
Newsletter No. 018-13/14, January 10, 2014

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1) **Summer Camp Allotment Information:**

The State Board approved the allotment formula for 3rd grade reading summer camps. The following is a summary of the formula:

Each LEA and charter school shall receive:

- A minimum base of \$10,725
- A dollar amount per allotted 3rd grade student multiplied by the percentage of 3rd graders who do not demonstrate proficiency in reading (FY 2012-13)
- The maximum funding is capped at \$825 per ADM

The full State Board materials, including Attachment 2 – ESTIMATED Allotments, can be found under TCS 2 at

<https://eboard.eboardsolutions.com/Meetings/ViewMeetingOrder.aspx?S=10399&MID=1138>.

These amounts will change due to charter school membership that is not fully accounted for in the estimated amounts in the SBE materials.

The allotments will be posted before February 28th in PRC 016.

If you have additional questions, please contact Lydia Prude at 919.218.6416 or Alexis Schauss at 919.807.3700.

2) **Unspent Driver Training Funds at June 30, 2014:**

Please analyze your Driver Training funds and report the amount to revert prior to June 30, 2014 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 13-14. This form must be signed by the Finance Officer and Superintendent and faxed by March 17, 2014 to the School Allotments Section at 919.807.3723. Contact Angela McNeill with questions at 919.807.3747 or angela.mcneill@dpi.nc.gov.

3) Requesting Additional Driver's Training Funds for FY 14:

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 17, 2014) from LEAs who are able to revert Driver's Training funds prior to June 30, 2014. Contact Angela McNeill with questions at 919.807.3747 or angela.mcneill@dpi.nc.gov.

4) NEW WEB-BASED ABC TRANSFER FORM:

LEAs have the OPTION to use a new Web-based form to complete ABC Transfers. The existing form is still available on the allotment website for use. The new form has new features designed to assist you with the 2013-2014 flexibility rules such as:

- Allotted To Date amounts
- Maximum amounts to transfer out for PRC's with limitations
- Textbook credit balances
- Drop down menu for all schools within the LEA (school numbers are still a requirement)

To access the link for the new form, please visit:

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

If your LEA chooses to use the new form, please notify us with your feedback.

A login is not needed to complete the new form. However, it must be printed, signed by the Finance Officer and Superintendent and faxed to the School Allotments Section at 919.807.3723.

If you have any questions please contact Sharon Collins at 919-807-3675.

5) RFP for State Matching Grants for SROs:

The Request for Proposals for State Matching Grants for elementary and middle school Resource Officers (SROs) has again been modified with an extended deadline. This Final Supplemental RFP, posted at www.schoolclearinghouse.org/, details how additional funds can be requested to support salary and benefits of SROs requested in the initial RFP. LEAs can also request additional SROs. The number of SROs is no longer subject to specified ADM limits. The RFP also allows any LEA, charter school, or regional school who did not submit an initial request to apply. Applications are due to DPI by February 13, 2014.

If you have questions contact Dr. Ken Gattis at 919.807.3940.

6) Public School Building Capital Fund Schedule - 2014:

Applications for funding from the Public School Building Capital Fund must be received by School Planning by noon on the 25th of each month, in order to be evaluated in that month's work. Exceptions are as follows:

<u>Month</u>	<u>Day</u>	<u>Date</u>	<u>Reason</u>
January	Fri	24	weekend
February	Mon	24	short month
May	Mon	26	weekend
June	Thur	19	end of fiscal year
October	Fri	24	weekend
November	Mon	24	Thanksgiving
December	Fri	19	Christmas

(Funding from the PSBCF is not available to charter schools.)

For questions or clarifications, please contact Ken Phelps at ken.phelps@dpi.nc.gov or 919.807.3561.

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. 019-13/14, January 17, 2014

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1) Driver Training Instructor Salary:

Senate Bill 339 (Session Law 2011-334) requires the State Board of Education to adopt a salary range for the delivery of driver education courses by public school employees.

At the January Board meeting, the State Board approved the following pay grades for driver education instructors effective July 1, 2014. For the full SBE materials see TCS3 at <https://eboard.eboardsolutions.com/Meetings/Attachment.aspx?S=10399&AID=20262&MID=1138>

Driver Training Instructors shall be paid within the salary range of the pay grade for their job classification, based on a 40-hour work week. If the established work week is less than 40 hours, the hourly rate of pay must be based on a 40 hour work week. Driver Training Instructors shall be paid based on the following pay grades:

Pay grade 66: DMV certified instructors without a NC educator license

Pay grade 68: DMV certified instructors with a NC educator license but no license area 096 - Safety and Driver Education

Pay grade 70: NC educator license with subject area 096-Safety and Driver Education

If an individual was employed as a driver training instructor prior to July 1, 2014 and was paid higher than the maximum allowable of their respective pay grade, the Local Education Agencies may continue to pay at the higher rate, but it is not required.

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

2) Benefits and Employment Policy Related Questions:

For questions on employee benefits (i.e. longevity eligibility, annual/sick leave, etc...) please contact Tom Tomberlin, Director, District Human Resources Support. His contact information is Thomas.Tomberlin@dpi.nc.gov 919.807.3340.

3) LEA Licensure and Salary Information Center (LicSal):

The LIC/SAL website is back up and running. If you have any questions about salary/BUD batches please call Sue Holly, Susan.Holly@dpi.nc.gov 919.807.3735 or Tiandra Alli, Tiandra.Alli@dpi.nc.gov 919-807-3736.

4) School Bus Replacements:

The General Assembly made several changes in the criteria for school bus replacement. About 400 school buses in about 65 counties are eligible for replacement this year. Superintendents have been notified and are being given the legislated option of receiving a \$2000 incentive payment for running a bus eligible for replacement an extra year.

Contact derek.graham@dpi.nc.gov with questions.

5) Transportation Budget Rating Simulator:

The 2014 transportation budget rating simulator is now available at www.ncbussafety.org (under HIGHLIGHTS). In using the Simulator to predict budget ratings for next year,

- (1) Update students transported from the September, 2013 student count, including those transported by contract transportation;
- (2) Update the number of buses you are operating for 91 days or more
- (3) Update Expenditures based on your estimates for 2013.

Questions should be directed to DPI Transportation Services at 919.807.3570 or derek.graham@dpi.nc.gov.

6) Web News:

The following items have been posted to the FBS website:

Driver's Training Allotment Form – Updated
www.ncpublicschools.org/fbs/allotments/forms/

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

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

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

Contact Information for Charter Schools opening in 2014-15
www.ncpublicschools.org/charterschools/applications/2014-15/

Applications and Appendices for 2015-16
www.ncpublicschools.org/charterschools/applications/2015-16/

Advisory Board Agendas and Minutes
www.ncpublicschools.org/charterschools/board/

The following items have been posted to the Intern Research website:

Research Reports
www.ncpublicschools.org/intern-research/reports/

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

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

Newsletter No. 020-13/14, February 7, 2014

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1) Reminder - Impact Aid Applications for fiscal years 2014 and 2015:

If you are a local educational agency that serves significant proportions of federally connected children and receives Impact Aid from the U.S. Department of Education, you are required to forward a complete copy of the application to your State Educational Agency (SEA). A complete copy of the application is due at the same time you submit the application electronically to the US Department of Education. If you did not submit a copy of your 2014 application to the Department of Public Instruction (DPI) at the time you submitted to the US Department of Education, please forward copies of your submitted applications to DPI by COB, Friday, February 14, 2014. Electronic copies are preferred.

In addition, if you conducted a second membership survey, you must also send a copy of the amendment to your SEA.

Please forward all copies to the attention of Karen Frazier, Monitoring and Compliance Section. Email: Karen.Frazier@dpi.nc.gov. Fax number 919.807.3723. Contact number 919.807.3738. Thank you for your attention to this matter.

2) Stop Arm Violation Cameras:

Information about receiving state funds for purchasing stop arm cameras may be found at www.ncbussafety.org/StopArmViolationCamera/Purchasing. Contact: derek.graham@dpi.nc.gov with questions.

3) Replacement School Buses:

DPI Transportation Services is working with 66 counties (74 LEAs) to order about 400 replacement school buses. For those that have already made their selection of vendor and configuration, transportation directors and finance officers have received an email with ordering instructions.

Questions should be directed to DPI Transportation Services 919.807.3570.

4) Panic Alarm Grants:

The next round of requests for Panic Alarm Grants for April 1st, 2014 is coming up quickly. Go to Schoolclearinghouse.org for additional information or contact Jonathan Jones at School Planning 919.807.3556, jonathan.jones@dpi.nc.gov for additional information.

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. 021-13/14, February 28, 2014

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1) **Charter School Membership by LEA:**

Attached are the reports based on the survey on charter school membership by LEA. For questions about the data, contact Alexis Schauss at alexis.schauss@dpi.nc.gov.

2) **Transportation for Summer Programs:**

This is a reminder that the PRC 056 Transportation allotment is to be used to provide transportation to and from school for the regularly organized school day and school year. These funds may not be used for any summer reading programs or other remediation programs. Any use of PRC funds to pay for drivers, mileage, fuel, contract transportation, etc. must be reimbursed from other state funds, local funds or other funds associated with the program in question. See attached memo for State Board of Education policy reference. Contact: derek.graham@dpi.nc.gov.

3) **SRO Grants:**

The Superintendents Council designated by SBE for approval of SRO grants has approved a final round of supplemental funding in the amount of \$1,585,342 to support 43 additional SROs in 12 LEAs and two charter schools. On the attached chart, the LEAs and charters receiving the final supplemental funding are highlighted in orange.

In December 2013, \$5,344,065 of funding was approved and disbursed for 152 SROs. The funds approved in the final supplemental round brings the total approved to \$6,929,407 of the \$7 million appropriated by the General Assembly under Section 8.36 of Session Law 2013-360. The funding provided support for a total of 195 SROs in 52 LEAs and nine charter schools. LEAs and charters pledged to provide \$1 of local funding for each \$2 of state funding.

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

4) Web News:

The following items have been posted to the FBS website:

Charter School Membership by LEA - Survey Results

www.ncpublicschools.org/fbs/

Chart of Accounts & Program Report Codes - Updated

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

History - LEAs eligible for a Calendar Waiver - Updated

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

Cash Management Guidelines for Charter Schools

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

Allotments:

School Technology Fund 2013-14

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

Statewide Average Salaries Used for Initial Allotments 2013-14

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

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

Best Practices - Strategic Planning: A Process for Quality

www.ncpublicschools.org/charterschools/best/

Board Meetings & Agendas - Updated

www.ncpublicschools.org/charterschools/board/

Applications for 2015-16 - Updated

www.ncpublicschools.org/charterschools/applications/2015-16/

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. 022-13/14, March 19, 2014

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1) FY 15 State and Federal Planning Allotments:

The FY 15 Planning Allotments have been delayed this year. We are estimating that we will be able to calculate the State planning allotments the first couple of weeks in April 2014. The FY 14 Federal Planning Allotments will come out shortly after the State Planning.

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

2) FY 14 Summer Camp Allocation:

The Summer Camp Allocations (PRC 016) were processed in Allotment Revision #25 on 3/11/14. The revised allocation calculation is attached to this email. The funding will carryover until spent.

If you have any additional questions concerning the calculation, please contact Susan Charlton at 919.807.3750.

If you have program questions, please contact Carolyn Guthrie at 919.807.3762.

3) FY 14 Higher of 1st or 2nd month Adjustment:

The Higher of 1st or 2nd Month Adjustment was processed in Allotment Revision #26. The detailed calculations of the adjustments were emailed on March 17, 2014. This adjustment was delayed due to a delay in obtaining Average Daily Membership numbers for Month 1 and Month 2. This adjustment is legislated and will be processed every year until the legislation is changed.

If you have any questions regarding the ADM numbers used in the calculation, please contact Andrew Cox at 919.807.3708.

If you have a question about the calculation of the adjustment, please contact Gloria Waters at 919.807.3732.

4) Statewide Stop Arm Violation Count:

All LEAs are asked to participate in a statewide effort to document the number of times a motorist passes a stopped school bus. Last year the number of documented passings on a single day was over 3300!! Instructions have been sent to transportation staff for the count, scheduled on March 26.

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

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Newsletter No. 023-13/14, March 28, 2014

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1) Students Attending School Outside Their Administrative Unit:

Erroneous information was previously provided during the User Advisory Board (UAB) meeting on March 20, 2014. The information provided in the meeting said that a student attending school outside their local school administrative unit must be coded as a visiting student (VST1). Students DO NOT have to be coded as VST 1 and can be coded as MST1 if they attend school outside of the administrative unit in which they are domiciled as long as they are domiciled within the state of North Carolina. However, a student cannot be in membership status in more than one LEA at the same time.

The SASA manual states the following:

A student domiciled in one local school administrative unit may be assigned either with or without the payment of tuition to a public school in another local school administrative unit upon the terms and conditions agreed to in writing between the local boards of education involved and entered in the official records of the boards. The assignment shall be effective only for the current school year, but may be renewed annually in the discretion of the boards involved (115C-366).

We apologize for any inconvenience and confusion the erroneous information has caused. If you have any further questions or concerns, please contact Ozella Wiggins at either 919.807.3757 or via email at ozella.wiggins@dpi.nc.gov.

2) FY 14-15 Allotted ADM:

Attached is the worksheet for the Allotted ADM that will be used in the FY 14-15 Planning Allotments. Allotted ADM is the higher of the prior year Best 1 of 2 ADM (FY 13-14) and Projected ADM (FY 14-15) in total. The Planning Allotments are scheduled to go out by April 4, 2014.

Please contact the School Allotments section at 919.807.3739.

3) Webinars Scheduled - The Community Eligibility Provision is coming to North Carolina:

The Healthy, Hunger-Free Kids Act created a new initiative designed to promote participation in the school breakfast and lunch programs. This new initiative is called the "Community Eligibility Provision" or CEP. The CEP provides an alternative to collecting, approving and verifying household eligibility applications for free and reduced-prices eligible students in high poverty LEAs for schools that participate in both the school breakfast and lunch programs. Once approved, the provision enables eligible LEAs/schools to provide breakfast and lunch to all students at no cost. For a LEA or school, to be eligible to participate in the CEP for school year 2014 – 2015, the LEA/school must have one or more schools with an "identified student percentage" or ISP of 40% or greater as of April 1, 2014. The attached fact sheet provides additional details about the CEP.

The Child Nutrition Services Section will host two webinars next week to review the CEP and the potential impact of the provision on the school nutrition program and other programs that have traditionally relied upon individual students' meal eligibility status to create the economically disadvantaged subgroup. The webinars are open to Superintendents and School Business Officials.

The first webinar is scheduled for Wednesday, April 2 at 3:00. The second webinar is scheduled for Friday, April 4 at 3:00.

You may register for a session now by clicking a date below:

Wednesday, April 2, 2014 (3:00 pm - 4:30 pm)
<https://www1.gotomeeting.com/register/617873633>

Friday, April 4, 2014 (3:00 pm - 4:30 pm)
<https://www1.gotomeeting.com/register/956434536>

We look forward to sharing information with you about this exciting new program!

For questions about the CEP, please contact the Child Nutrition Services Section at 919.807.3506 or Lynn Harvey at lynn.harvey@dpi.nc.gov or Janet Johnson at janet.williamsjohnson@dpi.nc.gov.

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Newsletter No. 024-13/14, April 4, 2014

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1) **SCHOOL BUS STOP ARM CAMERAS:**

The first allotments to PRC 56 (Transportation) are in process for LEAs that have ordered up to two school bus stop arm camera system. Some were included in Revision 27 and all others requested by April 3 will be in Revision 28. Funds are available this year and next year for up to 2 systems per LEA (max \$3000 per system). The deadline for 2013-2014 is May 15 after which remaining funds will be distributed to LEAs requesting additional systems.

Contact: Derek.Graham@dpi.nc.gov

2) **Cash Management and MSA Training (Charter Schools Only):**

We will have a Cash Management and MSA training class for Charter Schools on Tuesday, April 29, 2014 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. Also, provide the name of your charter school and your charter school number. 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.

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

MSA and Cash Management Training will be offered to LEAs on Thursday, May 1, 2014. 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 at 919.807.3725 with questions. You will be notified by email when you have successfully registered for the training class.

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. 025-13/14, April 11, 2014

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1) Policy Clarification Pertaining to Capital Projects:

Please review the attached document regarding G.S. 115C-521(c) as it relates to the submission of plans to the NCDPI for review before investing any money in a capital project.

If you have any questions, please contact Ken Phelps at ken.phelps@dpi.nc.gov.

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

MSA and Cash Management Training will be offered to LEAs on Thursday, May 1, 2014. 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 at 919.807.3725 for questions. You will be notified by email when you have successfully registered for the training class.

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Newsletter No. 026-13/14, April 17, 2014

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1) Timeline for the 2013/14 SAR Collection: May 1st through May 15th:

Thank you to all the schools that have been running their SAR and working on the exceptions. We have set the SAR collection period for May 1st through May 15th due to the data cleanup you have been working on in the past few months and the upcoming April maintenance weekend updates.

Please continue running the SAR and working on the exceptions as you have been doing and do not delay. It is very important that the data is reviewed and corrected where needed. With the April maintenance, there will be a few changes implemented to assist further with the data cleanup. More detailed information concerning these updates will be coming soon but, for now, here are some items that may be of assistance as you review:

After the April maintenance:

- SAR-2 will not include SSNs with hyphens
- SAR-4 will change to a warning
- SAR-6 will change to a warning
- SAR-19 will no longer include students that were enrolled at School A with a schedule, withdrew and enrolled at School B and now have an active schedule at School B.

Issues with roles SAR - 6, 16 and 17:

If you have exceptions that are indicating that roles are missing and you have verified that the roles are populated, Pearson is fixing this problem in their software to recognize the roles accurately.

The VPS staff import is complete and schools with VPS classes scheduled should be updating the VPS lead teachers for those classes.

A webinar is being planned for early May to address any questions or concerns that may arise. If you currently have questions, please contact Sandra Johnson at sandra.johnson@dpi.nc.gov.

2) **Panic Alarm Grants:**

The second round of Panic Alarm Grants were received on April 1st and will be awarded shortly. Per Session Law 2013-360 Section 8.37.(c) 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. The next grant deadline for the 2014-2015 fiscal year will be September 10th, 2014 (assuming funding will be renewed).

For additional information please contact Jonathan Jones. Jonathan.Jones@dpi.nc.gov or 919.807.3566.

3) **The Five "W's" of Foreign National Tax Compliance - April 29th, 2014 Webinar:**

The following is a notice from the Office of the State Controller (also see attachment)

The Office of the State Controller is excited for our second Foreign Nationals Tax Compliance webinar of the 2014 training curriculum. These informative trainings will be provided to all state agencies, universities, community colleges, local education agencies and charter schools.

Our webinar topic will be "The Five "W's" of Foreign National Tax Compliance. How to implement these 5 W's," which be held on April 29th, 2014, 10:00am – 12:00pm.

We will discuss more of the basics and try to focus in on some of the common issues we are experiencing in processing our foreign national employees, students and vendors. To register for this webinar or any other webinars, please click on the link below. Please note that you may need to hold down the "control" key as you click to activate the link.

The following schedule outlines the complete training curriculum planned for the remainder of the 2014 calendar year. Please update your calendars for the change in date of the May 21st webinar. This was originally scheduled for May 20th and due to a scheduling conflict, we have rescheduled to the following day. Additional information, including reminders to register, will be sent to you in subsequent emails. We encourage your participation at all applicable training events and hope you will find them beneficial to your specific needs.

Contact:

Jennifer Trivette Pacheco, CICA
Risk Mitigation Analyst
Foreign National Tax Compliance Program
NC Office of the State Controller
3512 Bush Street – MSC 1410
Raleigh, North Carolina 27699-1410

Office: 919.707.0764
Foreign National Secure Fax:
919.875.3805
EAGLE Fax: 919.875.3804
jennifer.pacheco@osc.nc.gov (please
note new email address)
OSC online – www.osc.nc.gov

WEB NEWS:

The following items have been posted to the FBS website:

Highlights 2014

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

Month 1 & 2 ADM and PMR Data

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

Grade, Race, Sex Data 2013-14

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

FBS Staff Directory – Updated

www.ncpublicschools.org/fbs/directory/

Chart of Accounts – Updated

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

Allotments Support Documentation

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

State Allotments 2014-15

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

NCVPS Reductions - Final Enrollment by LEA

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

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

OCS Staff Directory – Updated

www.ncpublicschools.org/charterschools/directory/

School Directory – Updated

www.ncpublicschools.org/charterschools/schools/

Board Meetings & Agendas – Updated

www.ncpublicschools.org/charterschools/board/

Applications for 2015-16 – Updated

www.ncpublicschools.org/charterschools/applications/2015-16/

School District Personnel Support Now District Human Resources

The School Personnel Support Section recently changed its name to District Human Resources. A new website highlights the changes to the section as well as features familiar information for school district human resources personnel. Check out their new website at www.ncpublicschools.org/district-humanresources/. Don't forget to update your bookmark to reflect their new address.

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. 027-13/14, May 2, 2014

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

1) School Bus Garage Inventory Levels:

The attached memo was sent via email to all county LEA superintendents, finance officers and transportation directors on May 1. Included with this memo was a summary of bus garage inventory reported shortages for the past 3 years.

Contact DPI Transportation Services at 919.807.3570 with questions.

2) School Allotments FY 13-14 Year End Reminders:

- ABC Transfer Request - May 30, 2014 is the last day to submit an ABC Transfer Request for FY 13-14. Please remember to send your request to Sharon Collins by fax to 919.807.3723 or email to Sharon.Collins@dpi.nc.gov.
- Other Allotment Revision Requests - June 11, 2014 is the last day to submit approvals, additional allocation requests, or allotment adjustments (not ABC Transfers) for FY 13-14.
- 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 11, 2014.

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

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. 028-13/14, May 16, 2014

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

1) Contract Raise List Clarification:

DPI is relying on the LEAs to provide the list of contract raise employees. Per Senate Bill 402, the LEAs are to have the board approved list of employees by June 30, 2014. Once the list has been approved, please send the list in the format outlined in the email sent by DPI on May 9, 2014. IT is requesting a minimal amount of data for the employees on this list and will use this list to populate the Contract Raise table for salary audit purposes.

The contract raise list must be populated with the LEA submissions prior to the July salary data load in August. DPI realizes that there will be LEAs unable to provide this list on June 30, 2014, however; it is crucial that the list is sent as soon as possible. DPI has to populate the Contract Raise table and must factor in time for file formatting issues, etc. The due date for submitting the list to DPI is July 15, 2014.

If you have questions, contact Gwendolyn Tucker at Gwendolyn.Tucker@dpi.nc.gov or 919.807.3715.

2) Financial and Business Services Summer Conference:

The memorandum regarding the upcoming Financial and Business Services Summer Conference is attached (see attachment). If you have questions regarding the conference, please contact Alexis Schauss or Doris McCain at 919.807.3700.

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. 029-13/14, May 19, 2014

Philip Price
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1) School Allotments FY 13-14 Year End Reminders:

- ABC Transfer Request - May 30, 2014 is the last day to submit an ABC Transfer Request for FY 13-14. Please remember to send your request to Sharon Collins by fax to 919.807.3723 or email to Sharon.Collins@dpi.nc.gov.
- Other Allotment Revision Requests - June 11, 2014 is the last day to submit approvals, additional allocation requests, or allotment adjustments (not ABC Transfers) for FY 13-14.
- 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 11, 2014.

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

2) School Allotments FY 14-15 Planning Memo:

The FY 14-15 Planning Memo from Philip Price is attached to this email. Please contact School Allotments at 919.807.3739 if you have any questions.

3) LEAs Closing Procedures for Fiscal Year 2013-14:

To ensure all necessary personnel within the LEAs receive the close out information, attached you will find the LEA closing procedures for Fiscal Year 2013-2014. If you have questions about the closing procedures, please contact Roxane Bernard at 919.807.3725 or rbernard@dpi.state.nc.us.

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. 030-13/14, May 23, 2014

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

1) **Legislative Update Webinar:**

The following information has been provided to your Superintendent. You may want to participate in the following webinars with your Superintendent.

Legislative Update

This webinar will provide you with information from the Short Session of the General Assembly.

Register for a session now by clicking a date below:

[Fri, May 30, 2014 11:00 AM - 12:00 PM EDT](#)

[Fri, Jun 6, 2014 11:00 AM - 12:00 PM EDT](#)

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

System Requirements:

PC-based attendees

Required: Windows® 8, 7, Vista, XP or 2003 Server

Mac®-based attendees

Required: Mac OS® X 10.6 or newer

Mobile attendees

Required: iPhone®, iPad®, Android™ phone or Android tablet

2) **Additional Driver's Training Funds Request for FY 14:**

Very few LEAs were able to return Driver's Training funds for reallocation. We do have a small amount of funds to help LEAs with severe needs. LEAs must submit a written request to the School Allotment Section to be considered for additional Driver's Training funds for salary purposes only. This request must include documentation to support the amount needed and why alternative methods of operating the program are not being used. LEAs that are Small County or Low Wealth, and have not used any current funds to purchase cars will be given priority consideration. This request must be faxed by May 30, 2014 to the School Allotment Section at 919.807-3723. Contact Angela McNeill with questions at 919.807.3747 or angela.mcneill@dpi.nc.gov.

3) School Allotments FY 13-14 Year End Reminders:

- ABC Transfer Request - May 30, 2014 is the last day to submit an ABC Transfer Request for FY 13-14. Please remember to send your request to Sharon Collins by fax to 919.807.3723 or email to Sharon.Collins@dpi.nc.gov.
- Other Allotment Revision Requests - June 11, 2014 is the last day to submit approvals, additional allocation requests, or allotment adjustments (not ABC Transfers) for FY 13-14.
- 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 11, 2014.

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

4) Approved May Masters Pay:

If your LEA submitted documentation to authorize masters, advanced or doctoral degree pay for the month of May for those teachers and instructional personnel that have completed graduation requirements, please be sure they receive the appropriate salary schedule pay effective in the month of May. These were to be submitted to DPI Licensure by May 7, 2014.

If they ever received graduate level pay, prior to the 2014-15 school year, they will be eligible for masters, advanced, or doctorate pay for the 2014-2015 school year.

The State Board of Education changed the traditional April 1 deadline date in the Salary Manual to May 7, 2014 this year, for obtaining graduate pay in the current year.

If you have any master's pay questions, please contact Tiandra Alli (tiandra.alli@dpi.nc.gov) or Sue Holly (susan.holly@dpi.nc.gov).

5) Administrative Costs Limitation by PRC:

Attached is the Administrative costs limitation by PRC for your information. If you have questions please contact Keisha Davis at 919.807.3682.

6) Workers' Compensation:

As most of you are aware, Item 15. Workers' Compensation of the Governor's Budget says, "Local boards of education shall pay all workers' compensation claims arising from events occurring on or after July 1, 2014 for all school employees, regardless of the portion of the employee's salary paid from state funds." Please contact Eileen Townsend at 919-807-3522 if you would like to know your LEA's workers' compensation benefits paid through the self-insured workers' compensation fund.

7) Web News:

The following items have been posted to the FBS website:

Allotment Policy Manual

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

Children with Disabilities Head Count Transfer Form and Small School Application Form

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

Allotted ADM History for LEAs

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

Federal Planning Allotments

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

State Planning Allotments

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

FBS Summer Conference

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

Federal Grants Available through DPI

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

Governor's Proposed Budget and Salary Schedules

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

Grade, Race, Sex Data

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

Datafile Contacts

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

Student Activity Report (SAR) Manual

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

Best 1 of 2 Average Daily Membership (ADM) Report

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

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

Frequently Asked Questions

<http://www.ncpublicschools.org/charterschools/faqs/>

Advisory Board Meetings, Agendas, and Minutes

<http://www.ncpublicschools.org/charterschools/board/>

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. 031-13/14, May 30, 2014

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

1) State PRC 008 - Dollar Allotments for K-3 Teachers:

State PRC 008 - Dollar Allotments for K-3 Teachers will be closed as of June 30, 2014.

If you have chart of accounts questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov. Questions regarding salary, please contact Susan Holly at susan.holly@dpi.nc.gov or Tiandra Alli at triandra.alli@dpi.nc.gov.

2) Days Missed for Inclement Weather Survey:

All LEAs are REQUIRED by Legislation to complete the Days Missed Survey for school year 2013-2014. Please complete the online survey and submit by June 20, 2014. The survey can be found at the following link: www.surveymonkey.com/s/ZPPJYTC 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.

3) EDDIE Update for 2014-15:

Review the attached memo for instructions to update the Educational Directory and Demographical Information Exchange (EDDIE) for 2014-15. If you have questions email eddie@dpi.nc.gov or contact Nicola Lefler at nicola.lefler@dpi.nc.gov or 919.807.3615.

4) School Allotments FY 13-14 Year End Reminders:

- ABC Transfer Request - May 30, 2014 is the last day to submit an ABC Transfer Request for FY 13-14. Please remember to send your request to Sharon Collins by fax to 919.807.3723 or email to Sharon.Collins@dpi.nc.gov.
- Other Allotment Revision Requests - June 11, 2014 is the last day to submit approvals, additional allocation requests, or allotment adjustments (not ABC Transfers) for FY 13-14.
- 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 11, 2014.

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

5) Reminder - Legislative Update Webinar:

The following information has been provided to your Superintendent. You may want to participate in the following webinar with your Superintendent.

Legislative Update

This webinar will provide you with information from the Short Session of the General Assembly.

Register for a session now by clicking the date below:

[Fri, Jun 6, 2014 11:00 AM - 12:00 PM EDT](#)

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

System Requirements

PC-based attendees:

Required: Windows® 8, 7, Vista, XP or 2003 Server

Mac®-based attendees:

Required: Mac OS® X 10.6 or newer

Mobile attendees:

Required: iPhone®, iPad®, Android™ phone or Android tablet

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. 032-13/14, June 4, 2014

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

1) **2014 Year-End Salary Reminders:**

- Beginning June 16, 2014, 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 be sure that you have reviewed employees who received a graduate degree during the school year to ensure that the salary has certified correctly (i.e. degree received in May, salary change is effective in May).
- 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 1st and 2nd 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.

2) **FY 2014 Close Out Deadlines (LEAs and Charter Schools):**

- UERS Data files, including MFR files, must be ready for transmission by June 30, 2014 (midnight).
- All Installment Accruals (LEAs) must be ready for transmission by June 30, 2014 (midnight).
- DPI will begin pulling data at 12:01 a.m. Tuesday, July 1, 2014.

3) **FY 2014 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 13-14 (June 30, 2014), School Business **cannot key manual 202s** for FY 13-14. 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 13-14. Please review your latest May 2014 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) (Expenditures - 1-5110-130-412 and Revenue 1-3211-130-000). 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.

4) **State PRC 008 - Dollar Allotments for K-3 Teachers (LEAs):**

State PRC 008 - Dollar Allotments for K-3 Teachers will be closed as of June 30, 2014. Due to State Board of Education Flexibility Policy, Dollars for Certified Personnel are coded in state PRC 010.

If you have chart of accounts questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

For questions regarding salary, please contact Susan Holly at susan.holly@dpi.nc.gov or Tiandra Alli at tiandra.alli@dpi.nc.gov.

5) 2013-2014 Replacement School Buses:

Each LEA receiving replacement school buses must initiate a Master Replacement Bus Financing Agreement with Banc of America Public Capital Corporation per the instructions on the following web site:

www.ncbussafety.org/finance

Please contact Steve Beachum or Derek Graham at DPI Transportation Services if you have any questions. 919.807.3570.

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

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

www.ncpublicschools.org/fbs/.

Newsletter No. 033-13/14, June 18, 2014

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

1) Proposed Budget & Salary Comparisions:

The Governor, Senate and House Budget Comparison and the Teacher Salary Comparison have been posted to the DPI website at www.ncpublicschools.org/fbs/ under "What's New". Click on 2014-15 Budget Information or go directly to www.ncpublicschools.org/fbs/budget/.

2) Unemployment 1% Payment:

There have been some questions surrounding the 1% unemployment payment for the quarter of April, May, and June. Although DES does not require the payment until July, all obligations incurred prior to June 30, must be paid in June and cannot be carried forward for payment in July.

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

3) Bus Garage Inventory:

This is a reminder that physical inventory of all materials must be completed before the end of the fiscal year June 30th. Documentation on how to progress through the SAP transactions involved in taking inventory is available at: www.ncbussafety.org/BSIP/documents/BSIP_IA4_AnnualInventory.pdf.

It is very important to finish the year with an accurate inventory of all items so that all problems of the past are cleared away for the start of Fiscal 2015.

Questions should be directed to DPI Transportation Services 919.807.3570.

4) Note: A legislative webinar will not be held this week.

5) Governor's Teacher Network Initiative:

Governor Pat McCrory, in partnership with the NCDPI, established the Governor's Teacher Network to recognize and reward teachers who can help advance Race to the Top funded educational remodeling efforts across the state. Approximately 450 outstanding teachers from across North Carolina were selected through an application process to serve for one year as content experts and professional development creators and facilitators. Network teachers will develop projects designed to spread understanding and use of new resources and practices in their schools and districts.

Network teachers who participate in specialized training related to their projects June 30 and July 1, 2014 will receive coaching and support from the NCDPI staff and will receive \$10,000 for the Home Base instructional resources and online learning module components produced during the 2014-15 year.

Applicants were notified by close of business, May 30, regarding their selection. Details on payment instructions will follow.

Please contact Theresa Perry, executive director of GTN, at theresa.perry@dpi.nc.gov for more program information.

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. 034-13/14, June 27, 2014

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

1) 2013 SBE FO Award – 10 points clarification:

Please note that to qualify for FY2013 State Board of Education Award for Excellence in Financial Management, a LEA must receive total of 10 or more points. The report card package sent out may have indicated 9 points on one page and 10 points on another. FY2013 criteria are the same as in the prior year and 10 points (or more) are needed for the award. We apologize for the confusion.

2) FY 2014 Close Out Deadlines (LEAs and Charter Schools):

- UERS Data files, including MFR files, must be ready for transmission by June 30, 2014 (midnight)
- All Installment Accruals (LEAs) must be ready for transmission by June 30, 2014 (midnight)
- DPI will begin pulling data at 12:01 a.m. Tuesday, July 1, 2014.

FY 2014 Close Out Reminders (LEAs Only)

The fiscal year end will arrive on Monday, 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 13-14 (June 30, 2014), School Business cannot key manual 202s for FY 13-14. 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 13-14. Please review your latest May 2014 monthly reports. Also, remember to include any budget amounts from Allotment revision reports that occurred during the month of June.
- 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) (Expenditures 1-5110-130-412 and Revenue 1-3211-130-000). 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.

3) Unemployment 1% Payment (Charter Schools and LEAs):

There have been some questions surrounding the 1% unemployment payment for the quarter of April, May and June 2014. Although DES does not require the payment until July 2014, all obligations incurred prior to June 30, 2014, must be paid in June 2014 and cannot be carried forward for payment in July 2014.

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

4) State PRC 008 – Dollars for K-12 Teachers (LEAs):

State PRC 008 - Dollars for K-12 Teachers will close as of June 30, 2014. Due to State Board of Education Flexibility Policy, Dollars for Certified Personnel can be coded in state PRC 010.

You may pay your 11th and 12th pay period installments for those employees that were paid in state PRC 008 during fiscal year 2013-14 in fiscal year 2014-15. Outside of installment payments from fiscal year 2013-14, LEAs cannot continue to pay salary or code any other expenditure in State PRC 008 starting with fiscal year 2014-15.

If you have chart of account questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Questions regarding salary, please contact Susan Holly at susan.holly@dpi.nc.gov or Tiandra Alli at tiandra.alli@dpi.nc.gov.

5) Disability Refunds (LEAs):

Current Disability refunds were processed for LEAs to review. Finance Officers, please look for the Disability forms that were emailed earlier this week and also review the MSA journal entries that were recorded on June 19th and June 20th.

If you have any questions, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@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. 035-13/14, July 3, 2014

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

1) Public School Building Capital Fund (Lottery) (LEAs Only):

The revised (June 2014) Procedures Manual is available on the School Planning website at www.schoolclearinghouse.org/ primarily to comply with 2013 session laws.

If you have questions, contact Kenneth Phelps, Architect / School Planning Consultant, (t) 919.807.3561 or (f) 919.807.3558 or via email at ken.phelps@dpi.nc.gov.

2) The Healthy, Hunger-Free Kids Act of 2010:

The Healthy, Hunger-Free Kids Act of 2010 included a provision that authorized the Secretary of Agriculture to establish nutrition standards for all foods and beverages sold on the school campus throughout the instructional day. These standards, called "Smart Snack Nutrition Standards" must be applied within the context of the existing NC General Statutes and policies of the State Board of Education. To clarify the relationship of these three layers of rules, the School Nutrition Services section has prepared the attached document, including a comparison chart, to describe the options available to LEAs.

Should you have questions about these rules and their application in NC's public schools, please contact Lynn Harvey, Chief, School Nutrition Services at lynn.harvey@dpi.nc.gov.

3) FY 2014 - 13th Month MFR File – Reminder (LEAs):

This is a reminder that we will pull your FY 2014 13th month MFR File on Wednesday evening, July 16, 2014. Please make sure your LEA is signed into FY 14.

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 14):

- (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.

4) FBS Summer Conference:

REMINDER: The website to register for the FBS Summer Conference will be shut down on Friday, July 18, 2014 at 5:00 pm. On-site registration will be available on Thursday, July 24, 2014 at 7:30 am, the day of the conference.

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. 001-14/15, July 11, 2014

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

1) FY 2014 - 13th Month MFR File – Reminder (LEAs):

This is a reminder that we will pull your FY 2014 13th month MFR File on Wednesday evening, July 16, 2014. Please make sure your LEA is signed into FY 14.

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 14):

- (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.

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 13-14. Your LEA cannot pay back federal overspent programs through the BUD system.

You can pay back State overspent for FY 13-14 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.

2) Annual Transportation Report:

The Annual Transportation Report (TD-1) is due to DPI Transportation Services by August 1. Transportation budget ratings and allotment adjustments cannot be calculated until TD-1 information is received from all LEAs. The TD-1 form is available at WWW.NCBUSSAFETY.ORG under "Reports and Forms."

3) Web News:

The following items have been posted to the FBS website:

EDDIE Transition to 2014-15

www.ncpublicschools.org/fbs/accounting/eddie/

LEAs with Calendar Waivers (Weather) 2014-15

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

Federal Grant Expiration Dates

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

Children with Disabilities Head Count Transfer Form

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

EC Headcount of Dec 2013

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

Datafile Contacts & Data Transfer Schedule for 2014-15

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

Proposed 2014-15 Budget Comparisons & Salary Schedules

www.ncpublicschools.org/fbs/budget/

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

Charter School Teacher of the Year

www.ncpublicschools.org/charterschools/toy/

Charter School Staff Directory – Updated

www.ncpublicschools.org/charterschools/directory/

Contact Information For 2014-15 Charter Schools

www.ncpublicschools.org/charterschools/schools/

2016-2017 Charter School Application Training

www.ncpublicschools.org/charterschools/training/application/

Advisory Board Meetings, Agendas, and Minutes

www.ncpublicschools.org/charterschools/board/

The following item has been posted to the Licensure website:

Policy Update

www.ncpublicschools.org/licensure/

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/.

TO: FINANCE OFFICERS
FROM: PHILIP PRICE
DATE: 7/16/2014

During the Legislative Update Webinar on Monday, we were asked what retirement rate and hospitalization amount should be used for your July payroll. Please use the amount/rate below:

- Hospitalization: \$448.12 per month (which is a decrease from the amount in last year's Budget Bill. It is the amount included in the most recent Governor's, Senate, and House Budgets: \$5,378)
- Retirement: 14.69% (this is the rate approved in last year's Budget Bill: Section 35.15 of 2013-360)

ABC Transfers:

As of today the General Assembly has not passed a state budget. Also, no guidelines have been passed by the State Board of Education 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 Sharon Collins, School Allotments, at 919.807.3675.

Newsletter No. 002-14/15, July 18, 2014

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

1) 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 13-14. Your LEA cannot pay back federal overspent programs through the BUD system.

You can pay back State overspent for FY 13-14 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.

2) Uniform Chart of Accounts:

The FY 14-15 Uniform Chart of Accounts is available on DPI's website at www.ncpublicschools.org/fbs/finance/reporting/.

State PRC 008 Dollar Allotments for K-12 Teachers ended June 30, 2014 but the state PRC 008 can be used during FY 14-15 for installment payments.

Federal PRC 108 Educational Tech-Competitive ended September 30, 2013.

Federal PRC 113 Summer Program Mini Grant ended September 30, 2013.

Federal PRC 121 ESEA Title 1- Office of Early Learning Targeted Assistance ended September 30, 2013.

If you have questions about the Uniform Chart of Accounts, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov

3) School Bus Parts Inventory:

Transportation directors have received information on how to diagnose discrepancies in inventory counts vs. what is in the BSIP system. At the end of 2014-15, any inventory shortages will be considered Questioned Costs and invoices will be issued. In general, no inventory adjustments should be made unless the parts just can't be accounted for....otherwise, the work orders in BSIP should be modified to correct any errors. LEAs are encouraged to submit explanations for any 2013-2014 shortages, to better understand which requests will and will not be approved. Explanatory documents will be received through August 29th. The TD 1 annual report is due August 1.

For more information, contact DPI Transportation Services 919.870.3570.

4) FBS Conference - July 24, 2014:

For your planning purposes, attached is the schedule of sessions for the conference.

REMINDER:

Today is the last day for online registration. Conference information can be found at www.ncpublicschools.org/fbs/conferences/.

If you have questions contact Doris McCain at doris.mccain@dpi.nc.gov or 919.807.3700.

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. 003-14/15, July 25, 2014

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

1) FY 2014 - 13th Month MFR File – Reminder (LEAs):

The preliminary 13th month MFR reports from the July 16, 2014 pull will be netviewed on Monday evening, July 28, 2014.

This is a reminder that we will pull your next FY 2014 13th month MFR File on Monday evening, August 11, 2014. Please make sure your LEA is signed into FY 14.

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 14):

- (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) Uniform Chart of Accounts:

The FY 14-15 Uniform Chart of Accounts is available on DPI's website at www.ncpublicschools.org/fbs/finance/reporting/.

- Federal PRC 154 Governors Teacher Network is available in the Uniform Chart of Accounts. Please use purpose code 5110.
- State PRC 008 Dollar Allotments for K-12 Teachers ended June 30, 2014 but the state PRC 008 can be used during FY 14-15 for installment payments.
- Federal PRC 108 Educational Tech-Competitive ended September 30, 2013.
- Federal PRC 113 Summer Program Mini Grant ended September 30, 2013.
- Federal PRC 121 ESEA Title 1 - Office of Early Learning Targeted Assistance ended September 30, 2013.

If you have questions about the Uniform Chart of Accounts, 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 13-14. Your LEA cannot pay back federal overspent programs through the BUD system.

You can pay back State overspent for FY 13-14 as a prior year refund within the BUD system.

If you have 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/.

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

1) Budget information:

School Business has posted the proposed salary schedules and details of the Special Provisions associated with the salary on the FBS website under "What's New" - www.ncpublicschools.org/fbs/

We will post additional information as we complete it. Please note that this is not final until enacted, and could be affected by a Technical Corrections Bill.

2) PRC 030 Funds:

As you are aware, at the June State Board of Education meeting, the Board approved the application process for the PRC 030 funds that were allocated in the 2013 General Assembly Budget. This process set a deadline for applications of August 1, 2014. Since that time, the 2014 General Assembly short session budget negotiations have been taking place. While we still await a final budget, early proposed versions from the House eliminated the PRC 030 funds and moved them into other school fund sources. Therefore, it is possible that there will be no PRC 030 funds for 2014-15 and therefore will be no need for an application process. However, until we see a final budget, we do not know if this change will actually take place. Therefore, we are postponing the application deadline until August 15, 2014. If the budget does eliminate these funds, we will send out another communication letting you know that you do not need to apply. Thank you for your patience with this process.

3) School Bus Parts Inventories:

Transportation directors are receiving information on how to research and report valid discrepancies in their end of year inventories. Shortages and overages are reported to DPI on August 1 as part of the annual TD-1 report. Even though Questioned Cost invoices will not be issued this year, transportation departments are encouraged to submit any explanations for shortages by August 29. For 2014-2015, inventories should be corrected in BSIP for any known errors and should be adjusted only when there is truly no explanation for a shortage or overage. Questions should be directed to DPI Transportation Services 919.807.3570.

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Newsletter No. 005-14/15, August 1, 2014

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

1) FY 2014 - 13th Month MFR File – Reminder (LEAs):

The preliminary 13th month MFR reports from the July 16, 2014 pull was net-viewed last Monday evening, July 28, 2014.

This is a reminder that we will pull your next FY 2014 13th month MFR File on Monday evening, August 11, 2014. Please make sure your LEA is signed into FY 14. If you have made adjustments since the last pull, please remember to rebuild your 13th month MFR files.

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 14):

- (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).

Also, adjustments to FY 2014 – 13th month MFR are adjustments to the LEA's general ledger. The 13th month MFR adjustments does not affect DPI's FY 13-14 general ledger since DPI's general ledger for FY 13-14 is closed.

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) July 2015 Data File Pull Due Monday evening, August 4, 2014
(Charters and LEAs):

Please remember your July 2014 (FY2015) Financial and MFR data files are due by Monday evening, August 4, 2014.

LEAs during this time of the fiscal year, please do not confuse the pulling of your July 2014 and August 2014 data files (both of which you have to be in FY 2015) with your FY 2014 - 13th month MFR data files. (You have to be in FY 2014).

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 13-14. Your LEA cannot pay back federal overspent programs through the BUD system.

You can pay back State overspent for FY 13-14 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.

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. 006-14/15, August 6, 2014

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

1) **Longevity Payments:**

Section 9.1.(f) of Senate Bill 744 (2014-15 Budget Bill) outlines that employees paid on the teacher salary schedule who earned longevity during the 2013-2014 fiscal year shall be paid a prorated longevity amount for annual longevity earned prior to July 1, 2014.

You will need to pay your employees a longevity payment for eligible service earned after their last annual longevity payment up to June 30, 2014. Employees must have been eligible to receive a longevity payment as of June 30, 2014. Our recommendation is to treat the calculation of this longevity payment as if the employee was terminated on June 30, 2014.

For example: If John has an anniversary date of November 1, he would have received a longevity check in FY14 for his service through October 31, 2013. He would have earned longevity from November 1, 2013 until June 30, 2014. You will now pay John longevity for the time from November 1 until June 30. Calculate the amount as if you were terminating him on June 30, 2014.

This payment should be coded just as you normally pay longevity (i.e. State paid employees would typically be paid from their regular purpose code, PRC 009, Object 184). It is up to the LEA to determine when this payment will be made (i.e. normally anniversary date or at your next payroll cycle).

Please remember, if an employee had not completed 10 years of service, they would not be eligible for a prorated longevity payment. For example, Jane has her anniversary date on September 1, 2014 for 10 years of completed service. She would not have completed 10 years of service by July 1, 2014 so she would not be eligible for any longevity payment.

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

2) PRC 030 Funds:

The General Assembly did pass the final 2014 budget over the weekend. Sadly, the PRC 030 funds, or Digital Learning Grants, that were established in the 2013 budget were eliminated. Therefore, there will be no application process. On a positive note, they did put in language to allow any unused 2013-14 PRC 030 funds to roll over and be used in 2014-15 until they are expended. They are still subject to the same spending guidelines as in the previous year.

Thank you for your support of Digital Teaching and Learning. If you have any questions, please contact Tracy Weeks, Chief Academic and Digital Learning Officer at tracy.weeks@dpi.nc.gov or 919.807.3760.

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. 007-14/15, August 8, 2014

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

1) 2014-2015 Salary Schedules:

The 2014-2015 salary schedules are posted on the FBS website at www.ncpublicschools.org/fbs/.

2) FY 2014 - 13th Month MFR File – Reminder (LEAs):

This is a reminder that we will pull your next FY 2014 13th month MFR File on Monday evening, August 11, 2014. Please make sure your LEA is signed into FY 14. If you have made adjustments since the last pull, please remember to rebuild your 13th month MFR files.

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 14):

- (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).

Also, adjustments to FY 2014 – 13th month MFR are adjustments to the LEA's general ledger. The 13th month MFR adjustments does not affect DPI's FY 13-14 general ledger since DPI's general ledger for FY 13-14 is closed.

Charter schools do not have 13th month MFR files.

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.

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 13-14. Your LEA cannot pay back federal overspent programs through the BUD system.

You can pay back State overspent for FY 13-14 as a prior year refund within the BUD system.

If you have 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. 008-14/15, August 15, 2014

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

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

DPI is providing the appropriate reports to your independent auditors via the internet. These reports for FY14 are now posted in a public application at the following site ([Annual Reports](#)). 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.

2) 2014-2015 Salary Schedules and Salary Calculator:

The 2014-2015 Salary Schedules are located on the DPI website at www.ncpublicschools.org/fbs/finance/salary/ and temporarily under "What's New" at www.ncpublicschools.org/fbs/.

The salary schedules have been loaded into LicSal and the salary calculator has been updated, however please see notes below regarding LicSal.

NOTES:

- 1) Principal salaries will not certify in LicSal until the 3rd pay period, when the teacher counts are loaded into the system.
- 2) Salaries that have been paid prior to the new salary schedules being loaded have NOT been recertified in LicSal at the new schedule rate at this time.
- 3) For those APs who were classroom teachers and moved into AP roles without a break in service after July 1, 2009, the salary calculator will NOT compare the teacher salary to the AP salary automatically to determine which schedule is higher. You will first need to enter an AP code to retrieve the salary and then enter a teacher code to retrieve the salary and then compare the two.

3) **Substitute Teacher Rates:**

Substitute rates have been updated based on the new teacher salary schedule. They are listed below.

Substitute	Minimum Dollar Amount	Maximum Daily Rate	% of A-00 Teacher Rate (calc. on 22 days)
Licensed	\$98	150.00	65%
Unlicensed	\$75	150.00	50%

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

4) **Prior-Year Held Harmless Salaries:**

For those individuals who were held harmless in previous years due to the salary freeze, you will need to certify their salary in 2014-15 at the current years of experience and education on their license (or according to Form G approval). Each of these individuals is still subject to the higher of last year's salary amount (including longevity, if applicable) or the 2014-15 salary schedule amount. You will need to review each case individually to ensure the individual is paid appropriately.

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

5) **Frequently Asked Questions Document – Salary/Longevity Related:**

Questions and Answers on Salary/Longevity are posted on the FBS website www.ncpublicschools.org/fbs/. This document is updated as we receive questions. Please check this document on a regular basis to ensure your questions have been answered.

Please contact Alexis Schauss at alexis.schauss@dpi.nc.gov or Andrew Cox at andrew.cox@dpi.nc.gov if you have a question that is not addressed in the document.

6) **Prorated Longevity for Employees Whose 10th Year Anniversary is in 2014:**

Employees who reach their 10th year anniversary after June 30, 2014 are NOT eligible to receive a prorated longevity payment. This includes July 2014 and August 2014 10th year anniversary dates and is covered in the FAQ document on the FBS website www.ncpublicschools.org/fbs/. There are reports that some LEAs are paying a prorated longevity payment to these individuals. If you have paid employees prorated longevity in this situation, you will need to cover that from local funds or have the payment refunded by the employee.

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

7) FY 2014 - 13th Month MFR File – Reminder (LEAs):

This is a reminder that we will pull the final FY 2014 13th month MFR File on Monday evening, August 25, 2014. This will be the last pull for FY 14 13th month MFR files. Please make sure your LEA is signed into FY 14. If you have made adjustments since the last pull, please remember to rebuild your 13th month MFR files.

DPI netviewed the latest FY 14 13th month MFR reports on Thursday, August 14, 2014. Please do not confuse these MFR reports with the July 2015 MFR reports that were netviewed on Tuesday, August 12, 2014.

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 FY 14 13th Month MFR file (Please make sure that you are signed into FY 14):

- (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.
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Also, adjustments to FY 2014 – 13th month MFR are adjustments to the LEA's general ledger. The 13th month MFR adjustments do not affect DPI's FY 13-14 general ledger since DPI's general ledger for FY 13-14 is closed.

Charter schools do not have 13th month MFR files.

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.

8) Driver Training Coding:

If you have certified driver training instructors who have a NC educator license in driver training, please continue to code them to the 121 object code. Because they are to be paid within a pay range, we will remove the salary audit for PRC 012. If you have driver training instructors who only have the DMV certificate, they should continue to be coded as object code 148 as in the past.

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

9) Panic Alarm Grants:

The next round of requests for Panic Alarm Grants for September 10th, 2014 is coming up quickly. The last deadline for grants will be December 1st, 2014. As noted in the legislation, every school is required to have a panic alarm system by July 1st 2015.

Go to www.Schoolclearinghouse.org for additional information or contact Jonathan Jones at School Planning 919.807.3556, jonathan.jones@dpi.nc.gov for additional information.

10) School Bus Stop Arm Cameras:

The state budget still includes another round of stop arm camera purchases for up to two camera systems per LEA. You can be reimbursed up to \$3000 per system.

DPI Transportation Services will be sending reimbursement instructions soon. If you have questions contact derek.graham@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.

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Newsletter No. 009-14/15, August 22, 2014

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

1) NCVPS is looking for volunteer districts to pilot the flexible funding option:

School districts and charter schools have a number of options to fund NCVPS enrollments. Districts and charters typically use the allotted funds from DPI's funding formula. In 2011 legislation, the General Assembly outlined four additional options to fund NCVPS enrollments, referred to as flexible funding:

1. Local funds.
2. Federal funds.
3. Special state reserve for children and youth with disabilities.
4. ADM contingency reserve.

These options give districts and charters more flexibility with their own budgets by using all of their revenue streams more strategically. Contact NCVPS to learn more about flexible funding options and to volunteer. We are able to accept the first 5 interested districts in this pilot – 919.513.8550.

2) FY 2014 - 13th Month MFR File – Reminder (LEAs):

This is a reminder that we will pull the final FY 2014 13th month MFR File on Monday evening, August 25, 2014. This will be the last pull for FY 14 13th month MFR files. Please make sure your LEA is signed into FY 14. If you have made adjustments since the last pull, please remember to rebuild your 13th month MFR files.

DPI net-viewed the latest FY 14 13th month MFR reports Thursday, August 14, 2014. Please do not confuse these MFR reports with the July 2015 MFR reports that were net-viewed Tuesday, August 12, 2014.

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 FY 14 13th Month MFR file (Please make sure that you are signed into FY 14):

- (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).

Also, adjustments to FY 2014 – 13th month MFR are adjustments to the LEA's general ledger. The 13th month MFR adjustments does not affect DPI's FY 13-14 general ledger since DPI's general ledger for FY 13-14 is closed.

Charter schools do not have 13th month MFR files.

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.

3) New Procedure for the Children with Disabilities Head Count Transfers:

The Allotments Section will no longer accept EC Transfer forms because there is a system to being developed to replace the form. When the system is available we will send the link to register for the system using your NCID. Your CECAS contact listed on the CECAS website will be approved to enter the transfers in the system. Your CECAS contact, the Superintendent, and the Fiscal Officer will be approved to view the transfers. For questions, please contact Susan Charlton at 919.807.3750.

4) Web News:

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

Initial State Allotments

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

Salary Schedule FAQs and 2014-15 Salary Schedules

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

Raise Calculation Examples for Non Certified Personnel

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

Summary of Special Provisions & Money Report

www.ncpublicschools.org/fbs/budget/

Summary of Salary and associated Special Provisions

www.ncpublicschools.org/fbs/budget/

Teachers Paid at the Top of The Salary Schedule – Example

www.ncpublicschools.org/fbs/budget/

Federal Grants Available through DPI

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

FBS Summer Conference Presentations

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

List of LEAs, Charter Schools, Regional School, and Other Educational Entities

www.ncpublicschools.org/docs/fbs/resources/

IDEA Maintenance of Fiscal Effort (MOE) Calculation and Justification Forms

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

USDOJ & USDE School Enrollment Information

www.ncpublicschools.org/fbs/accounting/manuals/

Chart of Accounts 2014-15

www.ncpublicschools.org/fbs/finance/reporting/coa2015

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

Advisory Board Contact Information

www.ncpublicschools.org/charterschools/board/

Governance Board Training Information

www.ncpublicschools.org/charterschools/training/governance/

2014-15 Administrators Institute

www.ncpublicschools.org/charterschools/training/

Public Records

www.ncpublicschools.org/charterschools/

Drop Out Prevention & Recovery Pilot

www.ncpublicschools.org/charterschools/

Timeline for Application Process, Fee Form, and Charter Agreement

www.ncpublicschools.org/charterschools/applications/

Increasing the Success of Students – One Visit at a Time

www.ncpublicschools.org/charterschools/best/

Regional Consultants

www.ncpublicschools.org/charterschools/consultants/

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

Policy Update

www.ncpublicschools.org/licensure/

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. 010-14/15, August 29, 2014

Philip Price
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1) **Voluntary Shared Leave Submission:**

In order for DPI to meet the legislative requirements of General Statute 126-8.3, your vendor implemented procedures to collect voluntary shared leave. You should be able to run a report in your software to generate this information to provide to DPI.

We have created a survey for you to use to submit this data to us. Please click the following link: www.surveymonkey.com/s/FTR3CL6. When entering data, please enter whole numbers only. The survey is due by September 12, 2014.

If you are not familiar with the voluntary shared leave report in your software package, please contact your vendor for assistance. If you have any questions about the survey, please contact Andrew Cox at Andrew.cox@dpi.nc.gov.

2) **Allotment Section, ABC Transfers and Flexibility:**

Please be aware that the Allotment Section has 4 of their 5 analyst positions vacant and a skeleton crew is working to complete all revisions as quickly as they can. We are already in the process of recruiting and filling these positions, but we appreciate your understanding during the transition.

With this in mind, please note the following:

- The focus has been to ensure that all the funding is calculated and sent out to the LEAs and the charter schools. This is the priority and other items will follow.
- No ABC transfers are being processed at this time. Please wait until the new ABC Transfer form is sent out before submitting requests. The old form will not calculate correctly as it has not been updated.
- As a reminder, PRC 008 will no longer be used. PRC 010 should be used in its place.
- The policies for Budget Flexibility have not changed from the policies approved by the State last year. This will remain in place, unless action is taken to change. This is the second year of phase out for those who returned CTE MOEs as part of their LEA adjustment.

If you have questions contact Lydia Prude at Lydia.prude@dpi.nc.gov.

3) Report on the Utilization of Personnel Contracts:

Session Law 2014-104 requires the State Board of Education to report on the utilization of personnel contracts. Following is the specific language:

SECTION 8.5. The State Board of Education and the Charter Schools Advisory Board shall jointly report by December 15, 2014, to the General Assembly on the utilization of contracts for personnel services by local boards of education and charter school boards directors. The report shall indicate both the purposes and the extent of such contracts prevalent in each local school administrative district and charter schools statewide.

DPI does not have this level of detail in our UERS data and therefore, will be required to collect the information manually. We are currently developing a survey with specific instructions, and will send this out in the next few weeks. This notice serves only to make you aware of the future request and the requirement to report. If you have personnel contracts, i.e. personal service agreements by an independent contractor paid through accounts payable (not payroll) and receive a 1099 at the end of the year, you will be required to report.

Contact Alexis Schauss with questions at alexis.schauss@dpi.nc.gov.

4) 3rd Annual Foreign National Taxation and Immigration Compliance Conference:

If you have not already registered for 3rd Annual Foreign National Taxation & Immigration Compliance Conference and would like to attend, please note that they are closely reaching capacity and do not want you to miss out on this opportunity for an inexpensive training on both immigration and taxation. See attached flyer.

For questions, please contact Jennifer Trivette Pacheco, CICA, Foreign National Tax Compliance Program, jennifer.pacheco@osc.nc.gov.

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

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

Newsletter No. 011-14/15, September 12, 2014

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

1) **Voluntary Shared Leave Submission – Due Today 9/12/14:**

In order for DPI to meet the legislative requirements of General Statute 126-8.3, your vendors implemented procedures to collect voluntary shared leave. You should be able to run a report in your software to generate this information to provide to DPI. We have created a survey for you to use to submit this data to us. Please click the following link:

<https://www.surveymonkey.com/s/FTR3CL6>. When entering data, please enter whole numbers only. The survey is due by September 12, 2014. If you are not familiar with the voluntary shared leave report in your software package, please contact your vendor for assistance. If you have any questions about the survey, please contact Andrew Cox at Andrew.cox@dpi.nc.gov.

2) **July Salary Vouchers:**

The July salary vouchers that posted for the current year (14-15) have been recalculated according to the new 2014-2015 salary schedules. The audit exceptions that you see are now accurate. If you have any questions regarding salary or audit exceptions, please contact Tiandra Alli, Tiandra.alli@dpi.nc.gov, 919.807.3736 or Sue Holly, susan.holly@dpi.nc.gov, 919.807.3735.

3) **Object 129 Payline Gross:**

Please make sure that you are entering a payline amount on object 129 vouchers. As with all certified vouchers, if the teacher/instructional support is on installments the payline gross amount is the pre-installment amount. If the individual is not on installments, then the payline should equal the net gross amount. Vouchers with a payline amount of zero will cause an audit exception in the salary system. In addition, these vouchers must also have a value in days in the pay period to avoid causing an audit exception. If you have any questions, please contact Tiandra Alli, Tiandra.alli@dpi.nc.gov, 919.807.3736 or Sue Holly, susan.holly@dpi.nc.gov, 919.807.3735.

4) Differentiated Pay for Highly Effective Teachers:

The following was provided by staff in the General Assembly for distribution to superintendents and finance officers. Please refer to the Appropriations Bill Section 8.41 for details on this special provision: www.ncleg.net/sessions/2013/budget/2014/S744-CCSMDXF-1-v-62.pdf.

Section 8.41 of the 2014 Budget allows LEAs to submit proposals establishing local differentiated pay programs for highly effective classroom teachers. Proposals will be assessed by the Senate Appropriations/Base Budget Committee, the House Committee on Appropriations, and the Joint Legislative Education Oversight Committee. The General Assembly may appropriate funds from the North Carolina Education Endowment Fund to assist LEAs establishing local differentiated pay programs. Proposals and questions may be sent to the General Assembly at payplan@ncleg.net.

5) PRC 045 - Compensation Bonus (Legislated) – (LEAs Only):

DPI added to the COA state PRC 045 Compensated Bonus (Legislated) for the LEAs in August 2014. Please review the COA for this state PRC located at DPI's website at www.ncpublicschools.org/fbs/finance/reporting/coa2015. Object code 231 – Employer’s Hospitalization Insurance Cost is not a valid expenditure within this state PRC; therefore, do not record the 231 object code to this state PRC. If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov or 919.807.3725.

6) 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: www.ncpublicschools.org/fbs/allotments/forms/. The conversion amount is \$58,628.00 for the 2014-2015 school year.

Note: The form for 2014-2015 has a new section which asks for the name of the DPI-approved J-1 provider the school system is using to bring in international teachers.

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.

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. 012-14/15, September 19, 2014

Philip Price
CFO
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6326 Mail Service Center
Raleigh, NC 27699-6326
Email: Philip.Price@dpi.nc.gov

1) Object 129 Payline Gross:

Please make sure that you are entering a payline amount on object 129 vouchers. As with all certified vouchers, if the teacher/instructional support is on installments the payline gross amount is the pre-installment amount. If the individual is not on installments, then the payline should equal the net gross amount. Vouchers with a payline amount of zero will cause an audit exception in the salary system.

In addition, these vouchers must also have a value in days in the pay period to avoid causing an audit exception.

If you have any questions, please contact Tiandra Alli, Tiandra.alli@dpi.nc.gov, 919.807.3736 or Sue Holly, susan.holly@dpi.nc.gov, 919.807.3735.

2) Teacher to Assistant Principal Clarification:

G.S. 115C-285(a)(8) A teacher who becomes an assistant principal without a break in service shall be paid, on a monthly basis, at least as much as he or she would earn as a teacher employed by that local school administrative unit. This became effective July 1, 2009, and applies to all persons initially employed as assistant principals on or after that date.

Note: Teachers/IS moving from a teacher/IS position in FY2014 to an AP position in FY2015 will be paid the higher of the teacher or AP salary according to the FY2015 salary schedule.

If you have any questions, please contact Tiandra Alli, Tiandra.alli@dpi.nc.gov, 919.807.3736 or Sue Holly, susan.holly@dpi.nc.gov, 919.807.3735.

3) Days Missed Due to Inclement Weather Survey – Past Due:

All LEAs are REQUIRED by Legislation to complete the Days Missed Survey each school year. This survey was due June 20, 2014, however 45 LEAs have yet to submit a survey response. Please do so by Wednesday, September 24th. The survey can be found at the following link: <https://www.surveymonkey.com/s/ZPPJYTC> 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) LEA-Based Calendar Waivers Due to Inclement Weather – Due October 3:

If your LEA is eligible for a waiver from the opening date of the Monday closest to August 26 for the 2015-16 school year, based on missed days for the last ten years (you must have submitted a missed days survey to be eligible), waiver requests are due to the School Business Services Division by October 3. You can find a copy of the waiver request form titled 'by LEA – Weather Related' under the heading "Calendar Waiver Request Forms" here: www.ncpublicschools.org/fbs/accounting/forms/.

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

5) Children with Disabilities Head Count Transfer System is now Available:

The Allotments Section will no longer accept EC Transfer forms since the system that replaces the form is available. The system has been tested by several users with positive feedback. The URL for the system is <https://schools.nc.gov/childcounttransfer>. Expect a delay in the approval of your access since there will be a high volume of requests. You will need a NCID to access the system. The Allotments Section does not handle NCID issues and you should contact your LEA NCID Administrator or Charter School NCID Administrator. The person listed as the CECAS contact, when requested, will be given access to perform transfers. If you do not have a CECAS contact person listed or the contact is incorrect please contact your CECAS Regional Trainer to update the list. If the person listed as the CECAS contact is not valid or is missing for Charter Schools the Principal and for LEAs the Superintendent must verify the CECAS contact by sending an email to Susan.Charlton@dpi.nc.gov. The deadline for submission of transfers is extended to October 10, 2014 for transfers that occurred on or before September 30, 2014. Fiscal Officers, Superintendents and staff of the Fiscal Officer with Fiscal Officer approval will be granted access to view the transfers. Attached are the instructions for the system. The system and instructions can also be accessed on the Allotment's Website at www.ncpublicschools.org/fbs/allotments/forms/. If you have sent in your Transfer Form you still need to enter it into the system. This does not include forms sent in initially by Charter Schools in their first year of operation (see special instructions for New Charter Schools in the Instructions document).

For questions, please contact Susan Charlton at 919.807.3750.

6) Summer Reading Camp PRC016:

As a reminder, SB744 Section 8.7 provided a date on which unused Summer Reading Camp funds will revert. PRC016 funds allotted for Summer Reading Camps will revert on October 31st, 2014.

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. 013-14/15, September 26, 2014

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

1) Differentiated Pay for Highly Effective Teachers (Update):

The following update was provided by staff in the General Assembly for distribution to superintendents and finance officers. Please refer to the Appropriations Bill Section 8.41 for details on this special provision:

www.ncleg.net/sessions/2013/budget/2014/S744-CCSMDXF-1-v-62.pdf

Section 8.41 of the 2014 Budget allows LEAs to submit proposals establishing local differentiated pay programs for highly effective classroom teachers. LEAs may meet the requirements of Section 8.41 in one of two ways – by submitting either a differentiated pay plan OR a written notice that they will not be submitting a proposal. Only school districts with a plan they wish to share for consideration for future potential appropriations out of the North Carolina Education Endowment Fund will need to submit a plan this school year. Otherwise, the written notice will suffice. Proposals, notifications and questions may be sent to the General Assembly at payplan@ncleg.net.

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

2) Transportation Data Review:

Finance Officers and Transportation Directors will receive an email Friday afternoon (9/26) from Kevin Harrison (DPI Transportation Services) containing LEA-specific data for review prior to the calculation of transportation budget ratings. Once all LEAs have reviewed the input data, transportation budget ratings can be calculated. Budget ratings and eligible transportation expenditures from 2013-14 will be used to calculate the allotment adjustment for PRC 056. Questions should be directed to derek.graham@dpi.nc.gov or steve.beachum@dpi.nc.gov 919.807.3570.

3) SS200 Full-Time Personnel Report:

To be completed by both LEAs and Charter Schools.

The SS200 Online Reporting System will be open around Wednesday, October 1, 2014.

This report will be due by Friday, November 21, 2014.

Look for a link to the SS200 online application after October 1, 2014. Please see 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 (2014 – 2015).

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.

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. 014-14/15, October 3, 2014

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

1) **SS200 Full-Time Personnel Report – Due November 21, 2014:**

To be completed by both LEAs and Charter Schools.

The SS200 Online Report is due by Friday, November 21, 2014. 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 (2014 – 2015). 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.

2) **SS300 Local Salary Supplements Report – Due November 21, 2014:**

To be completed by LEAs ONLY!

The SS300 Local Salary Supplements Report is due by November 21, 2014. 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.

3) 2013-14 State Expenditure Report- LEA deadline October 15th:

Each LEA must post the 2103-14 State expenditures on its website by October 15th.

As a service to the LEAs, the Division of School Business has provided documents for the LEAs to use to comply with the requirements of Session Law 2013-360 section 8.14(c) parts (1) and (2). These documents are posted on the FBS website at

www.ncpublicschools.org/fbs/resources/data/ "Annual Expenditure Report by LEA". LEAs may use these documents to fulfill (1) and (2) of the legislation, if they choose. LEAs are required to complete (3), if applicable. As a reminder the legislation is as follows:

To ensure that parents, educators, and the general public are informed on how State funds have been used to address local educational priorities, each local school administrative unit shall publish the following information on its Web site by October 15 of each year:

- (1) A description of each program report code, written in plain English, and a summary of the prior fiscal year's expenditure of State funds within each program report code.
- (2) A description of each object code within a program report code, written in plain English, and a summary of the prior fiscal year's expenditure of State funds for each object code.
- (3) A description of each allotment transfer that increased or decreased the initial allotment amount by more than five percent (5%) and the educational priorities that necessitated the transfer.

If you have questions contact Alexis Schauss at alexis.schauss@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. 015-14/15, October 10, 2014

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

1) Installment Collapse (LEAs Only):

Effective 9/30/14, DPI posted the 11th & 12th installment payments for State funds in the current year in the special installment codes: 5110-001-120, 5110-001-210, and 5110-001-220. This procedure is known as the Installment Collapse. The installment payments are "cash" payments for July and August and they are not expenditures from your current year allotments but they are included only to reflect an accurate "cash" balance. These amounts were posted on your general ledger when the checks were written, but DPI did not post to the Cash Account on the MSA system until September. This process will not affect your bank reconciliation. A copy of the Installment Report (date run of October 1, 2014) detailing the installment amounts posted for your LEA will be forthcoming.

Each LEA should reverse the State accrual entries on their general ledgers now, if it has not already been done. Any differences between the accrual amount and the actual installment payment for State Funds should be moved on your general ledger to the special installment codes listed above, so that only current year expenditures are reported in the current year expenditure codes. Your LEA cannot post the entries through the BUD system.

Also, effective September 30, 2014, DPI posted the State installment payments and accrual reversing entries to Prior Year State. DPI netviewed a copy of the Allotment Balance Reconciliation Report (JHA351EG) for Prior Year (Company 8000) on Wednesday, October 8, 2014.

If you have any questions concerning the Installment Collapse, contact Roxane Bernard at roxane.bernard@dpi.nc.gov or 919.807.3725.

2) PRC 045 - Compensation Bonus (Legislated) – (LEAs Only):

DPI added to the COA state PRC 045 Compensated Bonus (Legislated) for the LEAs in August 2014. Please review the COA for this state PRC located at DPI's website at www.ncpublicschools.org/fbs/finance/reporting/coa2015. Object code 231 – Employer's Hospitalization Insurance Cost is not a valid expenditure within this state PRC; therefore, do not record the 231 object code to this state PRC.

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

3) ABC TRANSFERS:

The updated form and instructions are on our website at the following web address: www.ncpublicschools.org/fbs/allotments/forms/.

The web based form is all that we will have this year (no excel version). We should start processing ABC transfers this month.

Please contact Lydia Prude with questions 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. 016-14/15, October 17, 2014

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

1) BUD Adjustments – Salary Object Code 129:

Salary Administration is correcting vouchers sent with a \$0.00 payline gross when assigned to a budget code with a 129 object code. Please be sure that when you are sending BUD batches containing a budget code with a 129 object code, that you match the payline gross field in the BUD batch to the payline gross column in voucher inquiry.

Salary Analysts are making changes to payline gross amount in the salary system to clear audit exceptions, so it is vital that you refer to voucher inquiry before submitting your BUD batches. Your batch will deny if the payline gross amounts do not match.

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

2) Summer Reading Camp Funds 13-14:

We have received several questions about carry over associated with 13-14 Summer Reading Camp monies. The language of the law limits how the funds can be used and does not allow the funds to be transferred. The funds cannot be used to pre-purchase materials for next year's reading camps either. You are only authorized to use the funds for activities during the Summer Reading Camp's operations.

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

REMINDER: Summer Reading Camp PRC 016 (Charters and LEAs):

As a reminder, SB744 Section 8.7 provided a date on which unused Summer Reading Camp funds will revert. State PRC 016 funds allotted for Summer Reading Camps will revert on October 31st, 2014.

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

We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the prior year report, Company 8000, FY 2013-2014, as of the September processing period, on Thursday, October 16, 2014. All refunds through the September

2014 processing period are reflected. Refund the overspent State PRCs in the BUD system by Wednesday, October 29, 2014, to avoid penalties.

There are some LEAs on the Allotment Overdraft report for June 30, 2014 as of September 2014, due to the fact that their installment payments exceeded their accrued amounts. Please review your JHA351EG Allotment Balance Reconciliation report for June 30, 2014 as of September 30, 2014 for your accrual and installment entries. The report was netviewed on Wednesday, October 8, 2014.

If you have questions, please contact the following persons:

Total Dollar Allotment Overdraft:

Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov;

Audit Exceptions - State Overpaid and Month Allocated Versus Months Used:

Tiandra Alli at 919.807.3736 or tiandra.alli@dpi.nc.gov or Sue Holly at 919.807.3735 or susan.holly@dpi.nc.gov.

4) Installment Collapse (LEAs):

Effective 9/30/14, DPI posted the 11th & 12th installment payments for State funds in the current year in the special installment codes: 5110-001-120, 5110-001-210, and 5110-001-220. This procedure is known as the Installment Collapse. The installment payments are "cash" payments for July and August and they are not expenditures from your current year allotments but they are included only to reflect an accurate "cash" balance. These amounts were posted on your general ledger when the checks were written, but DPI did not post to the Cash Account on the MSA system until September. This process will not affect your bank reconciliation. A copy of the Installment Report (date run of October 1, 2014) detailing the installment amounts posted for your LEA is in the mail.

Each LEA should reverse the State accrual entries on their general ledgers now, if it has not already been done. Any differences between the accrual amount and the actual installment payment for State Funds should be moved on your general ledger to the special installment codes listed above, so that only current year expenditures are reported in the current year expenditure codes. Your LEA cannot post the entries through the BUD system.

Also, effective September 30, 2014, DPI posted the State installment payments and accrual reversing entries to Prior Year State. DPI netviewed a copy of the Allotment Balance Reconciliation Report (JHA351EG) for Prior Year (Company 8000) on Wednesday, October 8, 2014.

If you have any questions concerning the Installment Collapse, contact Roxane Bernard at roxane.bernard@dpi.nc.gov or 919.807.3725.

5) PRC 045 - Compensation Bonus (Legislated) – (LEAs):

DPI added to the COA state PRC 045 Compensated Bonus (Legislated) for LEAs in August 2014. Please review the COA for this state PRC located at DPI's website at www.ncpublicschools.org/fbs/finance/reporting/coa2015. Object code 231 – Employer's Hospitalization Insurance Cost is not a valid expenditure within this state PRC; therefore, do not record the 231 object code to this state PRC.

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

6) Transportation Parts Inventory Training:

As LEAs will be held fiscally accountable for any school bus parts inventory shortages that occur during 2014-2015, DPI Transportation Services is providing resources to help improve inventory management at bus garages. A new video training series for transportation personnel working with receiving and issuing school bus parts is being launched. The first two videos and PowerPoint presentations are on-line at www.ncbussafety.org/BSIP.

Contact Derek.Graham@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. 017-14/15, October 24, 2014

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

1) Summer Reading Camp PRC 016 (Charters and LEAs):

We have received several questions about carryover associated with FY 13-14 Summer Reading Camp monies. The language of the law limits how the funds can be used and does not allow the funds to be transferred. The funds cannot be used to pre-purchase materials for next year's reading camps either. You are only authorized to use the funds for activities during the Summer Reading Camp's operations. If you have any questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

REMINDER: Summer Reading Camp PRC 016 (Charters and LEAs):

As a reminder, SB744 Section 8.7 provided a date on which unused Summer Reading Camp funds will revert. State PRC 016 funds allotted for Summer Reading Camps will revert on October 31st, 2014. Tuesday, October 28, 2014 is the last day you can request cash for state PRC 016 and received the funds by October 31, 2014.

2) New State PRC 046 - IB Test Fees:

One part of the 2013 legislation, Broaden Access and Successful Participation in Advanced Courses (115C-83.4A), was to enhance access and encourage participation in AP and IB courses by appropriating funds to pay for all AP and IB exams for traditional public school and charter school students beginning in 2014-15. This funding clearly shows a strong commitment for advanced learning opportunities for our NC students.

Attached you will find a document for guidance regarding how AP and IB exam fees will be covered by DPI. Please share this information with your school-based AP Coordinators and related personnel.

The Division of School Business has added a new state PRC 046 - IB Test Fees. This state PRC is a guaranteed allotment for LEAs to charge International Baccalaureate registration and test fees (IB Test Fees), per the attachment.

Contact Sneha Shah-Coltrane at ap.ib@dpi.nc.gov with questions related to this program. If you have questions about the COA, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

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

We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the prior year report, Company 8000, FY 2013-2014, as of the September processing period, on Thursday, October 16, 2014. All refunds through the September 2014 processing period are reflected. Refund the overspent State PRCs in the BUD system by Wednesday, October 29, 2014, to avoid penalties.

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If you have questions, please contact the following:

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Audit Exceptions-State Overpaid and Month Allocated Versus Months Used:

Tiandra Alli at 919.807.3736 or tiandra.alli@dpi.nc.gov or

Sue Holly at 919.807.3735 or susan.holly@dpi.nc.gov.

4) Installment Collapse (LEAs):

Effective 9/30/14, DPI posted the 11th & 12th installment payments for State funds in the current year in the special installment codes: 5110-001-120, 5110-001-210, and 5110-001-220. This procedure is known as the Installment Collapse. The installment payments are "cash" payments for July and August and they are not expenditures from your current year allotments but they are included only to reflect an accurate "cash" balance. These amounts were posted on your general ledger when the checks were written, but DPI did not post to the Cash Account on the MSA system until September. This process will not affect your bank reconciliation. A copy of the Installment Report (date run of October 1, 2014) detailing the installment amounts posted for your LEA has been mailed.

Each LEA should reverse the State accrual entries on their general ledgers now, if it has not already been done. Any differences between the accrual amount and the actual installment payment for State Funds should be moved on your general ledger to the special installment codes listed above, so that only current year expenditures are reported in the current year expenditure codes. Your LEA cannot post the entries through the BUD system.

Also, effective September 30, 2014, DPI posted the State installment payments and accrual reversing entries to Prior Year State. DPI netviewed a copy of the Allotment Balance Reconciliation Report (JHA351EG) for Prior Year (Company 8000) on Wednesday, October 8, 2014.

If you have any questions concerning the Installment Collapse, contact Roxane Bernard at roxane.bernard@dpi.nc.gov or 919.807.3725.

5) PRC 045 - Compensation Bonus (Legislated) – (LEAs):

DPI added to the COA state PRC 045 Compensated Bonus (Legislated) for the LEAs in August 2014. Please review the COA for this state PRC located at DPI's website at www.ncpublicschools.org/fbs/finance/reporting/coa2015. Object code 231 – Employer's Hospitalization Insurance Cost is not a valid expenditure within this state PRC; therefore, do not record the 231 object code to state PRC 045.

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

6) Web News:

The following items have been posted to the FBS website:

SS 200 & SS 300 Information

www.ncpublicschools.org/fbs/

EDDIE Subscribed Users List – Updated

www.ncpublicschools.org/fbs/accounting/eddie/

Annual Expenditure Report by LEA

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

SAR (Student Activity Report) Manual – Updated

www.ncpublicschools.org/fbs/accounting/manuals/

SASA (School Attendance & Student Accounting) Manual – Updated

www.ncpublicschools.org/fbs/accounting/manuals/

Spending Trends & Funding Changes since FY 2008-09

www.ncpublicschools.org/fbs/budget/

Allotment Forms

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

Charter School Finance Guide

www.ncpublicschools.org/fbs/charterschools/

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

Advisory Board Meeting Information

www.ncpublicschools.org/charterschools/board/

Charter Applications for 2016-17

www.ncpublicschools.org/charterschools/applications/2016-17/

Virtual Charter Applications for 2016-17

www.ncpublicschools.org/charterschools/applications/2016-17/

Guidance Documents

www.ncpublicschools.org/charterschools/guidance/

The following item has been posted to the Licensure website:

Policy Update – Revised

www.ncpublicschools.org/licensure/

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.

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

Newsletter No. 018-14/15, November 14, 2014

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

1) **Charter School 2nd Allotment Posted:**

The Allotments Section posted the 2nd installment. The authority to draw can be seen in the MSA system, and cash can be ordered. The full allotment report showing all the details will not be available until Monday. Please be patient and wait for the report and refrain from contacting the Allotments Section for this information today.

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

MSA and Cash Management Training will be offered to LEAs on Tuesday, December 9, 2014. 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.

3) **Salary Reminders:**

If necessary, please forward these reminders to the appropriate staff:

- Changes to current year 2015 vouchers days paid, days employed, %employed, and adding or removing installment indicators should be submitted through BUD in IPC batches.
- Pay adjustments should not have days paid or days employed on the voucher. However, you must enter days in the pay period.
- When paying Drivers Education instructors, please enter a pay line gross amount on the vouchers.

- Many have called inquiring about overpayments showing for installment payouts for employees that have retired or left your LEA. In order to clear these exceptions, you will need to submit an IPC batch to remove the installment indicators.
- In an effort to clear some "potential" audit exceptions, our system changes the days paid and employed to zero for the 129 object codes. If you are processing BUD batches on a voucher with a 129 budget code, please be sure that the negative record matches voucher inquiry.

Please contact Sue Holly (susan.holly@dpi.nc.gov) or Tiandra Alli (tiandra.alli@dpi.nc.gov) if you have salary related questions.

4) Reminder - SS200 Full-Time Personnel Report – Due November 21, 2014:

To be completed by both LEAs and Charter Schools.

The SS200 Online Report is due by Friday, November 21, 2014.

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 (2014 – 2015). 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) Reminder - SS300 Local Salary Supplements Report – Due November 21, 2014:

To be completed by LEAs ONLY!

The SS300 Local Salary Supplements Report is due by November 21, 2014. 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 6, 2014

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 6, 2014. 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.

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. 019-14/15, November 21, 2014

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

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

MSA and Cash Management Training will be offered to LEAs on Tuesday, December 9, 2014. 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 at 919.807.3725 with questions. You will be notified by email when you have successfully registered for the training class.

2) Reminder – DUE TODAY - SS200 Full-Time Personnel Report – Due November 21, 2014 (78 LEAs/Charters Outstanding):

To be completed by both LEAs and Charter Schools.

The SS200 Online Report is due by Friday, November 21, 2014.

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 (2014 – 2015). 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: <https://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.

3) Reminder DUE TODAY- SS300 Local Salary Supplements Report – Due November 21, 2014 (38 LEAs Outstanding):

To be completed by LEAs ONLY!

The SS300 Local Salary Supplements Report is due by November 21, 2014. 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: <https://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.

4) REMINDER: Due December 5 - Survey - Charter School Membership by LEA:

In order to have accurate data on students from within each LEA who attend charter schools, please complete the survey posted under "What's New" on the FBS home page at www.ncpublicschools.org/fbs/. This survey is for LEAs only. Please submit it by December 5, 2014.

The survey: <https://www.surveymonkey.com/s/2C3VPF9>

We are asking for the number of charter school students from your LEA for the FIRST MONTH of this school year.

The dollar amount we are asking for is LOCAL funding ANNUAL PER PUPIL.

We added a question this year so those LEAs with a local tax supplement can enter that per pupil amount separately.

If you have not received a bill from a charter school in your district, please don't wait too long to submit the survey! Submit the survey with an estimate and make a note in the comments section. Later, when you receive the bill, send an email to nicola.lefler@dpi.nc.gov with your revised local funding annual per pupil dollar amount.

Questions requiring numerical answers are formatted. Instructions for entering the numbers are included on the survey.

If you have questions about the survey, please contact Nicola Lefler at nicola.lefler@dpi.nc.gov.

5) Web News:

The following items have been posted to the FBS website:

Allotments Based on First Month ADM for Charter Schools
www.ncpublicschools.org/fbs/allotments/state/

Survey - Charter School Membership by LEA 2014-15
www.ncpublicschools.org/fbs/

FY 2015-17 Biennium Budget Information
www.ncpublicschools.org/fbs/budget/

LEA Training Guide (Finance Office Guide)
www.ncpublicschools.org/fbs/finance/reporting/

Chart of Accounts – Updated
www.ncpublicschools.org/fbs/finance/reporting/coa2015

Basic Education Program (BEP) 115C-81
www.ncpublicschools.org/fbs/resources/

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

Governance Board Training
www.ncpublicschools.org/charterschools/training/governance/

Best Practices
www.ncpublicschools.org/charterschools/best/

Advisory Board Meeting Information
www.ncpublicschools.org/charterschools/board/

FAQ – Board Members
www.ncpublicschools.org/charterschools/faqs/

The following item has been posted to the Intern Research website:

Research Reports

www.ncpublicschools.org/intern-research/reports/

The following item has been posted to the Licensure website:

Licensure Fees – Updated

www.ncpublicschools.org/licensure/forms/

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