please make sure all entries are keyed correctly.

If you have questions about your FY 2013 13th Month MFR file, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov.

3) 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 12-13. Your LEA cannot pay back federal overspent programs through the BUD system.

You can pay back State overspent for FY 12-13 as a prior year refund within the BUD system.

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov or Richard Smith at 919.807.3729 or richard.smith@dpi.nc.gov.

4) Closed PRCs BUD Transactions:

Some LEAs are trying to code BUD transactions to closed federal PRCs (023, 044, 048, 053, 065, 107, 140, 141, 142, 146, 147, 151 and 155). If a PRC is closed, no more BUD transactions are allowed to post to DPI's general ledger. Please notify your payroll staff. If you are refunding funds, please submit a check and a paper 202 to DPI.

If you have any questions, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov or Richard Smith at 919.807.3729 or richard.smith@dpi.nc.gov.

5) Percentage Employed and Days Paid/Days Employed on Local Salary Vouchers:

When creating vouchers for locally paid staff, please include the correct percentage employed and the correct number in the days paid/days employed on the record per UERS requirements. When doing salary analysis recently, local salary was not included for some individuals because a record was not created due to having no days paid/days employed on the voucher. This results in incorrect salary information being published and communicated to leaders who use this information for decision making. Please pay close attention to these fields when processing employees paid from local funds.

If you have any questions relating to salary, please contact Sue Holly (susan.holly@dpi.nc.gov) or Tiandra Alli (Tiandra.alli@dpi.nc.gov).

6) School Safety and Security: The New Law August 14, 2013:

The new laws on school safety and security encompass nine parts. These are:

1. School Resource Officers: Matching Grant Money will be available to assist in hiring these individuals. Grant award criteria are currently under development for approval by the State Board. More will follow later when procedures are approved.
2. Emergency Panic Alarm Buttons: Matching Grant Money will be available to assist in installing these items. Grant award criteria are currently under development for approval by the State Board. More will follow later when procedures are approved. Effective July 1, 2015, every public school shall have a panic alarm system that connects with the nearest local law enforcement agency in the local board of education's emergency response plan.
3. School Safety Exercises: Schools and LEAs are encouraged to have these exercises LEA every two years in conjunction with local emergency providers and once per year at the school level. This will be coordinated by the Center for Safer Schools.
4. Schematic Diagrams of School Facilities: These will be shared with local emergency agencies but will not be a part of the public record. They will be required THIS SCHOOL YEAR, if they already exist and no later than March 1, 2014 for those LEAs that do not have existing plans shall notify DPI of their intent to do so. Along with these plans must be included main entrance keys to the school facilities. The School Planning section of Safe and Healthy Schools Division will develop guidelines for the Schematic Plans.

5. Anonymous Tip Line: Each local school administrative unit is encouraged to develop and operate an anonymous tip line, in coordination with local law enforcement and social services agencies, to receive anonymous information on internal or external risks to school buildings and school-related activities. This will be coordinated by the Center for Safer Schools.
6. School Safety Component of School Improvement Plans: The superintendent shall review the school safety components of the school improvement plans and make written recommendations on them to the local board of education. Prior to a vote to accept a school's improvement plan in accordance with G.S. 115C-105.27(d), the local board of education shall review the school safety components of the plan for that school in closed session.
7. Crisis Kits: The Department of Public Instruction, in consultation with the Department of Public Safety through the North Carolina Center for Safer Schools, may develop and adopt policies on the placement of school crisis kits in schools and on the contents of those kits. The principal of each school, in coordination with the law enforcement agencies that are part of the local board of education's emergency response plan, may place one or more crisis kits at appropriate locations in the school.
8. Emergency and Crisis Training: These modules for staff and teacher training will be coordinated by the Center for Safer Schools.
9. Volunteer School Safety Resource Officer Program: This program, in conjunction with local law enforcement, will be coordinated by the Center for Safer Schools.

If you have question about School Safety and Security contact Steve Taynton at 919.807.3560 or steve.taynton@dpi.nc.gov.

Correction: (Date inadvertently shown as March 2013 in previous newsletter)

Allotment Revision 2 for North Carolina Virtual Public Schools reductions based on 75% of its ADM-equivalent student enrollment was processed on August 7, 2013. Additional information regarding projected enrollment will be posted to our website next week. Remember the Allotment Revision for the Actual enrollment will be processed in early **March 2014**.

 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. 005-13/14, August 23, 2013

Philip Price
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6326 Mail Service Center
Raleigh, NC 27699-6326
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1) **SBE Approves new Job Classification:**

During the August State Board of Education meeting, the SBE approved adding a new job classification, the "Master Teacher." We will be adding object code 127 to the Chart of Accounts under PRC 001 only, as approved by the SBE. Here is the description approved by the SBE:

Master Teacher - A classroom teacher with significant teaching experience, are excellent practitioners and work in the classroom with the teacher of record to implement effective teacher strategies that align to required content standards.

Please see the attachment "TCS4 – Attachment 2..." for the approved COA code additions that we will be adding.

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

2) **Voluntary Shared Leave Survey – Must be completed by All LEAs by September 6, 2013:**

Based on General Statute 126-8.3 (Voluntary Shared Leave program) that we told you about earlier this year, please complete the survey at the below link by September 6, 2013. This will allow us to report to the Fiscal Research Division of the General Assembly and meet the requirements of the General Statute.

<https://www.surveymonkey.com/s/N38G76F>

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

3) **FY 2013 13th Month MFR File (LEAs) - Reminder:**

DPI netviewed your latest FY 2013 13th month MFR reports last Tuesday, August 13, 2013. We will pull the final FY 2013 13th month MFR Files on Monday evening, August 26, 2013. If your LEA has made changes since the last 13th month pull, please rebuild your MFR file and make sure your LEA is signed into FY 13. This will be the last pull, so please make sure all entries are keyed correctly.

If you have questions about your FY 2013 13th Month MFR file, please contact Roxane Bernard at 919.807.3725 or 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 12-13. Your LEA cannot pay back federal overspent programs through the BUD system.

You can pay back State overspent for FY 12-13 as a *prior* year refund within the BUD system.

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov or Richard Smith at 919.807.3729 or richard.smith@dpi.nc.gov.

5) Closed PRC's BUD Transactions:

Some LEAs are trying to code BUD transactions to closed federal PRCs (023, 044, 048, 053, 065, 107, 140, 141, 142, 146, 147, 151 and 155). If a PRC is closed, no more BUD transactions are allowed to post to DPI's general ledger. Please notify your payroll staff. If you are refunding funds, please submit a check and a paper 202 to DPI.

If you have any questions please contact Roxane Bernard at 919.807.3725 / email roxane.bernard@dpi.nc.gov, or Richard Smith at 919.807.3729 / email richard.smith@dpi.nc.gov.

6) Work Force Development Program:

Attached is the information for renewing your Work Force Development Program. Please forward this information to the individuals working with students in work force development programs such as Job Shadowing, Co-op/Internships, and Health Science Education programs. You must register to participate in this program and the form is attached. Additionally, we have attached a FAQ page and Injury Report, in the event of a future loss or injury. Rates have been reduced this year. Coverage remains at \$1 million per occurrence/\$3 million aggregate, \$15,000 medical payment expense.

Please follow the instructions on the attached WBLP Registration as to where to send your payment and renewal information.

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

7) Web News:

The following items have been posted to the FBS website:

Attach "A" in pdf format

www.ncpublicschools.org/fbs/finance/reporting/coa2014

FBS Conference Presentations

www.ncpublicschools.org/fbs/conferences/presentations/

List of LEAs, Charter Schools, Regional School & Educational Entities

www.ncpublicschools.org/fbs/resources/

ADM Ratio

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

Allotment Information:

- Revision Calendar
www.ncpublicschools.org/fbs/allotments/general/
- NCVPS Projected Enrollment
www.ncpublicschools.org/fbs/allotments/ncvps/
- Initial Allotments
www.ncpublicschools.org/fbs/allotments/state/
- Estimated Lottery Distribution
www.ncpublicschools.org/fbs/allotments/lottery/

Bonus Leave Q&A

www.ncpublicschools.org/fbs/budget/

Salary Schedules

www.ncpublicschools.org/fbs/finance/salary/

FBS Org Chart

www.ncpublicschools.org/fbs/directory/

Cash Management Forms

www.ncpublicschools.org/fbs/finance/cash/

Chart of Accounts for 13-14

www.ncpublicschools.org/fbs/finance/reporting/coa2014

Senate and House Special Provisions Updated

www.ncpublicschools.org/fbs/budget/

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

Hiring Process

www.ncpublicschools.org/charterschools/conversation/

Teacher of the Year

www.ncpublicschools.org/charterschools/toy/

Charter School Application Process for the 2014-15 School Year Updated

www.ncpublicschools.org/charterschools/applications/2014-15/

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.

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. 006-13/14, August 30, 2013

Philip Price
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Department of Public Instruction
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Email: Philip.Price@dpi.nc.gov

1) Adding Staff Without Social Security Numbers to UID:

Please read and forward to the appropriate staff the attached "Notice of Procedure Change" concerning the revisions of the Payroll Data-Entry Process. Also attached are two documents, "NC_UIDS..." (provides basic rules and conventions of the Staff File Format) and "Acquiring Staff IDs for Non-Payroll Staff" (outlines steps for adding and editing non-payroll staff) that were sent via NC SIS email in a previous message dated July 10, 2013.

If you have questions or need further assistance concerning this matter, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

2) Title I - COMPREHENSIVE CONTINUOUS IMPROVEMENT PLAN (CCIP):

At this time, our team is working diligently to complete the consolidated funding application approvals in CCIP. Please note that all federal program information provided in the CCIP application must be aligned to budgets submitted through the Department's Budgeting and Amendment System (BAAS).

For example, BAAS provides a state view of Title I budgets with line item entries school by school. In order to receive approval on BAAS and CCIP, the budgeted amount for each school must be aligned to the total allotments listed in CCIP on the School Allocations page. And although some budgets were submitted in BAAS prior to July 1, 2013, the budget cannot be approved until the funding application is submitted on CCIP. Please communicate with your local finance office any changes that may need to occur for approval to be completed. If you are aware that budgets previously submitted need to be amended in order to complete initial approval, please contact the Title I contact for your region so the budget can be released back to the local district (i.e., "Denied") for amendments.

To subscribe to BAAS, please refer to www.ncpublicschools.org/docs/fbs/subscribebaas.pdf.

If you have any questions, contact Donna Brown at donna.brown@dpi.nc.gov.

3) 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 12-13. Your LEA cannot pay back federal overspent programs through the BUD system.

You can pay back State overspent for FY 12-13 as a *prior* year refund within the BUD system.

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov or Richard Smith at 919.807.3729 or richard.smith@dpi.nc.gov.

4) Closed PRC's BUD Transactions:

Some LEAs are trying to code BUD transactions to closed federal PRCs (023, 044, 048, 053, 065, 107, 140, 141, 142, 146, 147, 151 and 155). If a PRC is closed, no more BUD transactions are allowed to post to DPI's general ledger. Please notify your payroll staff. If you are refunding funds, please submit a check and a paper 202 to DPI.

If you have any questions, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov or Richard Smith at 919.807.3729 or richard.smith@dpi.nc.gov.

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 now available on School Allotments webpage, www.ncpublicschools.org/fbs/allotments/forms/. The conversion amount is \$55,546 for the 2013-2014 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, Special Assistant for Global Education, at 919.807.3864 or helga.fasciano@dpi.nc.gov.

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. 007-13/14, September 6, 2013

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

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

In an effort to expedite the annual audit process while saving taxpayer 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 - <http://apps.schools.nc.gov/pls/apex/f?p=148:1:0>). FY13 is currently in the process of being loaded and should be available later today (September 6) or at the beginning of next week.

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 Roxane Bernard at 919.807.3725 with questions.

2) FY 13-14 LEA Flexibility:

Senate Bill 402 (Session Law 2013-360) Section 8.14 codifies the flexibility LEAs have had with the use of the State Public School funds since 2009-10. The legislation eliminates all restrictions except those listed in the LEA Flexibility document attached.

The State Board of Education, in their September meeting, further defined the policy for Career and Technical Education transfers. These changes are noted in #8 and #9 in the attachment. Please pay close attention to these items because they are significant changes from prior years.

The updated electronic ABC Transfer Form will be posted to the School Allotments Forms web link, www.ncpublicschools.org/fbs/allotments/forms/, before the end of next week. These and other transfer instructions will be included with the form.

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

3) FY 14 Federal Grant Allocations:

Allotment Revision 7, processed September 5, 2013, included approvals for a few Federal Grants. We are still waiting on complete information to allocate other federal grants.

The following Federal Grants were Included in Allotment Revision 7:

- PRC 017 - Career Technical Education Program Support - 26%
- PRC 050 - Title I - 20%
- PRC 051 - Migrant - 100%
- PRC 105 - School Improvement - 36%

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

4) School Resource Officers and Panic Alarm Grants:

LEAs, regional schools, and charter schools are eligible to apply for funding for School Resources Officers in elementary or middle school settings. Awards will be matched on the basis of two dollars (\$2.00) in state funds for every (\$1.00 in local funds). Local funds must supplement and not supplant, state, local, and federal funds for School Resources Officers.

LEAs, regional schools, and charter schools are eligible to apply for funding for Panic Alarm Systems in Schools. Awards will be matched on the basis of one dollar (\$1.00) in state funds for every (\$1.00 in local funds). Panic Alarm Systems shall be defined as systems that send a signal to the nearest local law enforcement agency via a button, switch, or pendant that will elicit an immediate response from the local law enforcement agency. Local funds must supplement and not supplant, state, local, and federal funds for Panic Alarm systems.

Complete packages with the application forms can be obtained by visiting the main page of the following web site: www.schoolclearinghouse.org.

5) 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 12-13. Your LEA cannot pay back federal overspent programs through the BUD system.

You can pay back State overspent for FY 12-13 as a prior year refund within the BUD system.

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov or Richard Smith at 919.807.3729 or richard.smith@dpi.nc.gov.

6) Closed PRC's BUD Transactions:

Some LEAs are trying to code BUD transactions to closed federal PRCs (023, 044, 048, 053, 065, 107, 140, 141, 142, 146, 147, 151 and 155). If a PRC is closed, no more BUD transactions are allowed to post to DPI's general ledger. Please notify your payroll staff. If you are refunding funds, please submit a check and a paper 202 to DPI.

If you have any questions, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov or Richard Smith at 919.807.3729 or richard.smith@dpi.nc.gov.

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. 008-13/14, September 16, 2013

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

1) 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 2014-15 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 a copy of the waiver request form titled "LEA – Weather Related Waiver Request" under the heading "Calendar Waiver" here:

www.ncpublicschools.org/fbs/accounting/forms/ .

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

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

In an effort to save tax payer dollars, DPI is providing the appropriate reports to your independent auditors via the internet. These reports for FY13 are now posted in a public application at the following site:

Annual Reports - <http://apps.schools.nc.gov/pls/apex/f?p=148:1:0>

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 traditionally mailed in the past are posted for their review. Please contact Roxane Bernard at 919.807.3725 with questions.

3) Insurance Coverage for All Employees of LEAs, Charter Schools, DPI:

Legislative funding has again provided a benefit to employees for excess professional liability insurance. Coverage is excess over any commercial general liability; errors and omissions; employment practices liability and any other valid and collectible insurance resulting from a claim. In some cases, coverage may become primary.

Coverage highlights include the following:

- \$1,000,000 Educators Professional Liability
- \$ 10,000 Personal Identity Coverage
- \$ 10,000 Accident Insurance
- \$ 2,500 Attorney Reimbursement (Employment Related Claims)

There is no enrollment process necessary to be covered. Coverage is automatically provided to employees of North Carolina Public Schools, North Carolina Charter Schools and the Department of Public Instruction in accordance with The North Carolina General Assembly's 2011-12 Appropriations Act.

Details of coverage and filing a claim are available on www.professionalliabilitync.com.

Please contact Eileen Townsend, Chief of Insurance, at eileen.townsend@dpi.nc.gov or 919.807.3522 with any questions.

4) Clarification in regard to the previous notice concerning Panic Alarms:

There have been some questions regarding the type of panic alarm to be installed. To clarify, Panic Alarms must include a single hard wired button with a single initiation at a fixed location (usually in the Admin Office). A revised RFP with application form can be found at www.schoolclearinghouse.org.

5) FY 13-14 LEA Flexibility:

Senate Bill 402 (Session Law 2013-360) Section 8.14 codifies the flexibility LEAs have had with the use of the State Public School funds since 2009-10. The legislation eliminates all restrictions except those listed in the LEA Flexibility document attached.

The State Board of Education, in their September meeting, further defined the policy for Career and Technical Education transfers. These changes are noted in #8 and #9 in the attachment. Please pay close attention to these items because they are significant changes from prior years.

The updated electronic ABC Transfer Form will be posted to the School Allotments Forms web link, www.ncpublicschools.org/fbs/allotments/forms/, before the end of next week. These and other transfer instructions will be included with the form.

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

6) **Web News:**

The following items have been posted to the FBS website:

Chart of Accounts for 13-14 – Updated

www.ncpublicschools.org/fbs/finance/reporting/coa2014

Allotment Information:

- DSSF Funding, Small County Allocations , and Low Wealth Allocations
www.ncpublicschools.org/fbs/allotments/state/
- LEA Average Salaries Used for Initial Allotments and Statewide Average Salary History
www.ncpublicschools.org/fbs/allotments/support/
- Low Wealth Ranking and Formula
www.ncpublicschools.org/fbs/allotments/support/
- IFE Position Conversion Request Form – Updated
www.ncpublicschools.org/fbs/allotments/forms/

Pupil Accounting Information – Updated

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

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

List of Current Charter Schools – Updated

www.ncpublicschools.org/charterschools/schools/

Letters of Intent for 2015-16 Received

www.ncpublicschools.org/charterschools/

Charter Applicants for 2014-15 Granted Preliminary Approval

www.ncpublicschools.org/charterschools/applications/2014-15/

Resource Manual (For charter school applications due December 6, 2013)

www.ncpublicschools.org/charterschools/applications/

Advisory Council Minutes

www.ncpublicschools.org/charterschools/council/

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.

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. 009-13/14, September 20, 2013

Philip Price
CFO/CIO
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Email: Philip.Price@dpi.nc.gov

1) **LEA expenditure reporting – starts October 2014:**

The Appropriations Bill included the following requirement: **Please note that this goes in to effect for the fiscal year 2013-14 expenditures and will not be required until October 15, 2014.**

LEAs shall publish on their website by October 15 of each year in plain English,

1. A description of each PRC and a summary of the prior year's expenditure of state funds by PRC
2. A description of each object code within a PRC and a summary of prior year's expenditure of state funds by object code
3. A description of each allotment transfer that increased or decreased the initial allotment amount by more than 5% and the educational priorities that necessitated the transfer.

If you have questions contact Alexis Schauss at 919.807.3700 or alexis.schauss@dpi.nc.gov.

2) **ABC Transfer Form FY 13-14:**

The ABC Transfer form was posted to the Web on 9/17/2013. We removed the option of transferring funds to PRC 008 because this year it is really a duplicate of PRC 010. Since many LEAs have already posted expenditures to PRC 008, we will add the option back to the form. The revised form will post to the Web next week.

The Career Technical Education (CTE) Months of Employment transfer from box is different. We have added two sub-options that one of which must be selected to populate the salary field on the form. One option is for transfers to PRC 014 - CTE Program Support and the other is for transfers to PRCs outside of CTE.

In order to transfer funds outside of PRC 013 - CTE Months of Employment, the LEA must have an increase in months from FY 12-13 Initial Allotment to FY 13-14 Initial Allotment. If the LEA does have an increase and the LEA gave back positions in FY 12-13 in the LEA adjustment, the higher of the increase or the number of months given back in the LEA adjustment can be moved to PRCs outside of CTE at the first step of the "A" salary schedule. If the LEA did not give back months in the FY 12-13 LEA Adjustment, the increase from FY 12-13 to FY 13-14 can be moved outside of CTE at the first step of the "A" salary schedule.

Christopher Pond is now the contact person for ABC Transfers (LEA Flexibility). If you have questions, please contact Christopher by phone at 919.807.3684.

3) Federal Grants FY 13-14:

Where are my IDEA Funds? These allocations and more are on their way, September 25, 2013. Approvals for PRC 060 - IDEA VI-B, PRC 049- IDEA VI-B Preschool, PRC 070 - Early Intervening Services, PRC 103 - Improving Teacher Quality, PRCs 104 and 111 - Language Acquisition, and PRC 109 - Rural and Low Income Schools. Additional approvals will also be processed for PRC 050 - Title I, PRC 051 - Migrant and PRC 105 - School Improvement.

4) Federal Reversions:

Please review your LEA's Federal Grant balance to make sure that FY 11-12 Grant funds are spent or encumbered by September 30, 2013. Please process expenditures for funds that are subject to revert before the last two days of September. If 202s need to be processed to avoid losing funding, please process those as well before the last two days of the month. If you have any questions, please contact School Allotments at 919.807.3739.

5) Documentation to Validate Completion of a Master's, Advanced or Doctorate Degree for FY 2013-14:

In order to ensure that all individuals graduating this Spring, with a degree above the bachelor's level, are eligible for education based supplemental pay in future years, the State Board of Education revised its policy on when documentation must be submitted.

Here is a summary of the new policy implemented during the August 2013 State Board of Education meeting. For FY 2013-14, if appropriate and complete documentation is received by May 7, 2014, by the NC Department of Public Instruction's Licensure Division, the NC Department of Public Instruction will process the license and notify the teacher's employing local education agency or charter school by May 21, 2014, (if the documentation validates that the teacher has completed the requirements for a Master's, Advanced or Doctoral degree).

This notification date will enable the employing local education agency or charter school to include the appropriate salary differential in the teacher's final pay check of FY 2013-14. If you have questions regarding this, please contact Andrew Cox at andrew.cox@dpi.nc.gov.

6) 90 Day Audit Exception Letter – Clarification:

Finance Officers should have received the 90 day letter regarding audit exceptions and position allotment overdrafts this week. In an attempt to be proactive, we sent the letter out a few days early which has caused some confusion. September 30 is the official ending date for resolving audit exceptions and position allotment overdrafts. You have 90 days from that date to correct any remaining exceptions before penalties are incurred. If you have any questions, please contact Susan Holly at susan.holly@dpi.nc.gov or Tiandra Alli at tiandra.alli@dpi.nc.gov.

7) \$50 Personal Leave Refund Process:

As you are aware, the \$50 deduction for a teacher taking personal leave on an instructional day must be refunded if no substitute is hired for that teacher (Session Law 2013-240). Because we will need to be able to report data on the \$50 refund for Personal Leave on an instructional day, we want everyone to use the same process. We have worked with the software vendors and this is what we expect to see: the personal leave on an instructional day will need to be deducted as it traditionally has with a 06 or 16 absence code. If no sub is hired, the \$50 will be refunded with a negative 56 absence code. If you have any questions regarding this, please contact Gwen Tucker at gwendolyn.tucker@dpi.nc.gov.

8) Unemployment Insurance – 1% Reserve:

We are in the process of updating the Chart of Accounts for the payment of the 1% reserve, as required by 2013 HB4. For payment of the 1% reserve for state employees, we are making available PRC 009. For federal employees, the 1% reserve only, will be available in each respective federal PRC. We are also adding the unemployment object code to PRC 035 for Child Nutrition employees. If you have any questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

9) 2013-14 Salary Manual:

The 2013-14 Salary Manual has been posted to the DPI Financial and Business Services website. You may access the new manual at the following link: www.ncpublicschools.org/fbs/finance/salary/. Please notify anyone in your LEA who may find the information in the Salary Manual helpful, that the new manual has been posted. Attached is a summary of revisions for the 2014 manual. If you have questions, please contact Sue Holly at susan.holly@dpi.nc.gov or Tiandra Alli at tiandra.alli@dpi.nc.gov.

10) Preparing an Adequate and Timely Response to Form NCUI 500AB:

Attached is a memo from The Division of Employment Security (DES), updating the following topic.

— *Guidelines for Preparing an Adequate and Timely Response to Form NCUI 500AB:
Request for Separation Information from Employer*

Please take time to read the information on filing 500AB forms. Additionally, there is information regarding non-compliance or unsatisfactory responses on NCUI 500 ABs and information to employees under Attached Claims Update.

If you have questions contact Eileen B. Townsend at 919.807.3522 or Eileen.townsend@dpi.nc.gov.

11) Web News:

The following items have been posted to the FBS website:

Salary Manual for 2013-14

www.ncpublicschools.org/fbs/finance/salary/

Funding Flexibility Chart – Updated

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

ABC Transfer Form - Updated

www.ncpublicschools.org/fbs/allotments/forms/

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

Acceptance: Enrollment & Lottery FAQ – Updated

www.ncpublicschools.org/charterschools/faqs/

Charter Application: Sept. Training Presentation

www.ncpublicschools.org/charterschools/applications/

Letters of Intent for 2015-16 - Updated

www.ncpublicschools.org/charterschools/

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.

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. 010-13/14, September 27, 2013

Philip Price
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Email: Philip.Price@dpi.nc.gov

1) September Datafile Due Wednesday, October 2, 2013 – LEAs and Charter Schools:

This is just a reminder that the September 2013 (FY2014) Financial and MFR reporting is due by Wednesday, October 2, 2013.

We want to stress that it is imperative that DPI receive your data in a timely manner. Remember, once your unit's books are closed for the month, you can build and submit your files before the due date. DPI would like to meet the goal of beginning the monthly processing of ALL data the morning after the due date. If DPI receives all the data and is able to process it first thing in the morning, we will be able to contact you early in the day if we have questions regarding your data.

If you have questions about datafile, please contact Gwen Tucker at gwendolyn.tucker@dpi.nc.gov.

2) Allotment Revision 9:

Allotment Revision 9 was processed on 9/25/2013. It included the following Initial Federal Grant allocations for LEAs with approval:

PRC 049 - Title Vi-B Handicapped - Preschool - 100%

PRC 060 - Title VI-B Handicapped - 14%

PRC 070 - Title Vi-B - EIS - 14%

PRC 103 - Improving Teacher Quality - 26%

PRC 104 - Language Acquisition - 100%

PRC 111 - Language Acquisition - Significant Incr. - 100%

The Allotment Revision reports will net view after 4:00 today.

Please contact School Allotments at 919.807.3739 if you have any questions.

3) SS200 Full-Time Personnel Report:

To be completed by both LEA and Charter Schools.

The SS200 Online Report will be open around Tuesday, October 1, 2013. This report will be due by Friday, November 22, 2013.

Look for a link to the SS200 online application after October 1, 2013 at the Financial and Business Services website under "What's New": www.ncpublicschools.org/fbs.

The SS200 Full-Time Personnel Report is an online system that collects race/ethnicity, gender and fund source of full-time personnel employed as of October 1, of the current school year (2013 – 2014). You may reference your Human Resource Management (HRMS) SS-200 Full-Time Personnel Report to assist in completing this report.

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. DPI cannot assign an NCID or reset NCID passwords.

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 and reporting for the SS200.

If you have questions, please contact Angela Harrison, 919.807.3734 or angela.harrison@dpi.nc.gov.

4) SS300 Local Salary Supplements Report:

To be completed by LEAs ONLY!

The SS300 Local Salary Supplements Report will be open around October 1, 2013 and will be due by November 22, 2013. Look for a link to the SS300 online application after October 1, 2013 at the Financial and Business Services website under "What's New": www.ncpublicschools.org/fbs.

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. DPI cannot assign an NCID or reset NCID passwords.

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 and reporting for the SS300.

If you have questions, please contact Ozella Wiggins at 919.807.3757 or ozella.wiggins@dpi.nc.gov.

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. 011-13/14, October 4, 2013

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

1) Transportation Budget Rating Data Review:

An email was sent to transportation directors and finance officers requesting a review of final 2012-2013 transportation operational and expenditure data. These data will be used to calculate transportation budget ratings that are used to finalize the 2013-2014 transportation allotments.

Questions should be directed to Derek.Graham@dpi.nc.gov or Steve.Beachum@dpi.nc.gov 919.807.3570.

2) Unemployment Insurance – 1% Reserve Coding and Payment:

The Chart of Accounts has been updated for the payment of the 1% reserve, as required by 2013 HB4. For payment of the 1% reserve for state employees, we are making available PRC 009. You should code the expenditure to the purpose code of the original salary, PRC 009, with object code 233. For federal employees, the 1% reserve only, will be available in each respective federal PRC and coded with the purpose code of the salary and object code 233. We are also adding the unemployment object code to PRC 035 for Child Nutrition employees. Coding expenditures for Child Nutrition will follow the same principal as other federal programs.

If you have any questions regarding coding of unemployment, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

The 1-percent unemployment quarterly payment will be due to the Department of Employment Security (DES) by end of October. Please complete your NCUI 101 form on line. The form is available on the DES website www.ncesc.com. The form should populate with information once the LEA puts their account number on the form. DES has indicated the form has been updated to calculate the 1% charge based on the information provided by the LEA. Remember, this is the first quarterly payment under the new law. The 1% charge is based on third quarter payment information. Employees who have met the cap in the first or second quarter of 2013 will not be subject until the first quarter of 2014. Payments are to be made by the LEA directly to DES. You can follow the instructions on the DES website if you want to make payment electronically. Mailing instructions are also on line. Please remember to include your assigned DES account number on your check, if you are mailing to DES.

Please contact Eileen Townsend with any questions/problems related to unemployment. Her number is 919.810.8099. Eileen.townsend@dpi.nc.gov.

3) Record Retention Policy:

There have been some questions recently regarding how long LEAs must maintain copies of certain records. Below is a link to the Records Retention and Disposition Schedule for Local Education Agencies from the Division of State Archives.

www.ncdcr.gov/Portals/26/PDF/schedules/schoolschedulefinal.pdf.

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

4) SunPac and ISIS New Release Available:

SunPac and ISIS have released new versions of their payroll software. The new releases will now report inactive assignments in addition to the active assignments. This change will ensure that all future UID Staff uploads will accurately report staff member's location/assignment data to the Staff UID system. This change will also help improve some of the assignment issues LEAs and charter schools are currently experiencing in the NC Education Evaluator System. If you have not already updated your software, please do so as soon as possible. Expediting the installation of the update will help resolve many of the assignment issues you may be experiencing. For more information on the new software releases, please see the document titled "ISIS..." or "Sartox..." depending on which software vendor you use.

If you have any questions regarding UID, please contact Rasheeda Austin at Rasheeda.austin@dpi.nc.gov.

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.

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. 012-13/14, October 11, 2013

Philip Price
CFO/CIO
Department of Public Instruction
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Raleigh, NC 27699-6326
Email: Philip.Price@dpi.nc.gov

1. Final FY 2013 13th Month MFR Files (LEAs):

DPI netviewed the final FY 2013 13th month MFR files on Wednesday, October 9, 2013.

If you have questions about your final 13th Month 2013 MFR files, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov.

2. Status of Child Nutrition Programs as a result of the Government Shutdown:

The department is committed to providing you the most timely and accurate information regarding the impact of the government shutdown on the Child Nutrition Programs administered by the department. We are communicating daily with various stakeholders about the options available to us to ensure the programs are equipped to provide nutritious, wholesome meals to students. This week, Superintendent Atkinson sent letters to each member of Congress from North Carolina asking them to:

- (1) work with their colleagues in both the House and Senate to approve a Federal budget, a continuing resolution or other measure to adequately fund all Federally-funded education programs as quickly as possible as we depend upon these funds to provide the highest quality education possible for our students, and
- (2) advise us as to whether we can expect the same level of funding in the school nutrition programs as the prior year so we may assure local boards of education that any local expenditures to support school meals during the lapse in Federal funds will be fully reimbursed once a Federal budget is approved.

Staff from the Child Nutrition Services Section has been in contact with local Child Nutrition Administrators to keep them informed about the availability of Federal funds to support meal service. Earlier this week, the department was issued a Federal letter of credit that would enable SFAs to be reimbursed for all meals served through Wednesday, October 16. We were advised earlier today that essential staff with the US Department of Agriculture is working diligently to identify available funds to pay claims for reimbursement for the entire month of October; however, there are no guarantees of additional funding at this time.

While the uncertainty in Washington creates cause for concern, we do not think there is cause for panic or extreme actions. Instead, we would respectfully request school officials continue to inform NC's members of Congress, especially those in the House of Representatives, about the potential "domino effect" that may occur should local Boards of Education be asked to provide financial support to their Child Nutrition Programs to cover the lapse in funding. We

also suggest school officials begin to discuss a contingency plan for meal service should additional funds not become available to the State by Monday, October 21. Ideally, SFAs may draw upon their available fund balances in the Child Nutrition Programs if such balances exist. Please remember that meals must continue to meet the minimum meal pattern requirements in order to qualify for reimbursement; the department does not have the authority to waive Federal requirements for the meal pattern.

Please forward any questions you may have to Lynn Harvey, Chief, Child Nutrition Services, at lynn.harvey@dpi.nc.gov.

3. Web News:

The following items have been posted to the FBS website:

Class Size Waiver Form – Updated

www.ncpublicschools.org/fbs/accounting/forms/

Federal Grants Available through DPI – Updated

www.ncpublicschools.org/fbs/finance/federal/

Allotments ADM – Charter School Funding History – Updated

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

SS-200

www.ncpublicschools.org/fbs/

SS-300

www.ncpublicschools.org/fbs/

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

Advisory Board – New

www.ncpublicschools.org/charterschools/board/

Application Fee Info

www.ncpublicschools.org/charterschools/applications/

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. 013-13/14, October 25, 2013

Philip Price
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Department of Public Instruction
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Raleigh, NC 27699-6326
Email: Philip.Price@dpi.nc.gov

1) Workers' Compensation and Unemployment Insurance – Response to General Assembly:

DPI has been receiving calls regarding our earlier urgent request to provide information for the General Assembly.

Question 1) "Provide the number of employees paid by state dollars during FY08 through FY13" has created numerous inquiries.

Alexis Schauss is going to prepare a report for submission to the General Assembly, providing the FTEs for the fiscal years requested. Consequently, LEAs will not need to respond to question number 1.

Please provide the other information requested in our 10/23/2013 email at your earliest convenience.

Contact Eileen Townsend with questions at Eileen.townsend@dpi.nc.gov.

2) Panic Alarm Matching Grants:

This is a reminder that the first submission date for Panic Alarm Grants is coming up on December 1, 2013. Applications and associated design need to be submitted (postmarked) by 5:00 PM on the submittal date. The second submittal date has been changed to April 1, 2014. The date was previously set for July 1 2014.

If you have questions please contact Mr. Jon Jones at 919.807.3556.

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Newsletter No. 014-13/14, November 1, 2013

Philip Price
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6326 Mail Service Center
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Email: Philip.Price@dpi.nc.gov

1) **Monthly non-certified FTE calculations and data quality issues:**

NC DPI is often asked to report the FTE for different groups of non-certified personnel. The General Assembly, Governor's Office, State Budget Office and others use this information for various purposes and the accuracy is important. The Division of School Business uses the monthly payroll files as the authoritative source for this data and calculates the FTEs using the different data elements submitted monthly by the LEAs. This allows us to avoid surveying the data from the LEAs.

Please make sure that all non-certified salary data elements are accurately reflected in 275 byte file. Hourly employees FTE are calculated using Hours Paid, Days Per Period and/or Days Paid and other fields that must be accurate for each budget code. Please make sure that your staff is aware of this so that we can provide an accurate reflection of your LEA.

If you have any questions, contact Frank Cernik at frank.cernik@dpi.nc.gov.

2) **Matching Grants for School Resource Officers:**

The Request for Proposals for State Matching Grants for elementary and middle school Resource Officers (SROs) has been modified with an extended deadline. This Supplemental RFP, posted at www.schoolclearinghouse.org/ (scroll down on the main page), details how additional funds can be requested to support salary and benefits of SROs requested in the initial RFP. Schools and LEAs who initially requested funds can consider those requests granted in full. LEAs can request additional SROs subject to specified limits if they did not request the allowed amount in the initial RFP. The RFP also allows any LEA, charter school, or regional school who did not submit an initial request to apply.

If you have questions contact Kenneth Gattis at Kenneth.gattis@dpi.nc.gov or 919.807.3940.

3) Cash Management and MSA Training – (Charter Schools Only):

We will have a Cash Management and MSA training class for Charter Schools on Monday, December 16, 2013 at the Department of Public Instruction in Raleigh, NC, Room #564 from 10:00 am - 4:00 pm. There is no registration fee for the class, but you must register in order to attend. The class is designed for those who work in the charter school finance office to include all finance staff. The class consists of "Hands-on" training with the emphasis on understanding the monthly financial reports, 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. 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) MSA & Cash Management Training (LEAs only):

MSA and Cash Management Training will be offered to LEAs on Wednesday, December 18, 2013. 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 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 or call 919.807.3725 with questions. You will be notified by email when you have successfully registered for the training class.

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Newsletter No. 015-13/14, November 8, 2013

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

1) Digital Learning Funds:

The State Board of Education approved the allotment of the Digital Learning Funds for 2013-14.

1. 50% of the funds will be distributed based on allotted average daily membership. The allotment will be distributed in the revision on November 20th.
2. 50% will be awarded through an application process, administered by the DPI Digital Teaching and Learning group.
3. Charter schools do not receive a direct allotment, however, LEAs shall ensure that charter schools, which are located within the district, are notified and have access to all trainings organized by utilizing these funds. Charter school personnel shall be permitted to attend all such training and LEAs shall make available all digital content, purchased or subscribed, to the charter school, if the content is acquired with these funds.

Attached is additional information related to use of funds, the allotment by LEAs and the application.

If you have questions contact Alexis Schauss at alexis.schauss@dpi.nc.gov.

2) PMR Update – Submission Needed:

This information is being sent to LEA data managers, however we wanted to provide this to all Finance Officers as well. Please work with your LEA data managers to ensure they have submitted correct student accounting information as it impacts ADM and funding.

Over 2,000 schools have submitted the first month PMR in PowerSchool. That means there are around 500 schools that have not submitted the first month PMR. If you have not submitted a PMR for your school, please do so immediately. This will allow us to

help fix any errors that you may have. If you are unable to submit your PMR, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

For those schools that have submitted and have no fatal errors, thank you. If you have submitted and you have fatal errors, please work on data clean-up (i.e. verify each student has admission status code and attendance codes are populated). While not fatal, incorrect entry and exit dates of students will impact your ADM calculation. The Daily Headcount Adjustment process can help identify students with incorrect entry and exit dates. If a school has at least one fatal error, that entire school is dropped from the ADM calculation. In order for DPI to calculate the correct ADM and provide the proper funding for your charter school/LEA, we must have clean and accurate data. If you do not clean-up your data, it could negatively impact the amount of funding you receive.

If you have any questions regarding policies and procedures of the PMR, please contact Ozella Wiggins at ozella.wiggins@dpi.nc.gov.

3) Absence Code 56 - Substitute Not Hired:

Please be advised when crediting employees \$50 for not hiring a substitute when the employee takes personal leave, the employee must have an absence code 06 initially reported to deduct the \$50 for personal leave. When using absence code 56, the days taken must be reported as a negative number in order to refund the \$50 and report correctly.

To add reason code 06 to any vouchers that you have submitted with a reason 56, you will need to submit an IPC through BUD.

If you have any questions or concerns concerning the use of absence codes, please contact Sue Holly at 919.807.3735 or Susan.Holly@dpi.nc.gov or Tiandra Alli at 919.807.3736 or Tiandra.Alli@dpi.nc.gov.

4) SS200 Full-Time Personnel Report – Due November 22, 2013:

To be completed by both LEA and Charter Schools.

The SS200 Online Report is due by Friday, November 22, 2013.

The link to the SS200 online application is located at the Financial and Business Services website under "What's New": www.ncpublicschools.org/fbs.

The SS200 Full-Time Personnel Report is an online system that collects race/ethnicity, gender and fund source of full-time personnel employed as of October 1, of the current school year (2013 – 2014). You may reference your Human Resource Management (HRMS) SS-200 Full-Time Personnel Report to assist in completing this report.

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. DPI cannot assign an NCID or reset NCID passwords.

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 and reporting for the SS200.

If you have questions, please contact Angela Harrison, 919.807.3734 or angela.harrison@dpi.nc.gov.

5) SS300 Local Salary Supplements Report – Due November 22, 2013:

To be completed by LEAs ONLY!

The SS300 Local Salary Supplements Report is due by November 22, 2013. The link to the SS300 online application is located at the Financial and Business Services website under "What's New": www.ncpublicschools.org/fbs.

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. DPI cannot assign an NCID or reset NCID passwords.

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 and reporting for the SS300.

If you have questions, please contact Ozella Wiggins at 919.807.3757 or ozella.wiggins@dpi.nc.gov.

6) LEA-Based Calendar Waivers for Weather Related Causes – Approved November 7, 2013:

All LEAs that were eligible for and submitted a waiver of the opening date of the Monday closest to August 26 for the 2015 school year based on weather related causes were presented to the State Board of Education on November 7, 2013. All waivers were approved. Attached is a list of LEAs that received a waiver.

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.

7) Cash Management and MSA Training – (Charter Schools Only):

We will have a Cash Management and MSA training class for Charter Schools on Monday, December 16, 2013 at the Department of Public Instruction in Raleigh, NC, Room #564 from 10:00 am - 4:00 pm. There is no registration fee for the class, but you must register in order to attend. The class is designed for those who work in the charter school finance office to include all finance staff. The class consists of "Hands-on" training with the emphasis on understanding the monthly financial reports, 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. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

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

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. 016-13/14, November 15, 2013

Philip Price
CFO/CIO
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Raleigh, NC 27699-6326
Email: Philip.Price@dpi.nc.gov

1) Information Need by the State Health Plan for Compliance with the Affordable Care Act:

This item is for all LEAs and those Charter Schools that are enrolled in the State Health Plan.

We received the attached document titled "State Health Plan Information" from Mona Moon, Executive Administrator of the North Carolina State Health Plan (SHP). The SHP is requesting information on all employees who work, on average 30 or more hours per week, but were not eligible to enroll in the State Health plan. For more details on breakdown of what information is being requested, please see the attached document. We are also providing the attached Excel template, which are the same tables located within the pdf file, to assist you in responding electronically to the SHP's request for information. Please provide the information directly to Tom Friedman (Thomas.friedman@nctreasurer.com) no later than December 15, 2013.

If you have any questions or concerns, please contact Tom Friedman at Thomas.friedman@nctreasurer.com.

2) IDEA, Part B Maintenance of Effort (MOE):

Attached is the proposed rulemaking from the Office of Special Education and Rehabilitative Services, US Department of Education (USDOE), to amend IDEA, Part B regulations regarding the local education agency maintenance of effort (MOE). According to the USDOE, the proposed amendments to §300.203 clarify the standards for MOE compliance and eligibility, and specify the consequence of failure to maintain effort. The deadline for submitting public comments to the USDOE is December 2, 2013.

Also, please be aware the current IDEA, Part B regulation §300.154(g)(2), Methods of Ensuring Services (Proceeds from public benefits or insurance or private insurance), prohibits the use of expenditures from Medicaid reimbursements for children with disabilities for MOE purposes. Regulation states: "If a public agency spends reimbursements from Federal funds (e.g., Medicaid) for services under this part, those

funds will not be considered "State or local" funds for purposes of the maintenance of effort provisions in §§300.163 and 300.203."

If you have questions regarding MOE, contact Valerie Herndon at Valerie.herndon@dpi.nc.gov or 919.807.3996.

3) TIMS Service Indicators Report Now Available:

The Transportation Service Indicators report for 2012-2013 is now available at www.ncbussafety.org/TIMS. This publication gives school transportation providers and local policy makers a tool that will help them assess the quality of the services they provide.

Questions should be directed to the TIMS project office or to Derek Graham at DPI Transportation Services 919.807.3570. (derek.graham@dpi.nc.gov).

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. 017-13/14, November 21, 2013

Philip Price
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Email: Philip.Price@dpi.nc.gov

1) Federal Grants – 2nd Installment:

The 2nd installments for Title I and IDEA VI-B, for LEAs with grant approvals, were processed in Allotment Revision 14 on November 20, 2013. Another adjustment to these allocations will be made this year because of a change in the allotment data used for Charter Schools, has not been finalized at this time. We do not expect the adjustments to be significant, but LEAs and Charter Schools should anticipate some change.

The 2nd installment for Title II – PRC 103 has not been received from the Federal Government. We will process the 2nd installment in the first allotment revision available when we receive the Federal Grant Award.

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

2) Federal Reversions:

Remember that September 30 encumbrances must be liquidated in the same expenditure code in which they were encumbered by December 31, 2013. Please liquidate all expenditures in time for them to post on the December 2013, Allotment Balance Reconciliation report (JHA 305).

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

3) ABC Transfer Forms:

Christopher Pond has left the School Allotments Section for another career opportunity. Please send your ABC Transfer forms to Sharon Collins at Sharon.Collins@dpi.nc.gov or fax them to her attention to 919.807.3723. If you have any questions, please contact Sharon at 919.807.3675.

4) Allotment Revision Reports:

Please contact Angela McNeill at Angela.McNeill@dpi.nc.gov or 919.807.3747 if you have questions about Allotment Revision Reports.

5) Year-End Unemployment Tax Bill:

Soon you will be receiving your Year- End Unemployment Tax bill, from the Division of Employment Security. Next week we will send out instructions, as well as worksheets to help you complete the billing. HB4 requires year-end payment within 30 days of receipt. This is significantly different from years past, when payment was due within 60 days. Please keep this in mind as you complete your reports.

If you have questions contact Traci Waters @ traci.waters@dpi.nc.gov or 919.807.3521.

6) Web News:

Free & Reduced Meals Application Data
www.ncpublicschools.org/fbs/resources/data/

Calendar Waivers: Weather Related – Updated
www.ncpublicschools.org/fbs/accounting/calendar/

School Attendance and Student Accounting (SASA) Manual – Updated
www.ncpublicschools.org/fbs/accounting/manuals/

Chart of Accounts – Updated
www.ncpublicschools.org/fbs/finance/reporting/coa2014

Allotments: School Connectivity
www.ncpublicschools.org/fbs/allotments/state/

School Insurance Fund – Site Updated
www.ncpublicschools.org/insurance/

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

Charter School Legislation – Updated
www.ncpublicschools.org/charterschools/policy/legislation/

Investing in People: The Pathway to Academic Excellence
www.ncpublicschools.org/charterschools/best/

Advisory Board Information – Updated
www.ncpublicschools.org/charterschools/board/

Charter Schools Application Rubric – Updated
www.ncpublicschools.org/charterschools/applications/

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