
Newsletter No. 022-15/16, January 8, 2016

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1) **Foreign Nationals Withholding Tax:**

The following is from Jennifer Pacheco, Risk Mitigation Specialist at NC Office of the State Controller. Please contact her with any questions. Please ensure you have read the below NC-30 instructions for the impact on your foreign nationals and other employees.

The Income Tax Division, Personal Taxes Section recently published NC-30, Income Tax Withholding Tables and Instructions for Employers for tax year 2016.

Instructions for Employers NC-30 for tax year 2016 can be located at: www.dornnc.com/downloads/nc30_2016.pdf. Questions about the information provided in this document, can be directed to the Taxpayer Assistance and Collection Center toll-free at 1-877-252-3052 or by mail to the Taxpayer Assistance Division, North Carolina Department of Revenue, Post Office Box 25000, Raleigh, North Carolina 27640-0640.

1. The NC-3 is due by January 31 (NOT the end of February), which means you must have all of your 1042-S recipients, which have NC State Withholding completed by January 31. You will make copies of these 1042-S to include with your NC-3. Your federal 1042-S filing due date has not changed (March 15).
2. NC-4NRA - There is an increase in the State withholding for your NRA employees paid Semimonthly and Monthly. This would be for those employees who have a tax status of nonresident alien (determined by the substantial presence test):

Form NC-4 NRA requires the nonresident alien employee to enter on line 2 an additional amount of Income tax to be withheld for each pay period to account for the inclusion of the standard deduction in the wage bracket tables, percentage, and annualized methods of computing income tax withheld. The additional tax to withhold per pay period is identified in the following chart and represents the income tax on the standard deduction for the single filing status (\$7,750) divided by the number of payroll periods during the year. For example, an employee paid monthly is required to enter \$38 ($\$7,750 \times 5.85\% \div 12$).

Payroll Period	Weekly	Biweekly	Semimonthly	Monthly
Additional Withholding	\$9	\$17	\$19	\$38

Please review page 10 and 11 of the instructions for further details. There appears to be an example to prevent over withholding.

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2) Child Count Transfer System Website:

Please note that the close of the business day (5:00 pm) Monday January 11 will be the deadline for entering your State (April 1) and Federal (Dec 1) EC student transfers into the NC DPI School Allotment Child Count Transfer System. Failure to enter both your State and Federal transfers will result in non-funding for your EC transfer students. The NC DPI School Allotment Child Count Transfer System is accessed by using your NCID. If you do not have one please contact your LEA NCID Administrator www.ncid.its.state.nc.us/LEAListing.asp or your Charter School NCID Administrator www.ncid.its.state.nc.us/LEADetails.asp?name=Charter%20Schools%20000.

The link to the Transfer System is <https://schools.nc.gov/childcounttransfer>.

If you have questions contact Shante Morgan, School Allotment Section, shante.morgan@dpi.nc.gov or 919-807-3723.

3) DES Unemployment Tax Assessment Late Charges and Penalties:

Many of you have received, or will soon receive, a tax assessment and demand for payment from the Department of Employment Security (DES) regarding nonpayment of year end unemployment charges.

DPI will make one year end payment to DES. Payment is scheduled for the week of 1/17/15. DES is aware of this scheduled payment, but was not able to stop the late payment tax assessment sent out earlier this week.

Please disregard these notices and the 1% late charge penalty.

Contact Brian Hood Brian.Hood@dpi.nc.gov or Eileen Townsend Eileen.Townsend@dpi.nc.gov with any questions or concerns.

4) Web News:

The following items have been posted to the FBS website:

Month 2 ADM & Months 1 Revised & 2 PMR Data 2015-16

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

History - LEAs eligible for a Calendar Waiver

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

Individual Class Size Waiver Request

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

Average Daily Attendance & Average Daily Membership Ratios (ADA:ADM)

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

EC Headcount of Dec 2014

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

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

Charter Schools Contact Info – Updated

www.ncpublicschools.org/charterschools/schools/

Applications 2017-18 & Progress Chart – Updated

www.ncpublicschools.org/charterschools/applications/2017-18/

Revocations & Voluntary Relinquishments

www.ncpublicschools.org/charterschools/resources/

Weekly Newsletters

www.ncpublicschools.org/charterschools/resources/

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

How to become an Intern & Job Description

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

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. 023-15/16, January 15, 2016

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1) FY 2015-2016 Friendly Reminders (LEAs Only):

- a) Please review your MFR Error Message and DBS/MFR Match (JHA899EG) reports carefully. Send your current manual 202s for corrections to Roxane Bernard at roxane.bernard@dpi.nc.gov.
- b) Local PRC 056 Transportation of Pupils has to follow the same account codes as State PRC 056 Transportation of Pupils; if not, please use Local PRC 706.
- c) State PRC 045 Compensation Bonus (Legislated) - The COA for PRC 045 does not include object code 231 Employer's Hospitalization Insurance Cost.
- d) PRC 035 (School Nutrition) does not have object code 186 Short Term Disability - Beyond 6 Months. Please use State PRC 009 1-7200-009-186.
- e) Always use purpose code 8100 (Payments to Other Gov. Units) with object code 392 (Indirect Cost).
- f) Always check your Monitoring Letters to see where DPI moved some of your Invalid Account codes. Corrections would be moved to valid account codes on DPI books and you will need to make corrections to your general ledger books only.

2) FY 2015-2016 Friendly Reminders (Charter Schools Only):

- a) Please correct all invalid account codes per the December 2015 Monitoring Letter before your charter school transmits your January 2016 data files.
- b) Please review all of your state and federal programs (PRCs). If any of your expenditures exceed your allotment balances (you have overspent the program), please adjust your expenditures and move the expenditures that are over to your local funds.
- c) DPI has prepared the quarterly ending December 2015 zero out process. If your charter school requested more YTD cash than your YTD Expenditures, the excess funds will be pulled from your bank account. If your YTD expenditures were more than your YTD cash requests, funds will be deposited into your bank account if your charter school has the available funds.

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. 024-15/16, February 5, 2016

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1) Summer Reading Camp Funds:

The State Board of Education approved the allotment formula for the summer reading camps. The details can be found on the SBE website - <https://eboard.eboardsolutions.com/Meetings/ViewMeetingOrder.aspx?S=10399&MID=2272> - see Item III.D. BSOP-1. The allotments will go out in an upcoming revision.

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

We will have a Cash Management and MSA training class for Charter Schools on Wednesday, February 24, 2016 or Friday, February 26, 2016 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, provide your first and second date choices and email Roxane Bernard at roxane.bernard@dpi.nc.gov. If you have questions, please call Roxane Bernard at 919-807-3725. You will be notified by email when you have been successfully enrolled for the training class on one of the above dates.

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

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Newsletter No. 025-15/16, February 12, 2016

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

MSA and Cash Management Training will be offered to LEAs on Wednesday, March 2, 2016 or Friday, March 4, 2016. 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.

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

We will have a Cash Management and MSA training class for Charter Schools on Wednesday, February 24, 2016 or Friday, February 26, 2016 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, provide your first and second date choices and email Roxane Bernard at roxane.bernard@dpi.nc.gov. If you have questions, please

call Roxane Bernard at 919-807-3725. You will be notified by email when you have been successfully registered for the training class on one of the dates.

3) REPLACEMENT SCHOOL BUS FINANCING AND PURCHASE ORDERS:

DPI Transportation Services has uploaded the instructions for establishing LEA financing agreements and issuing purchase orders for replacement school buses. Some of you have already done purchase orders and we appreciate your work in taking care of this in anticipation of the contract for financing. Complete information – including the Master Replacement Bus Finance Agreement and the Master Facilitator Agreement signed by DPI – is available at www.ncbussafety.org/finance. Be sure to click on the 2015-2016 instructions. The Exhibit B form shows the replacement buses that each LEA is authorized to order. Note - all PO's, even e-procurement PO's, must be mailed to DPI Transportation Services for processing. Regarding the financing process, the first action item is to complete and fax the REQUEST FOR PAYMENT form. The Master Replacement Bus Financing Agreement for each LEA must be sent to Banc of America per the instructions online. Note the completion date of March 15, 2016. Please let us know if you need an extension. Please contact Steve.Beachum@dpi.nc.gov or Derek.Graham@dpi.nc.gov if you have any questions (919)807-3570.

4) Panic Alarm Grants:

A new round of requests for Panic Alarm Grants for April 30th, 2016 is coming up for new schools that did not already have panic alarms and for schools requiring additional panic alarms. Go to Schoolclearinghouse.org for additional information or Contact Jonathan Jones at School Planning (919) 807-3556, jonathan.jones@dpi.nc.gov.

5) Unemployment Late Payment Charges:

We have been receiving many calls and emails regarding the unemployment late payment charges assessed to LEAs by the Division of Employment Security Commission (DES).

Please do not pay penalties or interest charges. DES approved DPI's request that all penalties and interest are waived on the LEAs behalf. You should not receive any further notices.

If you have any questions please call Traci Waters at 919-807-3521.

6) Web News:

The following items have been posted to the FBS website:

Month 3 ADM & PMR Data 2015-16

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

FBS Staff Directory – Updated

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

Free & Reduced Meals Application Data

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

School Attendance & Student Accounting (SASA) Manual – Updated

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

Change in IRS Mileage Rate

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

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

Charter Schools Contact Info – Updated

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

Applications 2017-18 & Progress Chart – Updated

<http://www.ncpublicschools.org/charterschools/applications/2017-18/>

Weekly Newsletters

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

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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www.ncpublicschools.org/fbs/.

Newsletter No. 026-15/16, February 19, 2016

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

We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the current year, FY 2015-2016, as of the January 2016 processing period, on Wednesday, February 17, 2016. Please submit your refunds effective February 2016 (processing period 8) by Thursday, February 25, 2016, to avoid additional penalties.

The prior year report, Company 8000, for FY 16, as of the January 2016 processing period, will be netviewed on Monday, February 22, 2016. Please submit your refunds effective February 2016 (processing period 8) by Thursday, February 25, 2016, to avoid additional penalties.

If you have questions, please contact Roxane Bernard at (919) 807-3725 or roxane.bernard@dpi.nc.gov.

2) MSA & Cash Management Training (LEAs):

MSA and Cash Management Training will be offered to LEAs on Wednesday, March 2, 2016 or Friday, March 4, 2016. 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 am - 4:00 pm. 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 provide your first and second date choices and 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.

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

We will have a Cash Management and MSA training class for Charter Schools on Wednesday, February 24, 2016 or Friday, February 26, 2016 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 provide your first and second date choices and email Roxane Bernard at roxane.bernard@dpi.nc.gov. If you have questions, please call Roxane Bernard at 919-807-3725. You will be notified by email when you have been successfully registered for the training class on one of the dates.

4) Updated Transportation Finance Seminar Schedule:

The following sessions are 9:00 am – 12:30 pm on the following dates.

February 25, 2016 - Nashville, NC (Nash-Rocky Mount Central Office, 930 Eastern Ave)

March 3, 2016 – Fayetteville, NC (Cumberland County Transportation Office, 1014 Gillespie St)

March 9, 2016 – Morganton, NC (West Concord Resource Center, 509 West Concord St.)

We are hopeful that LEA transportation directors and finance officers will be able to attend together.

Space is limited and pre-registration is required for ALL SESSIONS. Send Name and Title of Attendees to Wanda.Simmons@dpi.nc.gov (919) 807-3573

The presentations from the seminars can be found at www.ncbussafety.org/presentations.html.

5) Professional Standards Requirements for School Nutrition Professionals:

The United States Department of Agriculture (USDA) has established minimum professional standards requirements for school nutrition professionals who oversee, manage and operate the National School Lunch and School Breakfast Programs.

The standards, another key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), aim to institute minimum education standards for new State and local school nutrition directors as well as annual professional development standards for all school nutrition personnel. These new standards will ensure school nutrition personnel have the knowledge, skills, and abilities need to administer the Federally-assisted nutrition programs in compliance with Federal and State regulations and in accordance with nationally-recognized best practices.

The final rule:

- Created minimum hiring standards for new school food authority (SFA) directors/administrators based on the school district's size;
- Established minimum hiring standards for new State directors of school nutrition programs and State directors of distributing agencies; and
- Requires minimum annual professional development standards for all new and current school nutrition personnel.

The attached documents define the specific employment and continuing education/professional development requirements for school nutrition personnel.

Under the new rule, the State Education Agency has the authority to waive certain hiring requirement under unique employment market conditions. Should your district have a viable candidate for the position of School Nutrition Director/Administrator who does not meet the minimum employment standards, and the district wishes to consider available waiver options, please contact Dr. Lynn Harvey, Chief, School Nutrition Services at (919) 807-3506 or lynn.harvey@dpi.nc.gov.

The school nutrition section is committed to providing a variety of professional development opportunities for school nutrition administrators/directors, supervisors and other central office staff through the NCDPI's School Nutrition Leadership Academy, which is a partnership between the department and the North Carolina State University's Center for Continuing and Professional Development. The section also routinely identifies web-based professional development opportunities for school nutrition personnel at the school/site level. These continuing education/professional development opportunities, along with opportunities provided by the national School Nutrition Association (SNA) and the School Nutrition Association of North Carolina (SNA – NC) provide quality educational opportunities for little or no cost to the district or the employees.

If you have questions about the new professional development standards established by the USDA, please contact Lynn Harvey at the contact information shown above.

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. 027-15/16, February 26, 2016

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1) Expanded use for PRC 027 Teacher Assistant funds:

When legislation changed maximum class size, it also eliminated the requirement that TAs from 027 were to only serve K-3 students. Therefore, the TAs from 027 can be used for any grade. They do, however, have to be instructional TAs as defined by object 142.

School Allotments – Silvia LiBoon, Senior Analyst in School Allotments, left the School Allotments Section on February 12, 2016. We appreciate Silvia's work with the Section and wish her well in her career. Please email Lydia Prude at lydia.prude@dpi.nc.gov if you have questions regarding Charter Schools or School Building Administration until this position is filled.

2) International Baccalaureate (IB) Test Fees:

It was communicated in the December 18th, 2015 newsletter that DPI had worked to get the IB test fees billed directly to DPI and that DPI would pay the bill on behalf of the LEAs. We have received some follow up questions about this:

- Some LEAs have already paid for test fees. That is ok, DPI will see the expenditures in PRC046 and will reconcile with IB.
- Some LEAs have asked what they should do if they have received a bill, but have not paid the bill. Do not pay the bill if it is for test fees. Please note that the State will not pay for other International Baccalaureate Organization fees such as the late subject or appeal fees. Contact Sneha Shah-Coltrane to notify her of the test fee billing.

Questions concerning AP and IB billings should be directed to Sneha Shah-Coltrane at Sneha.ShahColtrane@dpi.nc.gov.

3) MSA & Cash Management Training (LEAs):

MSA and Cash Management Training will be offered to LEAs on Wednesday, March 2, 2016 or Friday, March 4, 2016. 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 provide your first and second date choices and 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.

4) Transportation Finance Seminars:

There are two sessions remaining as indicated below (note change of location in Fayetteville). Topics include Parts Inventory Management, Questioned Costs, Audit Processes, Impact of Low Fuel Prices on PRC 056 Funding and the Funding Formula.

March 3, 2016 – Fayetteville, NC (Cumberland County Schools Educational Resource Center, 396 Elementary Drive) 9:00 AM – 12:30 PM

March 9, 2016 – Morganton, NC (West Concord Resource Center, 509 West Concord Street) 9:00 AM – 12:30 PM

Contact Derek.Graham@dpi.nc.gov with questions.

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

Newsletter No. 028-15/16, March 4, 2016

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1) QZAB Availability:

QZAB Availability - There is still borrowing authorization available as follows:

- \$13.5 million will expire on 12/31/2016
- \$13.2 million will expire on 12/31/2017
- \$13.2 million will expire on 12/31/2018

See information on the School Planning website at www.schoolclearinghouse.org/otherinf/QZAB/QZAB%20Application%20Package%202015.pdf or contact Johnny Clark at 919-807-3566.

2) Allotted ADM:

Allotted ADM has been posted on the FBS web page www.ncpublicschools.org/fbs/ "Allotted ADM". If you have questions, please contact Alexis Schauss alexis.schauss@dpi.nc.gov.

3) Reminder:

If you have not registered for the Webinars the information is below. (If you have already registered you need NOT register again as you are already registered for all the webinars.)

Finance Information Sharing & Questions

Join us for the next webinar beginning on March 8, 2016 at 9:00 AM EST.

Register now! <https://attendee.gotowebinar.com/register/3508159346900927490>

Weekly opportunity for finance staff at DPI to share updates and for finance officers to ask questions. After registering, you will receive a confirmation email containing information about joining the webinar.

View System Requirements: http://support.citrixonline.com/webinar/all_files/G2W010003

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Newsletter No. 029-15/16, March 11, 2016

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1) **Leave and Make Up Days:**

A district must give an employee the opportunity to take leave or make-up an inclement weather day before automatically taking leave, therefore a district cannot take leave from an employee for a day missed due to inclement weather, without the permission of the employee, to prevent a possible overpayment, when a make-up is scheduled at the end of the year and it is uncertain if the individual will report for the make-up day. Please contact Tom Tomberlin with questions at (919) 807-3440.

2) **PRC030 Digital Learning:**

State PRC 030 is available to your LEA until your LEA uses up all of its allotment. If your LEA does not use all of the allotment this fiscal year, it will be carried over until the next fiscal year (unless the State Legislature makes changes to the allotment next summer). Contact Alexis Schauss with questions at Alexis.Schauss@dpi.nc.gov.

3) **Iran Divestment Act:**

Session Law 2015-118 places new contracting and compliance requirements effective February 26, 2016. This Act prohibits State agencies, local government units, and other political subdivisions of the State from contracting with individuals or companies on the Department of State Treasurer's Final Divestment List.

The attached memo from the Local Government Commission provides more information on the implications. In addition, a blog on the NC Local Government Law and a FAQ provide additional information and guidance.

If you have questions about the Department of State Treasurer's Iran Divestment Policy, please contact Sharon Edmundson at Sharon.Edmundson@nctreasurer.com or 919-814-4289.

4) Financial and Business Services Summer Conference:

Mark your calendar for the Financial and Business Services Summer Conference to be held on July 21 at the Sheraton RTP. More information will be provided soon.

Notice:

The Department of Public Instruction will be changing our distribution listserv from Lyris to GovDelivery. Beginning next week when you receive your newsletter it will show as being delivered from "North Carolina Public Schools" rather than from "Debby Jackson", however, the subject line will be same "Finance Officers' Newsletter."

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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PUBLIC SCHOOLS OF NORTH CAROLINA

Building On Success For Superior Schools

March 24, 2016 Finance Officers Newsletter

North Carolina Public Schools sent this bulletin at 03/24/2016 02:47 PM EDT

Having trouble viewing this email? [View it as a Web page.](#)



March 24, 2016

FINANCIAL AND BUSINESS SERVICES

State Public School Fund Allotment Overdraft Reports (LEAs)

We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the **current year**, FY 2015-2016, as of the February 2016 processing period, on Tuesday, March 15, 2016. Please submit your refunds and pay the penalties, effective March 2016 (processing period 9) by Tuesday, March 29, 2016, to avoid additional penalties.

The **prior year** Allotment Overdraft report, Company 8000, for June 30, 2015 as of February 2016 processing period, was netviewed on Thursday, March 17, 2016. Please submit your refunds and pay the penalties, effective March 2016 (processing period 9) by Thursday, February 25, 2016, to avoid additional penalties

If you have questions, please contact [Roxane Bernard](#) at (919) 807-3725 .

The Monitoring Letter for February 2016 (Charter Schools)

The Monitoring Letter that includes the report of Invalid Accounts Used as of February 2016 is available for review. Please review the report and correct any invalid account codes before the

next charter school data files upload on Monday, April 4, 2016.

If you have questions, please contact [Roxane Bernard](#) at (919) 807-3725 .



Benefits of North Carolina E-Procurement for LEAs

We have recently been in conversations with the State's E-Procurement team in the Department of Administration. They are excited as to how E-Procurement can help local education agencies and charter schools save significant amounts of money that can be used to address many needed projects in your schools.

We would like to share with you the benefits of leveraging the State's NC E-Procurement for your purchases. Given the context and constraints surrounding public school budgets, savings and efficiencies from resources like NC E-Procurement can help our schools support their own spending priorities and best meet the needs of our schools, students, and staff.

To learn more about how your school can benefit from NC E-Procurement please encourage your team, or all your executives to attend NC E-Procurement's Public School Executive Webinar on Wednesday, April 13th, from 9:00 – 10:30 am or 2:00 – 3:30 pm. To register for either webinar, please email eptraining@doa.nc.gov.

These webinars will be a convenient way for North Carolina LEAs to learn more about NC E-Procurement and how to take full advantage of its benefits without traveling. They have created two sessions to ensure that finance officers and executives can address their priorities relating to NC E-Procurement; however, both sessions are open to anyone from an LEA who is interested.

Overview information on NC E-Procurement is listed below. For additional questions or support regarding the use of NC E-Procurement in LEAs, please call [Nick Kopcho](#) from the Department of Administration Division of Purchase and Contract at (919) 807-5422  or [Scarlett Swain](#) from NC E-Procurement at (919) 899-6168 .

State Term Contracts and NC E-Procurement

Recent State efficiency programs further emphasize the need for and benefit of the K-12 schools efficiently utilizing State Term Contracts (STCs), and participation in NC E-Procurement is a simple way to access these benefits and savings while responding to the Governor's call for action.

Governor McCrory's initiative called "NC Government Efficiency and Reform" (GEAR) recommended that LEAs "Leverage Buying Power for School Districts" and found the following:

- K-12 schools incurred an increased cost when purchasing outside STCs due to reduced purchasing power.
- As the State has been focused on strategically sourcing new contracts, "LEAs (K-12 Schools) should leverage this effort at no additional implementation cost and realize significant savings."
- "Estimated savings based on strategic sourcing programs in other state school systems is \$15-20 million annually."

North Carolina E-Procurement provides tools to improve the way state agencies, local governments, and public schools within North Carolina purchase goods and services. As an NC LEA or charter, your schools are eligible to take advantage of the benefits from NC E-Procurement at no cost from the NC Department of Administration, including:

- direct access to State Term Contracts via online catalogs and the associated use of online requisitioning;
- integration with the Department of Administration's Office of Historically Underutilized Businesses (HUB) for daily updates from the Central Statewide Vendor Registration System and ease of required HUB reporting;
- electronic purchase order history for increased accountability and ease of reordering;
- configurable, electronic approval flows based on your LEA's processes and preferences; and
- use of an informal eQuote system that allows users to send and receive informal quote information electronically, avoiding wasted time and effort and improving the integrity of competitive bidding processes.

NC E-Procurement provides the convenience and efficiencies of an online shopping experience with the pricing of state-negotiated contracts that can offer significant savings for LEAs. NC E-Procurement support personnel work with State (Purchase & Contract/P&C and Department of Information Technology/DIT) Contract Administrators and the State Contract Vendors to create NC-specific catalogs and monitor these catalogs for compliance with the established pricing:

- Statewide term contracts (STCs) for items commonly used by public schools include office supplies; paper; maintenance, repair, and operations (MRO) items; and fuel.
- There are more than 400 catalogs and ordering instructions that cover over 100 STCs.

In 2014, Greene County Schools independently found and calculated potential savings of 23% by using STCs for office supplies.

FBS Web News

The following items have been posted to the FBS website:

[FBS Org Chart – Updated](#)

[Make-up Days FAQ](#)

[Highlights of the NC Public School Budget 2016](#)

[Facts & Figures 2015-16](#)

[Allotted ADM for LEAs and Charter Schools](#)

[Charter School Membership by LEA – Survey Results](#)

[Grade, Race, Sex – 2015-16](#)

[Best 1 of 2 ADM](#)

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

[Advisory Board Meetings](#)

[Estimated Local Appropriations per Student by LEA](#)

[Charter Schools Contact Info – Updated](#)

[Applications 2017-18 & Progress Chart – Updated](#)

[Weekly Newsletters](#)



PUBLIC SCHOOLS OF NORTH CAROLINA

Building On Success For Superior Schools

April 1, 2016 Finance Officers' Newsletter

North Carolina Public Schools sent this bulletin at 04/01/2016 02:51 PM EDT

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April 1, 2016

FINANCIAL AND BUSINESS SERVICES

Financial and Business Services is made up of five divisions: School Business Administration, Financial Services, Safe & Healthy Schools Support, Licensure and Office of Charter Schools. All divisions report to Philip W. Price, CFO



FY 2016-17 Budget Information

The following information has been uploaded to the FBS website under [Budget & Legislation](#)

Governor's Budget.

- FY 2016-17 State Board Expansion Budget Considerations March 2016. This document is the final version of the Expansion items discussed in preparation of the State Board's recommendations for inclusion in the Governor's Budget.
- Board Material – OSBM Priority Submission Final. This document summarizes the six Budget Priorities the State Board submitted for consideration for inclusion in the Governor's Budget.
- Continuation Summary 16-17. This document outlines the changes from the original Budget build for FY 2016-17 (established in a reserve in the appropriated Budget) and the adjusted FY 2016-17 Budget based on ADM and other variable changes.

Message from Office of the State Controller: Foreign Nationals Tax Compliance Program Survey



In an effort to ensure that our programs are meeting the needs of our clients and that our clients are receiving quality service, we periodically solicit input from our client community.

We are respectfully requesting your feedback regarding our Foreign Nationals Tax Compliance Program. We recognize your busy schedule; but please know that your feedback is an essential part of our continuous improvement efforts. This survey should only take a few minutes of your time. The survey may be accessed at the [SurveyMonkey](#) website.

Iran Divestment Act Follow-Up

In addition to the information provided by the Local Government Commission regarding the Iran Divestment Act posted on the [FBS website](#), LEAs have inquired whether the state would be collecting certification statements from vendors to fulfill the LEA requirement.

DPI legal staff have stated that compliance with the Iran Divestment Act is a local process and suggests that LEAs work with their local board counsel to ensure they have the documentation and statements necessary from all vendors in order to comply with this Act.

If you have any questions, contact the Local Government Commission at (919) 814-4300.

PUBLIC SCHOOLS OF NORTH CAROLINA

Building On Success For Superior Schools

April 8, 2016 Finance Officers' Newsletter

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April 8, 2016

FINANCIAL AND BUSINESS SERVICES

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Cancellation of April 12 Webinar “Finance Information Sharing & Questions”

The Finance Information Sharing & Questions Webinar for Tuesday, April 12 has been canceled. The webinars will continue on Tuesday, April 19.

Transportation Fuel Pricing:

Through the end of March, the statewide average price of diesel fuel for this fiscal year is \$1.43 per gallon. When compared to last year's actual fuel price of \$2.33, this shows a difference of \$0.90 per gallon. Recall that when using the budget rating simulator, the fuel price differential must be entered on the “Operations Tab” to account for this difference. You should enter “-0.90” to get a better estimate of the budget rating for this year. The simulator can be downloaded at www.ncbussafety.org. If you have question please contact Derek.Graham.



NOTE date change for Webinars

Benefits of North Carolina E-Procurement for LEAs

We have recently been in conversations with the State's E-Procurement team in the Department of Administration. They are excited as to how E-Procurement can help local education agencies and charter schools save significant amounts of money that can be used to address many needed projects in your schools.

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To learn more about how your school can benefit from NC E-Procurement please encourage your team, or all your executives to attend NC E-Procurement's Public School Executive Webinar on Wednesday, May 18th, from 10:00 – 11:30 am or Thursday, May 19th, 2:00 – 3:30 pm. To register for either webinar, please email eptraining@doa.nc.gov.

These webinars will be a convenient way for North Carolina LEAs to learn more about NC E-Procurement and how to take full advantage of its benefits without traveling. They have created two sessions to ensure that finance officers and executives can address their priorities relating to NC E-Procurement; however, both sessions are open to anyone from an LEA who is interested.

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Workers' Compensation Lost Time Claims:

A reminder that DPI has initiated a new process when filing a workers' compensation lost time claim. Use the following process.

- (1) Complete the Form 22 based on days worked and earnings of injured employee 52 weeks prior to date of injury.
- (2) Include all remuneration paid to employee during the 52 weeks prior to injury.
- (3) Provide completed Form 22 to Sedgwick and include the injured employee's payroll information.
- (4) Provide to Sedgwick how split funding was calculated.

When a Form 22 is completed this information must be submitted to your Sedgwick adjuster for all lost time claims.

If you have questions please contact [Eileen Townsend](#).

April 8, 2016 Driver Training Funds Message

North Carolina Public Schools <NCPublicSchools@public.govdelivery.com>

To: Finance Officers

From: Philip Price, CFO

Unspent Driver Training Funds at June 30, 2016:

Please analyze your Driver Training funds and report the amount to revert prior to June 30, 2016 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 15-16. This form must be signed by the Finance Officer and Superintendent and faxed by April 15, 2016 to the School Allotments Section at 919.807.3723. Contact Sue Holly with questions at 919.807.3675 or susan.holly@dpi.nc.gov.

Requesting Additional Driver's Training Funds for FY 16:

The School Allotment Section will accept requests for additional Driver's Training funds. These requests will be funded, prior to June 30, 2016, if we receive reversion funds from LEAs by April 15, 2016. Priority for additional funding will be given to Low Wealth and Small County LEAs. Please contact Sue Holly with questions at 919.807.3675 or susan.holly@dpi.nc.gov.

ABC Transfers:

The last day to submit ABC Transfers for FY 15-16 is May 31, 2016.

- [DT Release of Funds Form16.xls](#)



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

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PUBLIC SCHOOLS OF NORTH CAROLINA

Building On Success For Superior Schools

Friday, April 15, 2016 Finance Officers' Newsletter

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April 15, 2016

FINANCIAL AND BUSINESS SERVICES

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WEBINAR “Finance Information Sharing & Questions

Reminder: The webinars will continue on Tuesday, April 19 at 8:30 a.m.

Salary Related Issue – LEAs Only

Salary Audit Exception - Employee not certified to be paid from the budget code assigned

In an effort to minimize the impact of the implementation of the new Licensure system and limited staffing on the year end process for LEAs, pro-active processes are being introduced.

We encourage you to begin reviewing and analyzing your salary audit exceptions for certified personnel that do not align with the lists of certified budget codes and their required license.

This information is required for salary calculation purposes and impacts State and Federal paid certified budget

codes (Fund 1, State and Fund 3, Federal). This issue is identifiable by the following method:

1. Access the LEA [License and Salary Info Center](#)

- Select LEA, Exception List
- From the drop down menu select Fiscal Year-2016, Status-"Open", click Search
- Review "Exception" column for the message: "Add'l Rsrch Not Cert For BC"

2. Identify the correct budget code for the certified employee in error using **Attach A**, Snapshot from Chart of Accounts (COA) Database.

Attach A list the certified budget codes and the required licensure area for salary calculation purposes.

• Access Working Documents FY 2015-2016, [Attach A](#)

3. **LEA** submits BUD batch to change budget code according to certification area and position responsibilities.

Questions/Issues: Contact [Angela Harrison](#) with the School Business Division.

SBE Requests State funds for School Nutrition Program

As you may have heard, the State Board of Education (SBE) has requested \$20 million in an annual State appropriation to support North Carolina's School Nutrition Programs. This request was made as part of the SBE's annual budget request to the Governor last month. Under the request, schools that participate in the National School Lunch Program would receive an additional State reimbursement of 13 cents per reimbursable lunch meal served. This is great news as it reflects the SBE's understanding of the complexities and challenges facing the School Nutrition Program as a result of recent rules and regulations over which School Nutrition Administrators have little, if any, control.

This week, the School Nutrition Section conducted webinars with School Nutrition Administrators to discuss the SBE's request and possible strategies for educating decision makers about the need for State funds. As a follow-up to those discussions, we would like to take this opportunity to provide the talking points that were used to frame the discussion so you may be well-informed about the issue. In order for this budget request to receive the attention it deserves during the development of the State budget over the next several weeks, it is important for school officials to educate their local and State policy makers about the SBE's request and the importance of this request to the School Nutrition Programs and the students they serve. Please take this opportunity to collaborate with your School Nutrition Administrator to inform the Superintendent, local school board members or other advocates about the SBE's budget request, so they, too, may help educate policy makers about this important matter.

The intent of this request is to identify new funds that may be available as part of a State revenue surplus. There is no intent to redistribute State education funds from one source to another.

Should you have questions about this request, please do not hesitate to contact [Lynn Harvey](#), Chief, School Nutrition Section.

PUBLIC SCHOOLS OF NORTH CAROLINA

Building On Success For Superior Schools

Friday, April 22, 2016 Finance Officers' Newsletter

North Carolina Public Schools sent this bulletin at 04/22/2016 02:26 PM EDT

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April 22, 2016

Financial and Business Services is made up of five divisions: School Business Administration, Financial Services, Safe & Healthy Schools Support, Licensure and Office of Charter Schools. All divisions report to Philip W. Price, CFO

Technology Personnel Survey

Reminder – Technology Personnel Survey – for LEAs and Charter Schools

The due date has been extended to Tuesday, April 26. If you have not already done so, please complete and submit this short survey by Tuesday.

DPI has been requested to collect FTE data on personnel associated with technology in the schools and central office. This manual data collection is necessary due to the fact that some of the positions requested are not specifically defined by the chart of accounts, and the difference in pay methods for non certified personnel make calculating FTE from the raw data imprecise.

The survey requests FTE data on the following positions:

- * Chief Technology Officer
- * Chief Information Officer
- * Technology Directors
- * LAN Engineer
- * Media Assistants
- * Technology Specialists/Assistants

If you do not have one or more of these positions, please enter “0.”

In addition to the positions in the survey, the requestor has asked for FTE for technology related certified positions that are defined in the chart of accounts. School Business will provide this information based on the

6th pay period payroll, using the coding in payroll.

Do not include any of the following personnel in your survey response.


- * Media Specialist - 5810-131& 6810-113,112 or 118
- * Lead Technology Teacher 5860-135
- * Instructional Technology Facilitator 5860-131

Questions about the survey should be sent to [Frank Cernik](#). The link to the survey is [SurveyMonkey](#).

2016-17 Allotted ADM

The FY 16-17 Allotted ADM is in the Public Site for [Allotment Data](#) and in the Allotment System.

If you are using the Public Site for Allotment Data, please click on the Support Documentation Tab. If you are using the Allotment System, please click on the General Reports Tab and then Support Documentation.

Contact the School Allotments Section if you have questions at 919.807.3739 .

Web News

The following items have been posted to the FBS website:

- * [Federal Grants Administered through DPI](#) - Updated
- * [ADM and PMR data Month 4](#)
- * [LEA Budget Planning 2016-17](#)
- * [Uniform Chart of Accounts \(COA\)](#) - Updated
- * [FY 2016-17 Budget Information](#)
- * [State Salary Manual](#) - Updated

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

- * [Applications 2017-18 & Progress Chart](#) - Updated
- * [Weekly Newsletters](#)

April 28, 2016 Finance Officers' Newsletter

TO: Finance Officers
FROM: Philip Price, CFO

NCACC County Budget Guidance

Some of you have asked that we share the slides used during the presentation to the NC Association of County Commissioners last week. The full set of slides from that presentation is available at www.ncacc.org/327/Budget-Guidance. If any of you have performed an analysis of budget impacts on your county since 2008-09 and feel comfortable sharing that information, the NCACC would be interested in receiving it. Please send any such analysis to [Paige Worsham](#).

Unemployment Benefit Charging

In November 2015, Department of Employment Security (DES) provided information in employers' 2016 Tax Rate Notices that North Carolina would begin charging benefits to employer accounts quarterly rather than annually beginning with claims filed on or after January 3, 2016. This change is a result of legislative action in 2015. On Friday April 29, DES will be mailing the first quarter of charges to employers.

Prior to this legislation, DES charged benefits annually and only after the claimant's benefit year expired. Depending on when the claim was filed, benefits could be charged to the employer up to 18 months following the date the claimant began receiving benefits. The delay in applying benefit charges prevented DES from accurately gauging employers' experience rating. Moving to quarterly charging provides employers the opportunity to review their benefit charges sooner and assess potential future tax liabilities. It also helps DES identify potential fraudulent claims and others trying to defraud the unemployment system.

A link to frequently asked questions along with a publication from DES regarding the change to quarterly benefit charges and be found on the [School Insurance website](#). We encourage you to sign up online to receive up to date information concerning changes in employment security law, employer taxes and other general information about what's going on at the Division of Employment Security. To enroll in this service go to [NCESC](#) and click on 'Employer Alerts and Bulletins' link to sign up.

Contact [Eileen Townsend](#) with any additional questions.

Governor's Budget Highlights

You can find the [full recommendation](#) under "Governor's Recommended Budget Adjustments, 2016-17".

ABC Transfer/Revision Date Reminders

ABC Transfers - May 31, 2016 is the last date to submit ABC Transfers for FY 15-16.

Revision Request - June 8, 2016 is the last date to submit all revision requests. The last processing date for regular revisions is June 15, 2016.

If a LEA or Charter School is expecting an allocation and it is not on an Allotment Report to date, please contact the Allotment Section at 919-807-3739 or the Program Grant Administrator.

Driver's Training Funds:

We did not receive funds for early reversions for Driver's Training. We will not be able to redistribute funds for the 2015-2016 fiscal year.



Stay Connected with North Carolina Public Schools:





PUBLIC SCHOOLS OF NORTH CAROLINA

Building On Success For Superior Schools

Friday, May 6, 2016 Finance Officers' Newsletter

North Carolina Public Schools sent this bulletin at 05/06/2016 12:54 PM EDT

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May 6, 2016

FINANCIAL AND BUSINESS SERVICES

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Unemployment Benefit Charging


Last week DPI sent out information regarding the Unemployment Changes in Benefit Charging. There have been questions regarding this communication and below will hopefully clear up some concerns.

Quarterly Benefit Charging (NCUI 626) is a list of charges to your account. Beginning with claims filed on or after January 3, 2016, benefits will be charged to the employer at the end of each quarter regardless of when the benefit year ends or where the claimant is within his/her claim series. If you have appealed the initial determination on a claim and that determination ultimately is reversed, your account may be adjusted and the benefit charges may be removed.

The quarterly benefit charging statement is NOT a bill but rather a statement of benefit charges that are being applied to your employer account. Employers will receive their annual list of charges the same way they have received them in the past. The annual list will be for the claims that were filed prior to January 3, 2016 and have a benefit year ending on or before July 31, 2016.

Please review all of your quarterly benefit charges. The quarterly form is your last opportunity to dispute benefit charges to your account. Requests for relief of charges must be submitted within 30 days to the date the form was mailed to you. After the 30 day period elapses, these charges are final and will be applied to your account.

Relief of Charges may be requested at this time for the following reasons: (1) Errors in the list of charges; (2) Charges resulting from individuals who were never employed by you or your predecessor.

Your requests must be made in writing and mailed to NC Department of Commerce, Division of Employment Security, Benefit Charging Unit, P.O. Box 25903, Raleigh, NC 27611-5903 or faxed to 919-733-1126 .

Requests should include the copy of list of charges or your seven digit employer account number, claimant's name; claimant's social number; reason for request.

The annual year end bill will be sent at end of calendar year. Traci Waters will send LEAs instructions on how to make payments in November 2016.

Please contact [Eileen Townsend](#) or [Traci Waters](#) with any questions.

Home Base tools for 2016-17 School Year

The period for school districts and charter schools to acquire access to the full suite of Home Base tools for the 2016-17 school year **will close on Wednesday, June 15**. In order to access all of the content Home Base offers, please be sure to complete the form located at: bit.ly/1LaDy2b. To see if your school district or charter school intends to access all of Home Base during the next school year, please see the list posted at <http://www.dpi.state.nc.us/homebase/>. If you have questions contact [Hunter Huffman](#).

Additional Reading Camp Allotment- LEAs and Charters

The State Board of Education approved additional Excellent School funds for reading camps (PRC016). The funds are distributed consistent with the SBE approved funding formula. School Business will allot these funds in a revision before the end of the week

Click [Here](#) to see the approved amounts. These funds carryover to October 31st.

If you have questions contact [Lydia Prude](#).

Low Wealth Detail Planning Document

School Business has posted the detail Low Wealth calculations on the website at <http://www.ncpublicschools.org/fbs/allotments/support/> "Calculating Low Wealth Supplemental Funding". If you have questions contact [Lydia Prude](#).



PUBLIC SCHOOLS OF NORTH CAROLINA

Building On Success For Superior Schools

Friday, May 13, 2016 Finance Officers' Newsletter

North Carolina Public Schools sent this bulletin at 05/13/2016 03:46 PM EDT

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May 13, 2016

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Driver's Training Funds:

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PUBLIC SCHOOLS OF NORTH CAROLINA

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Friday, May 20, 2016 Finance Officers' Newsletter

North Carolina Public Schools sent this bulletin at 05/20/2016 03:35 PM EDT

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May 20, 2016

FINANCIAL AND BUSINESS SERVICES

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Charter Schools – Do Not Submit Budget!

The Division of School Business and the Office of Charter Schools no longer require charter schools to submit an electronic copy of the board approved annual budget beginning with the Fiscal Year 2016-2017 budget. Please note this does not eliminate the school's requirement to meet generally accepted fiscal standards, budgeting requirements, State Board of Education (SBE) policies, and any applicable state laws and regulations. Budgets and supporting documents are public documents and may be requested by government agency staff, media, and/or the general public at any time. If you have questions contact [Leigh Ann Kerr](#).

New Salary Analyst

School Business is excited to announce Joselito (Jesse) Mangilit has joined our team as the new salary analyst, working alongside Kyshia McIntyre. Please join us in welcoming Jesse. He can be reached at (919) 807-3736 or Joselito.Mangilit@dpi.nc.gov.

Year-End Salary Reminders

As you prepare for year-end, here are few salary related reminders.

Beginning June 13, 2016, 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 December, salary change is effective in December).

Please send all IPC changes through BUD. This includes removing installment indicators for escrow payments paid out earlier in the year.

When processing negative net gross batches, please be reminded that these batches must be manually processed by the Salary Analyst. To help identify negative net gross batches, please send an email to Kyshia McIntyre at Kyshia.McIntyre@dpi.nc.gov or Joselito Mangilit at Joselito.Mangilit@dpi.nc.gov. For example, a subject should be: NEGATIVE NET GROSS, REF#123.

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 Kyshia or Jesse the contact names/numbers by June 3, 2016, of those employees that will be available on July 1 and 2 should DPI need to contact your LEA during the close-out process regarding salary items.

If you have any year-end salary questions, please contact Kyshia McIntyre at Kyshia.McIntyre@dpi.nc.gov or Joselito Mangilit at Joselito.Mangilit@dpi.nc.gov.

Cash Calendar for June 2016

The cash calendar for June has been modified to reflect 6/29/16 as the last funds requirement date for fiscal year 2016. Please keep this in mind as you plan June cash requests. Please contact Samiel Fuller at samiel.fuller@dpi.nc.gov with any questions.

Year-End Datafile Contacts

Someone MUST be on site at the LEA by 7:00 AM Friday, July 1, 2016, to verify that DPI successfully received all of your data. Contact information DPI has for each LEA, can be found here: <http://www.ncpublicschools.org/docs/fbs/finance/reporting/users/datafilecontacts.pdf>

If your contact information has changed, please e-mail the name, direct telephone number and e-mail address of the school's contact person to Gwendolyn Tucker at gwendolyn.tucker@dpi.nc.gov by Friday, June 3, 2016.



PUBLIC SCHOOLS OF NORTH CAROLINA

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Finance Officers' Newsletter

North Carolina Public Schools sent this bulletin at 05/27/2016 01:14 PM EDT



May 27, 2016

FINANCIAL AND BUSINESS SERVICES

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Financial and Business Services Summer Conference

On July 21, 2016, the Office of Financial and Business Services will conduct its annual conference at the Sheraton Imperial Hotel and Convention Center, Research Triangle Park. The full-day conference will offer participants a variety of sessions regarding the latest legislative/budgetary updates, personnel updates, charter school updates, and other essential information about new and continuing issues concerning local education agencies and charter schools. On July 22, 2016, there will be a half-day of sessions provided by the Office of Charter Schools, geared towards charter schools. The Superintendent's Quarterly meeting will be held in conjunction with the Financial and Business Services Summer conference.

Conference information and online registration is available on our website www.ncpublicschools.org/fbs/conferences. The Sheraton Imperial has created a personalized hotel web site for you, using the following link <https://www.starwoodmeeting.com/events/start.action?id=1605100109&key=30626EB9> Guests can access this site to learn more about the event and to book or cancel a reservation from May 26 – June 27, 2016.

The conference is an opportunity to come together to discuss budget issues and the effect of new legislation on public schools. The Financial and Business Services staff looks forward to hosting this annual event and hope that we will see you there.

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

Fair Labor Standards Act

We have been asked for information regarding the recent changes to overtime pay covered under the Fair Labor Standards Act. We do plan to have a session at the FBS Summer Conference in July to discuss the impact that these changes will have on schools. In the meanwhile, the US Department of Labor has put together some resources that you may find helpful. You can access those resources, including signing up for informational webinars, at [this site](#).

Phase III Final Verification, Charter School Initial ADM for School Year 2016 -2017: Due Wednesday, June 15, 2016

ALL charter school Executive Directors, including new charter schools scheduled to open July 1, 2016, are required to submit the Phase III Final Verification: Initial ADM for School Year 2016 – 2017. **This ADM submission will be used for the first installment of the annual allotment.**


The Phase III Final Verification, Initial ADM for School Year 2016 – 2017 will be accessible beginning Wednesday, June 1, 2016 through Wednesday, June 15, 2016.

As this impacts your schools funding, we will only accept information submitted by the Head of School. However, other charter school personnel assisting with the budget process may access and view data within CSADM.


To access the CSADM system, a North Carolina Identity Management identification (NCID) login is required. If you do not have an NCID, you must contact the Charter Schools' NCID administrator to set up an account for you. A directory of charter school NCID administrators is available at

<https://www.ncid.its.state.nc.us/LEAListing.asp> . DPI cannot assign an NCID or reset NCID passwords.

The Charter Schools ADM Projection System is accessible at [CSADM Projection System](#)

If you have questions, please contact Angela Harrison in the Division of School Business at 919-807-3734  or angela.harrison@dpi.nc.gov Click to edit this placeholder text.


Days Missed for Inclement Weather Survey:

All LEAs are **REQUIRED** by Legislation to complete the Days Missed Survey for school year 2015-2016. LEAs ONLY (No charter schools), please complete the online survey and submit by **June 17, 2016**. The survey can be found at the following link: <https://www.surveymonkey.com/r/RPHB7C2> 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) 807-3721  Click to edit this placeholder text.

ABC Transfer/Revision Date Reminders

ABC Transfers - May 31, 2016 is the last date to submit ABC Transfers for FY 15-16.

Revision Request - June 8, 2016 is the last date to submit all revision requests. The last processing date for regular revisions is June 15, 2016.

If a LEA or Charter School is expecting an allocation and it is not on an Allotment Report to date, please contact the Allotment Section at 919-807-3739  or the Program Grant Administrator.

Driver's Training Funds

We did not receive funds for early reversions for Driver's Training. We will not be able to redistribute funds for the 2015-2016 fiscal year.

Unemployment Claims Reminder

This is a reminder to review all unemployment claims received from DES regarding an employee's claim for benefits. Should you suspect any suspicious claim or fraudulent information regarding one of your employees, please contact

Margaret T. Streater at margaret.streater@nccommerce.com

Benefits Integrity Manager

Employment Security

North Carolina Department of Commerce

919 707 1412 office

Contact [Eileen Townsend](#) if you have questions.

Legislative Update

Please see the link below for the Legislative Update on this week's activities.

[Legislative Update 5.26.16.pdf](#)



PUBLIC SCHOOLS OF NORTH CAROLINA

Building On Success For Superior Schools

Friday, June 3, 2016 Finance Officers' Newsletter

North Carolina Public Schools sent this bulletin at 06/03/2016 03:24 PM EDT

Having trouble viewing this email? [View it as a Web page.](#)



June 3, 2016

FINANCIAL AND BUSINESS SERVICES

Financial and Business Services is made up of five divisions: School Business Administration, Financial Services, Safe & Healthy Schools Support, Licensure and Office of Charter Schools. All divisions report to Philip W. Price, CFO

Budget Information

The comparison of the Governor, House and Senate budgets has been posted under "Whats New" Budget Information <http://www.ncpublicschools.org/fbs/>. Updates will be posted as the budget session continues.

Year-End Salary Reminders

As you prepare for year-end, here are few salary related reminders.

Beginning June 13, 2016, 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 December, salary change is effective in December).

Please send all IPC changes through BUD. This includes removing installment indicators for escrow payments paid out earlier in the year.

When processing negative net gross batches, please be reminded that these batches must be manually processed by the Salary Analyst. To help identify negative net gross batches, please send an email to Kyshia McIntyre at Kyshia.McIntyre@dpi.nc.gov or Joselito Mangilit at Joselito.Mangilit@dpi.nc.gov. For example, a subject should be: NEGATIVE NET GROSS, REF#123.

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 Kyshia or Jesse the contact names/numbers by June 3, 2016 (today), of those employees that will be available on July 1 and 2 should DPI need to contact your LEA during the close-out process regarding salary items.


If you have any year-end salary questions, please contact Kyshia McIntyre at Kyshia.McIntyre@dpi.nc.gov or Joselito Mangilit at Joselito.Mangilit@dpi.nc.gov.

Year-End Datafile Contacts

Someone MUST be on site at the LEA by 7:00 AM Friday, July 1, 2016, to verify that DPI successfully received all of your data. Contact information DPI has for each LEA, can be found here: <http://www.ncpublicschools.org/docs/fbs/finance/reporting/users/datafilecontacts.pdf>.

If your contact information has changed, please e-mail the name, direct telephone number and e-mail address of the school's contact person to Gwendolyn Tucker at gwendolyn.tucker@dpi.nc.gov by today, Friday, June 3, 2016.


Closing Procedures for Fiscal Year 2015-16 - Updated

When preparing the closing procedures letter for LEAs, we inadvertently left out PRC 040 from the list of funds that could carry over into 2016-17, pending OSBM approval. Please see the updated closing procedures letter with this PRC addition on the DPI Website, under "What's New": <http://www.ncpublicschools.org/fbs/>. If you have any questions, please contact Roxane Bernard at (919) 807-3725 .

FY 2016 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 15-16 (June 30, 2016), School Business cannot key manual 202s for FY 15-16. 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 15-16. Please review your latest May 2016 monthly reports.
- c) If a LEA is expecting an allocation and it is not on an Allotment Report to date, please contact the Allotment



Section at 919-807-3739  or the Program Grant Administrator.

- d) Local PRC 056 Transportation of Pupils has to follow the same account codes as State PRC 056 Transportation of Pupils; if not, please use Local PRC 706.
- e) 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.
- f) State PRC 045 Compensation Bonus (Legislated) - The COA for PRC 045 does not include object code 231 Employer's Hospitalization Insurance Cost.
- g) PRC 035 (School Nutrition) does not have object code 186 Short Term Disability - Beyond 6 Months. Please use State PRC 009 1-7200-009-186.
- h) Always use purpose code 8100 (Payments to Other Gov. Units) with object code 392 (Indirect Cost).
- i) Always check your Monitoring Letters to see where DPI moved some of your Invalid Account codes. Some of the corrections may have been moved to valid account codes on DPI books and you will need to make corrections to your general ledger books only.

FY 2016 Close Out Reminders (Charter Schools Only)


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

- a) Please correct all invalid account codes before your charter school transmits your June 2016 data files.
- b) Please review all of your state and federal programs (PRCs). If any of your expenditures exceed your allotment balances (you have overspent the program), please adjust your expenditures and move the expenditures that are over to your local funds.
- c) If a Charter School is expecting an allocation and it is not on an Allotment Report to date, please contact the Allotment Section at 919-807-3739  or the Program Grant Administrator.
- d) If your charter school does not have any more state funds available to spend, please code your expenditures to local funding or eligible federal funding.
- e) Please remember once DPI closes the month of June 2016, no more adjustments can be made for fiscal year 2015-16 on DPI books. Please code your local, state and federal expenditures accurately. Your "Per Pupil" calculations for the 2016 NC Report Card will be based upon your expenditures from the FY 15-16 JHA705EG Budget Balance Reconciliation Report.

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.

Transportation Allotments for 2016-2017

While the year is not quite over, it is looking like the actual cost of fuel for 2015-2016 will settle out at about \$0.90 per gallon lower than the \$2.33 average cost for 2014-2015. The appropriation for PRC 056 Transportation anticipates a lower fuel cost and DPI will apply the \$1.43 average cost to 2015-2016 expenditures when calculating the funding base for 2016-17. Each county LEA should anticipate a lower funding base for 2016-2017 as a result. 54 cents per gallon was reduced already, shown on line 11 of the Transportation Funding sheet sent to transportation directors and finance officers on November 5, 2015. The remaining 36 cents will be

reduced from the funding base in calculating 2016-17 allotments. To estimate this additional amount, divide the "line 11 amount" by 54 and multiply by 36. Questions should be directed to DPI Transportation Services at 919.807.3570 .

Charter Schools Only: Charter School ADM Projection System

The Charter School ADM (Average Daily Membership) Projection System: CSADM is an online system designed to assist each charter school with improving the accuracy of key components in the budgeting process. This online system is comprised of three phases, each phase has a specific collection period established by the Department of Public Instruction:

- Phase 0, Material Increase in ADM or Grade Expansion
- Phase I, Initial Submission for the ADM Projection
- Phase II, Final Verification: Initial ADM

ACTION REQUIRED NOW:

CSADM is now accepting submission for Phase II, Final Verification: Initial ADM for school year 2016-17 beginning Wednesday, June 1, 2016 through Wednesday, June 15, 2016.

Phase II submission is required from all Charter Schools, including new Charter Schools approved by the State Board of Education to open July 1, 2016.


This final verification of the initial ADM submission, Phase II, will be used for the first installment of the annual allotment and will be the maximum actual ADM that the charter school may be funded on for 2016-17. As this impacts your schools' funding, we will only accept information submitted by the Executive Director. However, other charter school personnel assisting with the budget process may access and view data within CSADM.

The following links provide guidance for accessing the CSADM:

How to subscribe to the CSADM Projection System ([pdf, 231kb](#))

Access the [CSADM Projection System](#)

Use your NCID to access the CSADM. If you have questions about NCID, please contact your NCID Administrator: [www.ncid.its.state.nc.us/LEADetails.asp?name=Charter Schools 000](http://www.ncid.its.state.nc.us/LEADetails.asp?name=Charter%20Schools%20000).

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

Transportation Parts Inventory

The physical inventory of all transportation inventory parts, fuel, etc. must be completed before the end of the fiscal year June 30th. Instructions for how to navigate the BSIP side of the process are located on this page under Annual Physical Inventory: <http://www.ncbussafety.org/BSIP/TransactionProcedures.html>

Note that these processes – involving a blind count - must be followed for the main inventory. It is not sufficient to count from a list of parts and make manual adjustments to items that are wrong. Creation of documents, entry, and posting of counts provides the electronic records that the count has been performed, when it was performed, and what counts were found for each item at the time of inventory.

A PowerPoint presentation is available on this page: <http://www.ncbussafety.org/BSIP/Resources.html>

Questions should be directed to Kevin.Harrison@dpi.nc.gov (919/807-3579).

Friday, June 10, 2016 Finance Officers' Newsletter

TO: Finance Officers
FROM: Philip Price, CFO

School Connectivity Funding Update:

School connectivity funding was expanded in the biennial budget passed during the 2015 long session. The school connectivity expansion includes \$12M in recurring funding beginning in FY 2016-17 to support the procurement, installation and configuration of internal school network infrastructure and related services.

Based on the requirements of the expanded connectivity funding, the department has worked diligently with public schools during FY 2015-16 to identify and specify the needs, to establish contracts and purchase orders, and to file E-rate funding requests. All told, North Carolina public schools have established contracts valued at over \$55 million and requested over \$41million in E-rate funding, leaving nearly \$14 million in local funding requirements - all of the local funding was budgeted for payment using school connectivity funds.

The recently passed Senate Budget reduced Connectivity funding by \$10 million. The House did not adjust the funding in its budget, which means the final decision on funding will be decided in the upcoming Conference Budget discussions.

We are working closely with members of the General Assembly to provide information related to the E-rate process and how any changes would impact North Carolina public schools moving forward. We believe that this information will lead to a positive result in the Conference Budget. We will keep you informed as the budget process progresses.

FY 2016 Close Out Deadlines (LEAs and Charter Schools):

UERS Data files, including MFR files, must be ready for transmission by June 30, 2016 (midnight)

All Installment Accruals (LEAs) must be ready for transmission by June 30, 2016 (midnight)

DPI will begin pulling data at 12:01 a.m. on Friday, July 1, 2016.

FY 2016 Close Out Reminders (LEAs Only):

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

Please review your MFR Error Message and DBS/MFR Match (JHA899EG) reports carefully. Once DPI closes FY 15-16 (June 30, 2016), School Business cannot key manual 202s for FY 15-16. Please send your current manual 202s for corrections to Roxane Bernard at bernard@dpi.nc.gov or Richard Smith at richard.smith@dpi.nc.gov.

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 15-16. Please review your latest May 2016 monthly reports.

If a LEA is expecting an allocation and it is not on an Allotment Report to date, please contact the Allotment Section at 919-807-3739 or the Program Grant Administrator.

Local PRC 056 Transportation of Pupils has to follow the same account codes as State PRC 056 Transportation of Pupils; if not, please use Local PRC 706.

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.

State PRC 045 Compensation Bonus (Legislated) - The COA for PRC 045 does not include object code 231 Employer's Hospitalization Insurance Cost.

PRC 035 (School Nutrition) does not have object code 186 Short Term Disability - Beyond 6 Months. Please use State PRC 009 1-7200-009-186.

Always use purpose code 8100 (Payments to Other Gov. Units) with object code 392 (Indirect Cost).

Always check your Monitoring Letters to see where DPI moved some of your Invalid Account codes. Some of the corrections may have been moved to valid account codes on DPI books and you will need to make corrections to your general ledger books only.

FY 2016 Close Out Reminders (Charter Schools Only):

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

Please correct all invalid account codes before your charter school transmits your June 2016 data files.

Please review all of your state and federal programs (PRCs). If any of your expenditures exceed your allotment balances (you have overspent the program), please adjust your expenditures and move the expenditures that are over to your local funds.

If a Charter School is expecting an allocation and it is not on an Allotment Report to date, please contact the Allotment Section at 919-807-3739 or the Program Grant Administrator.

If your charter school does not have any more state funds available to spend, please code your expenditures to local funding or eligible federal funding.

Please remember once DPI closes the month of June 2016, no more adjustments can be made for fiscal year 2015-16 on DPI books. Please code your local, state and federal expenditures accurately. Your "Per Pupil" calculations for the 2016 NC Report Card will be based upon your expenditures from the FY 15-16 JHA705EG Budget Balance Reconciliation Report.

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.

FAQ Home Base Usage 2016-17 School Year:

Posted at www.ncpublicschools.org/homebase/ .

Friday, June 17, 2016 Finance Officers' Newsletter

TO: Finance Officers
FROM: Philip Price, CFO

Days Missed for Inclement Weather Survey – Due Today:

All LEAs are REQUIRED by Legislation to complete the Days Missed Survey for school year 2015-2016. LEAs ONLY (No charter schools), please complete the online survey and submit by June 17, 2016 (today). If you have questions about the survey, please contact Ozella Wiggins ozella.wiggins@dpi.nc.gov or 919-807-3721.

FY 16-17 Budget Planning:

The FY 16-17 Budget Planning file will be updated next week on the web for changes in the Estimated Low Wealth allocations due to adjusted Valuations of Real and Personal Property and Valuation of Public Service Companies by counties, for Fiscal Year 2014-15 by the Department of Revenue. Please contact School Allotments if you have questions at 919-807-3739.

Workers' Compensation Program:

At your earliest convenience, please advise Traci Waters of your updated 7/1/2016 information regarding your local funding provider (LFP) or third party administrator (TPA) for your workers' compensation program. This is important information in order to pass onto the appropriate vendor(s) servicing our WC program. Additionally, this information is necessary for your split funding claims and ensures prompt payments of WC benefits.

Please send the name of your LFP or TPA and include your policy number(s) to Traci Waters at traci.waters@dpi.nc.gov. In addition, please send your updated contact information including email addresses to Traci Waters.

Year-End Salary Reminders:

As you prepare for year-end, here are few salary related reminders.

DPI is currently 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 who received a graduate degree during the school year to ensure that the salary has certified correctly (i.e. degree received in December, salary change is effective in December).

Please send all IPC changes through BUD. This includes removing installment indicators for escrow payments paid out earlier in the year.

When processing negative net gross batches, please be reminded that these batches must be manually processed by the Salary Analyst. To help identify negative net gross batches, please send an email to Kyshia McIntyre at Kyshia.McIntyre@dpi.nc.gov or Joselito Mangilit at Joselito.Mangilit@dpi.nc.gov.

For example, a subject should be: NEGATIVE NET GROSS, REF#123.

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

If you have any year-end salary questions, please contact Kyshia McIntyre at Kyshia.McIntyre@dpi.nc.gov or Joselito Mangilit at Joselito.Mangilit@dpi.nc.gov.

FY 2016 Close Out Deadlines (LEAs and Charter Schools):

- UERS Data files, including MFR files, must be ready for transmission by June 30, 2016 (midnight)
- All Installment Accruals (LEAs) must be ready for transmission by June 30, 2016 (midnight)
- DPI will begin pulling data at 12:01 a.m. on Friday, July 1, 2016.

FY 2016 Close Out Reminders (LEAs Only):

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

Please review your MFR Error Message and DBS/MFR Match (JHA899EG) reports carefully. Once DPI closes FY 15-16 (June 30, 2016), School Business cannot key manual 202s for FY 15-16. Please send your current manual 202s for corrections to Roxane Bernard at bernard@dpi.nc.gov or Richard Smith at richard.smith@dpi.nc.gov.

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 15-16. Please review your latest May 2016 monthly state and federal reports.

If a LEA is expecting an allocation and it is not on an Allotment Report to date, please contact the Allotment Section at 919-807-3739 or the Program Grant Administrator.

Local PRC 056 Transportation of Pupils has to follow the same account codes as State PRC 056 Transportation of Pupils; if not, please use Local PRC 706.

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.

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PRC 035 (School Nutrition) does not have object code 186 Short Term Disability - Beyond 6 Months. Please use State PRC 009 1-7200-009-186.

Always use purpose code 8100 (Payments to Other Gov. Units) with object code 392 (Indirect Cost)

Always check your Monitoring Letters to see where DPI moved some of your Invalid Account codes. Some of the corrections may have been moved to valid account codes on DPI books and you will need to make corrections to your general ledger books only.

FY 2016 Close Out Reminders (Charter Schools Only):

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

Please correct all invalid account codes before your charter school transmits your June 2016 data files.

Please review all of your state and federal programs (PRCs). If any of your expenditures exceed your allotment balances (you have overspent the program), please adjust your expenditures and move the expenditures that are over to your local funds.

If a Charter School is expecting an allocation and it is not on an Allotment Report to date, please contact the Allotment Section at 919-807-3739 or the Program Grant Administrator.

If your charter school does not have any more state funds available to spend, please code your expenditures to local funding or eligible federal funding.

Please remember once DPI closes the month of June 2016, no more adjustments can be made for fiscal year 2015-16 on DPI books. Please code your local, state and federal expenditures accurately. Your "Per Pupil" calculations for the 2016 NC Report Card will be based upon your expenditures from the FY 15-16 JHA705EG Budget Balance Reconciliation Report.

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.

FBS Updates June 20, 2016

TO: Finance Officers

FROM: Philip Price, CFO

AS400 Messages

On the AS400 be sure to answer any messages from jobs you submit from your applications. Most applications use the same batch processing job queue and if the first one has an error message, none of the other jobs will run until the error message is answered. This will also stop the AUTOSURF receive job and budgets/amendments from being sent to DPI if you use the AS400 to move these files. If you don't have your Batch communications, check for any job error messages and respond to them. Please see your AS400 system operator if you have any questions.

Legislative Update

Please see the link below for the Legislative Update on last week's activities.

[Legislative Update 6.17.16.pdf](#)

FBS Updates June 21, 2016

TO: Finance Officers
FROM: Philip Price, CFO

Listening Tours for 2017-2019 Biennial Budget:

See attached memo to register to attend one of the meetings.

[Listening Tours for 2017-19 Biennial Budget.pdf](#)

Enterprise Resource Planning (ERP)

Background

The proposed Budget Bill [HB 1030](#) includes a provision that is in both the [House](#) and [Senate](#) versions of the bill. Below is the referenced language:

School Business System Modernization

SECTION 8.15.(a) The State Board of Education shall collaborate with the Friday Institute for Educational Innovation at North Carolina State University (Friday Institute) to develop a plan to modernize the systems used by the Department of Public Instruction, Financial and Business Services Division, to manage and deliver funds and technical support services to local school administrative units and charter schools. This process shall include modernization of the Division's systems for student information management, financial and payroll information, human resources information, and capital and repairs and renovations planning information.

SECTION 8.15.(b) By January 1, 2017, as a part of developing the plan, the Department of Public Instruction, in collaboration with the Friday Institute, shall issue a Request for Information to outside vendors and entities to determine the scope of work necessary, estimate the costs of modernization of the systems, and prepare a schedule for implementation.

SECTION 8.15.(c) By April 30, 2017, the State Board of Education shall report to the Joint Legislative Education Oversight Committee on the plan developed in accordance with this section for modernization of the systems used by the Financial and Business Services Division.

We are interpreting this language to be directing the Department to prepare a Request for Information (RFI) or a Request for Proposal (RFP) for an Enterprise Resource Planning (ERP) system. An Enterprise resource planning (ERP) is business process management software that allows an organization to use a system of integrated

applications to manage the business and automate many back office functions related to technology, financial services and human resources.

Proposed Process

In general the Department plans on coordinating the posting, review, and award of the RFP (we are not currently planning on going the RFI route). There are two major parts of the RFP:

- Outline what data/reporting will be required by local education agencies (LEAs) and charter schools to comply with State and federal reporting requirements. This section of the RFP will be prepared by the Department of Public Instruction. The objective will be to identify what will be the required data to be supplied by the ERP to the State and what is the schedule for submission. We know this will take a lot of time and we are preparing a project schedule that we plan to share in a few weeks.
- Identify the needs of the LEAs and charters in an ERP and determine the specific requirements for each of the parts of the ERP (budgeting, payroll, accounting, human resources, and multiple sub-systems that could be included in a complete integrated system). This will be coordinated by a team of finance officers working with NCASBO.

Anticipated Outcome

While we have not finalized what we hope will be the final outcome, we are going into the process with a few general assumptions:

- LEAs and charter schools will not be required to implement an ERP from the awarded vendor(s)
- For LEAs or charters choosing to migrate to the awarded vendor(s),
 - the State will be requesting funding to pay for the conversion from the LEA or charter's current platform to the new awarded platform.
 - The LEA and charter will pay the annual maintenance and support of their selected platform/system.
- For LEAs or charters not choosing to migrate to one of the awarded vendors (if multiple are selected), the State will work with their selected vendor to develop a plan/schedule for that vendor to come into compliance with the modernized UERS reporting requirements. The State will be requesting funding to support system adjustments required to meet the modernized UERS requirements. If the system cannot be modified to meet the State reporting requirements, the LEA or charter will be required to migrate to one of the awarded vendors.

Next Steps

1. We are requesting that the language be modified to move the required posting date to June 2017 (or later) rather than January 2017. This will enable more

time for the LEA finance officers and the Department to prepare a RFP that will best incorporate each parties needs.

2. Work closely with the LEA implementation leadership team and NCASBO to develop a detailed work plan to assure we meet the objectives of the RFP and the necessary timeframes for meeting the RFP posting deadline
3. Solicit the help/support of the Friday Institute to help with the development and management of the detailed work plan. This is also important to assure we are coordinating this effort with the digital learning plan that is also beginning implementation
4. Validate that we are approaching this process in a way that was anticipated by the members of the General Assembly and that we are moving forward in compliance with State and the Department of Information Technology's policies.

Key Contacts

- DPI: Eric Moore, Philip Price, Gwen Tucker, and Alexis Schauss
- LEA Leadership Team: Angie Henry (Guilford) and Clyde Locklear (Cumberland)
- NCASBO: Jenny Billings
- Friday Institute: Ray Zeisz



PUBLIC SCHOOLS OF NORTH CAROLINA

Building On Success For Superior Schools

Finance Officers' Newsletter, June 24, 2016

North Carolina Public Schools sent this bulletin at 06/24/2016 02:10 PM EDT

Having trouble viewing this email? [View it as a Web page.](#)



June 24, 2016


FINANCIAL AND BUSINESS SERVICES

Financial and Business Services is made up of five divisions: School Business Administration, Financial Services, Safe & Healthy Schools Support, Licensure and Office of Charter Schools. All divisions report to Philip W. Price, CFO

Dollars for Certified Personnel (PRC 010) (LEAs Only)


State PRC 010 provides a separate account into which LEAs may transfer funds to pay for certified personnel. Converting certified position allotments to dollars for the purpose of hiring the same type position is not allowable.

All expenditures that are not for certified positions within state PRC 010 will need to be refunded by June 30, 2016.

If you have any questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov or 919-807-3725 

Disability Refunds (LEAs Only)

Disability refunds are currently being processed for LEAs to review. Finance Officers, please look out for the Disability forms that will be emailed shortly to you and also review the MSAS journal entries that were recorded with a date of June 22, 2016.


If you have any questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov or 919-807-3725 .

Time line for final BUD batches for FY 2016 (LEAs only)

Please read this statement completely.

The deadline for submitting FY 2016 BUD batches is midnight June 30, 2016. DPI will process those batches on Friday, July 1 and communications will be sent Friday afternoon at 3:30. LEAs can run SURF after 3:45 on Friday to receive the communication forms or the auto receive job runs each weekday morning at 6:00 a.m. Salary vouchers for June will be loaded beginning the night of July 1. DPI will pull any BUD batches that were on hold pending the voucher load on Saturday, July 2 for normal processing and communications will be sent at 3:30. Please run SURF to receive these communication forms after 3:45. Note that the auto receive job does **not** run on weekends, so you will need to run SURF to receive the communication forms from the Saturday processing.

A file to allow sending batches after the June 30 deadline will be sent to all LEAs on Saturday, July 2. This file will be received in when you run SURF on Saturday afternoon. LEAs will then have from Saturday afternoon, July 2 after 3:45 until Monday, July 4 at 11:59 PM to correct errors from the June payroll load **and** submit any other FY 2016 clean up batches. Please adhere to this deadline as any batches sent after the cutoff time of 11:59 PM **will not** be processed. DPI will process these batches on Tuesday, July 5. This will be the final processing for FY 2016. The salary analysts will correct as much as they can but may need to contact you if they have questions. The contact information you previously provided to Kyshia McIntyre and Joselito Mangilit will be used for any questions regarding batch correction on July 5. If they are not able to get in touch with someone at your LEA on July 5, you will **NOT** be given another opportunity to submit. Final communication forms for FY 2016 will be sent at 3:30 on Tuesday, July 5.


Thank you for helping us meet our deadlines for closing out the year in a timely manner. If you have any questions regarding these instructions, please contact Gwen Tucker at Gwendolyn.Tucker@dpi.nc.gov or 919-807-3715 .

REMINDER Workers' Compensation Program

At your earliest convenience, kindly advise Traci Waters of your updated 7/1/2016 information regarding your local funding provider (LFP) or third party administrator (TPA) for your workers' compensation program. This is important information in order to pass onto the appropriate vendor(s) servicing our WC program. Additionally, this information is necessary for your split funding claims and ensures prompt payments of WC benefits.

Please send the name of your LFP or TPA and include your policy number(s) to Traci Waters at traci.waters@dpi.nc.gov. In addition, please send your updated contact information including email addresses to Traci Waters. Click to edit this placeholder text.

Days Missed for Inclement Weather Survey – Past Due

All LEAs are **REQUIRED** by Legislation to complete the Days Missed Survey for school year 2015-2016. LEAs ONLY (No charter schools). The report was due by **June 17, 2016** so if you have not already submitted the report please do so as soon as possible. If you have questions about the survey, please contact [Ozella Wiggins](mailto:Ozella.Wiggins@dpi.nc.gov) or (919) 807-3721 .

Finance Officers' Newsletter July 1, 2016

TO: Finance Officers
FROM: Philip Price, CFO

Financial and Business Services Summer Conference:

Conference information and online registration is available on our website www.ncpublicschools.org/fbs/conference. The Sheraton Imperial has created a personalized hotel website for you, using the following link www.starwoodmeeting.com/Book/NCDPIFinancialBusinessService. Guests can access this site to learn more about the event and to book or cancel a reservation from May 26 - July 6, 2016. The registration has been extended to July 6, 2016.

If you have any questions regarding the conference, please contact Alexis Schauss or Doris McCain at 919-807-3700.

Dollars for Certified Personnel (PRC 010) (LEAs Only):

State PRC 010 provides a separate account into which LEAs may transfer funds to pay for certified personnel. Converting certified position allotments to dollars for the purpose of hiring the same type position is not allowable.

Effective July 1, 2016, state PRC 010 will no longer be an open chart PRC with restrictions. State PRC 010 will now show account codes for certified positions.

If you have any questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov or 919-807-3725.

Days Missed for Inclement Weather Survey - Past Due:

All LEAs are REQUIRED by Legislation to complete the Days Missed Survey for school year 2015-2016. LEAs ONLY (No charter schools). The report was due by June 17, 2016 so if you have not already submitted the report please do so as soon as possible. The survey can be found at the following link: www.surveymonkey.com/r/RPHB7C2 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 919-807-3721.

BUD Year End Notification

Please share with your finance and payroll staff. Starting July 1, BUD defaults to the new fiscal year, 2017. To send 2016 activity during the correction period from Saturday July 2 to Monday July 4, please remember to change the year at the bottom of the screen to 2016.

Email questions regarding this notice to denise.jackson@dpi.nc.gov.



PUBLIC SCHOOLS OF NORTH CAROLINA

Building On Success For Superior Schools

Finance Officers' Newsletter July 8, 2016

North Carolina Public Schools sent this bulletin at 07/08/2016 03:14 PM EDT

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July 8, 2016

FINANCIAL AND BUSINESS SERVICES

Financial and Business Services is made up of five divisions: School Business Administration, Financial Services, Safe & Healthy Schools Support, Licensure and Office of Charter Schools. All divisions report to Philip W. Price, CFO

2016-17 Substitute Rate

Non Cert

Min \$ 80

Max \$ 159

Certified

Min \$ 103

Max \$ 159

The "Bump"

The vendor for the Licensure system is working on the Bump and we anticipate this being completed before July 15th.

FBS Summer Conference

The FBS Conference Grid indicating the times and titles of the sessions offered at the conference will be posted on the FBS website Monday, July 11 under Conferences.

REMINDER: July 15, 2016 IS THE LAST DAY TO REGISTER ONLINE FOR THE CONFERENCE.

Equipment Disposition Forms – Do Not Submit!

Effective July 1, 2016, the Division of School Business no longer requires LEAs / charter schools to submit Equipment Disposition Forms for review and approval. Please note this does not eliminate the responsibility for LEAs / charter schools to meet property management requirements pursuant to federal regulations. [2 C.F.R. 200.313\(e\)](#). DPI, as the pass-through entity, will continue to monitor LEA / charter school activities to ensure compliance with Federal statutes, regulations, and the terms and conditions of the subgrant, including the property management requirements in the [UGG. 2 C.F.R. 200.331\(d\)](#). If you have questions, contact [Leigh Ann Kerr](#), Assistant Director School Business.

Finance Officers' Newsletter July 15, 2016

TO: Finance Officers
FROM: Philip W. Price, CFO

The "Bump":

The vendor for the Licensure system is testing the calculation and the completion date has been delayed until the middle of next week.

School Allotments:

The Initial Allotments were processed and posted to MSA on July 14, 2016, after the Governor signed HB 1030 into law. Please remember that these allocations have not been reduced for new and growing charter schools. To see a list of possible ADM Reductions for Charter Schools, please go to the LEA Allotment tab in the Allotment System and select option 2b.

The following funding items will be processed in revisions over the next few weeks:

1. Revision 1 - Charter School Allocations. Revision 1 will not have reductions to LEAs for Charter School new and growing ADM. LEA reductions for new and growing charter schools will be based on the Charter Schools first month ADM.
2. Revision 2 - NCVPS Reductions
3. Revision 3 - Approved Carryover Reallocation
4. Revision 4 -
 - a. Treatment Centers - PRC 069
 - b. HS Reform - PRCs 005/003
 - c. Learn and Earn - PRC 055
 - d. Child and Family Support Teams - PRC 042/043
 - e. Fines and Forfeitures - PRC 015/036
 - f. Special Small School - PRC 001
 - g. Geographically Isolated Schools - PRCs 001 and 007
 - h. Teachers on Loan - Special Position/PRC 036
 - i. Burroughs Welcome Extra Months - PRC 001
 - j. CTE Site Adobe License Reduction - PRC 014
 - k. Military Counselors - PRC 007
 - l. Assistant Principal Interns - PRCs 066/067

If you have any questions, please contact the School Allotments Section at 919-807-3739.

June 2016 Allotment Overdraft Report (JHA356EG) (LEAs Only):

The June 2016 Allotment Overdraft report was netviewed on Wednesday, July 13, 2016. At this point of time any overages and/or any penalties have to be paid as "prior year."

If you have questions about your June 2016 Allotment Overdraft report, please contact Roxane Bernard at (919) 807-3725 or roxane.bernard@dpi.nc.gov.

FY 2016 - 13th Month MFR File – Reminder (LEAs Only):

This is a reminder that we will pull your FY 2016 13th month MFR File on **Wednesday evening, July 27, 2016**. Please make sure your LEA is signed into FY 16.

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. All 115 LEAs will need to upload their FY 2016 13th Month MFR files by Wednesday, July 27, 2016.

Please do the following before building the 13th Month MFR file (Please make sure that you are signed into FY 16):

- (1) Book the Period 12 zero-out entry to your GL in June (Period 12).
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- (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 15-16. Your LEA cannot pay back federal overspent programs through the BUD system.

Also, your LEA cannot prepare BUD entries to pay back Single Audit Questioned Costs. Your LEA will need to send in a check from local funds to pay back federal questioned costs.

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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.

Listening Tours:

A special thanks to everyone who has turned out for our Budget Listening Tours in Black Mountain and Kenersville. We have heard some great feedback in preparation for the Board's 2017-19 Biennial Budget request. If you have not had a chance to attend, there is one more opportunity. We will be at **J.H. Rose High School in Greenville on Tuesday, July 19th**. Please go [here](#) to register. We look forward to talking with you there.

Finance Officer Webinar Cancelled:

The Finance Officer Webinar scheduled for Tuesday, July 19 2016, from 9:00 – 9:30 has been cancelled.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction



PUBLIC SCHOOLS OF NORTH CAROLINA

Building On Success For Superior Schools

Finance Officers' Newsletter July 22, 2016

North Carolina Public Schools sent this bulletin at 07/22/2016 03:40 PM EDT

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July 22, 2016

FINANCIAL AND BUSINESS SERVICES

Financial and Business Services is made up of five divisions: School Business Administration, Financial Services, Safe & Healthy Schools Support, Licensure and Office of Charter Schools. All divisions report to Philip W. Price, CFO

Webinar Reminder

If you have specific questions for the Finance Information Sharing & Questions webinar held on Tuesday's at 9:00 to 9:30 please send those in time to allow us to research if necessary prior to the webinar. The email address is finance.officers.only@dpi.nc.gov

Health Plan and Retirement Rates

For FY 2016-17, school districts and participating charter schools should budget \$5,659 as the annual (fiscal year) cost for the Health Plan. The retirement rate should be at 16.33% (per Section 36.20.(b) of the Budget Bill). State funding will be distributed when OSBM decides to establish those rates and releases funds to us from the Reserve for Future Benefits. The use of the higher rates is also referenced in the Budget:

Section 36.24.(b) of S.L. 2016-94: If the Director of the Budget determines that the additional cost controlling measures adopted by the Board of Trustees and the State Treasurer as directed in subsection (a) of this section are sufficient to reduce the projected employer premium increases to four percent (4%) or less in both the 2018 and 2019 plan years, then the Director of the Budget is authorized to reallocate funds in the Reserve for Future Benefit Needs to individual State agency budgets. **The projected employer premium increases should be calculated assuming the Reserve for Future Benefit Needs is reallocated.**

Federal Cash Zero Out

During the Budget Update session at the FBS conference, it was communicated that the Federal Cash Zero Out process will be discontinued, effective immediately. Due to the need for some LEAs to have the time to review and/or modify their current procedures, this action will be delayed until further notice. Any questions or comments on this item should be directed to Alexis Schauss at alexis.schauss@dpi.nc.gov



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- (4) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
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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.

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Charter Schools - State PRC 036 First Installment (Charter Schools Only)

The Allotment section allotted the first state installment of PRC 036 for charter schools on Tuesday, July 19, 2016.

New charter schools will need their certificate of occupancy approved by the Office of Charter Schools and their cash management and MSAS forms processed before they have access to their first installment of state funds.

If you have questions about your MFR file, please contact Roxane Bernard at (919) 807-3725  or roxane.bernard@dpi.nc.gov

Finance Officers' Newsletter July 29, 2016

TO: Finance Officers

FROM: Philip Price, CFO

International Faculty Exchange (IFE):

The [attached letter](#) was sent to all Superintendents about IFE. The conversion rate for 2016-17 is \$62,368 and the forms to apply for position conversions have been posted on the FBS website at www.ncpublicschools.org/fbs/allotments/forms/.

Questions related to the programs should be directed to Helga Fasciano Special Asst. for Global Education at helga.fasciano@dpi.nc.gov. LEAs or charter schools employing IFE must be compliant with the tax requirements. A presentation on Foreign Nationals tax compliance from the Office of State Controller can be found at www.ncpublicschools.org/fbs/conferences/presentations/.

FBS Summer Conference:

Several presentations from the FBS Conference have been posted at www.ncpublicschools.org/fbs/conferences/presentations/. Presenters, if you want your presentation posted, please send it to Doris McCain at doris.mccain@dpi.nc.gov.

The FBS Conference Evaluation Form is online at www.ncpublicschools.org/fbs/conferences/. We look forward to getting feedback from the conference attendees.

FY 2016 - 13th Month MFR File – Reminder (LEAs Only):

This is a reminder that we will pull the next FY 2016 13th month MFR File on **Wednesday evening, August 17, 2016**. Please make sure your LEA is signed into FY 16.

We will netview the last 13th month report on Monday, August 1, 2016. If you make changes to your 13th month MFR report your LEA will need to rebuild your MFR files before your upload on August 17, 2016.

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.

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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 Only):

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Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter August 5, 2016

TO: Finance Officers
FROM: Philip Price, CFO

LEA-Based Calendar Waivers Due to Inclement Weather – Due September 12:

The history of missed instructional days for the last 10 years has been posted under "Calendar Resources for LEAs" at www.ncpublicschools.org/fbs/accounting/calendar/. This report shows the LEAs which are eligible to request a waiver for the opening date for the 2017-18 school year from the State Board of Education.

Waiver requests are due to the School Business Services Division by September 12. The waiver request form titled "LEA – Weather Related Waiver Request" is located under the heading "Calendar Waiver" at www.ncpublicschools.org/fbs/accounting/forms/.

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

Voluntary Shared Leave Reporting - LEAs Only:

This survey is collected annually in response to General Statute 126-8.3(c) and is **due August 31, 2016**. The survey is posted on the FBS home page at www.ncpublicschools.org/fbs/ under What's New or accessed directly at www.surveymonkey.com/r/LVHLR99.

School Start and Release Times - LEAs Only:

In accordance with GA Session Law 2016-94, House Bill 1030, Section 8.24.(a) we are requesting start and release times of each school in your district. **Survey due September 15, 2016**. The survey is posted on the FBS home page at www.ncpublicschools.org/fbs/ under What's New.

FBS Summer Conference:

More presentations from the FBS Conference have been posted at www.ncpublicschools.org/fbs/conferences/presentations/. Presenters, if you want your presentation posted, please send it to Doris McCain at doris.mccain@dpi.nc.gov.

Reminder - The FBS Conference Evaluation Form is online at www.ncpublicschools.org/fbs/conferences/. We look forward to getting feedback from the conference attendees.

Merit Pay Bonus Allocation for Non Educators-LEAs only:

The State Board of Education approved the allocation method for the merit based bonuses appropriated in SL2016-94 Section 36.A1. The [attached file](#) provides the approved allocation

by LEA for fiscal year 2016-17. Each LEA must have a locally approved plan that determines the distribution.

The bonuses shall:

- Be distributed based on a locally approved plan
- Not be distributed across the board
- Not be paid to certified teachers or instructional support
- Be paid to state funded personnel only

DPI will provide the guidance provided by the NC Office of State Human Resources when available. The School Allotments Section will allocate these funds in a pending revision in to PRC033.

FY 2016 - 13th Month MFR File – Reminder (LEAs Only):

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The "BUMP":

The BUMP was processed in the Licensure system on August 3, 2016 and the results are now reflected in the LicSal application. We anticipate the final NoBump list being published on the LicSal website at the beginning of next week.

Should you have any questions regarding an employee's experience, please forward them to the Licensure section at asklicensure@dpi.nc.gov.

4th Annual Foreign National Taxation and Immigration Conference:

Registration is open for the 4th Annual Foreign National Taxation and Immigration Conference. This is a 2 day conference held on October 3rd and 4th at NC State University McKimmon Center for \$125. 17.5 CPE credits can be earned.

Topics include:

- Basic to advanced Foreign National taxation and immigration
- Proper completion of the I-9 Form
- New STEM requirements
- Tax Navigator 2017

If you would like to register, please use the following link:

https://mckimmoncenter.ungerboeck.com/prod/emc00/PublicSignIn.aspx?OrgCode=10&EvtID=5109&CC=116062903651&DictSeq=26&Lang=* &AppCode=REG&CultureInfo=en-US .

Updates throughout the planning process will be posted at <http://osc.nc.gov/2016conf/>. Please note, the "Information" link will be updated with the agenda over the next week or so.

Contact: Jennifer Trivette Pacheco, CICA, State Controller Financial Specialist, NC Office of the State Controller jennifer.pacheco@osc.nc.gov. www.osc.nc.gov



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter August 12, 2016

TO: Finance Officers

FROM: Philip Price, CFO

July 2016 Monthly Financial Report (MFR) (LEAs Only):

The DBS/MFR Match (JH899EG) report that was netviewed yesterday had the incorrect fiscal year (2016 instead 2017). DPI has re-netviewed the July 2016 MFR reports this morning with the correct fiscal year.

If you have questions about your July 2016 MFR reports, please contact Roxane Bernard at 919-807-3725 or roxane.bernard@dpi.nc.gov.

FY 2016 - 13th Month MFR File – Reminder (LEAs Only):

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Reminder - School Start and Release Times - LEAs Only:

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Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter August 18, 2016

TO: Finance Officers
FROM: Philip Price, CFO

PSBCF (LEAs Only):

Applications for funding *for debt service* are approved on a fiscal year by fiscal year basis. Any unfunded application for FY 2015-16 has expired. If funding for debt service for FY 2016-17 is requested, a signed application for this fiscal year must be submitted. Please coordinate with the county finance officer.

For questions or clarifications, contact Kenneth Phelps at ken.phelps@dpi.nc.gov or 919-807-3561.

Work-Based Learning Programs:

Information on the Work-Based Learning Program is available for LEAs currently participating in the program or wanting to sign up in the new school year. This liability insurance program covers students, LEAs, teachers, and businesses when students participate in job shadowing programs, work-based learning programs, and health science education programs. Due to LEA participation in this program and the overall performance of the program, we are able to offer reduced rates from last year's policy program while maintaining the same valuable coverages

Work Based Learning Program Highlights:

\$1,000,000 occurrence/\$3,000,000 aggregate General Liability Coverage

\$15,000 Medical Payment Expense for Students

No administrative fee

If you have not received information regarding the 2016-2017 program highlights and rates, please contact Eileen Townsend 919-807-3522 or Traci Waters 919-807-3521.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter August 26, 2016

To: Finance Officers

From: Philip W. Price, CFO

EDDIE Data - Charter Schools and LEAs:

Have your schools changed grade levels, principals, or testing staff? LEAs, has your central office staff changed? Perhaps names and addresses or PO Boxes need updating? Help insure that your LEA data and school data is correct for the 2016-17 school year in EDDIE. **Why? EDDIE is the authoritative source for data used by PowerSchool, Accountability, and other DPI systems. It is also used by legislative staff, the media, and school data researchers.**

EDDIE is located at: <http://apps.schools.nc.gov/eddie>. You do not have to log into EDDIE to view data or reports. Go to an LEA or School page to view specific reports. If data needs to be updated, contact your local EDDIE subscribed user(s). EDDIE information: www.ncpublicschools.org/fbs/accounting/eddie/.

ACTION NEEDED NOW - SURVEY DUE WEDNESDAY - Voluntary Shared Leave Reporting - LEAs Only:

This survey is collected annually in response to General Statute 126-8.3(c) and is **due August 31, 2016**. The survey is posted on the FBS home page at www.ncpublicschools.org/fbs/ under What's New or accessed directly at www.surveymonkey.com/r/LVHLR99.

Note: Do not enter decimal points or any other symbols when entering numbers.

REMINDER - SCHOOL START AND RELEASE TIMES - LEAs Only:

In accordance with GA Session Law 2016-94, House Bill 1030, Section 8.24.(a) we are requesting start and release times of each school in your district. **Survey due September 15, 2016**. The survey is posted on the FBS home page at www.ncpublicschools.org/fbs/ under What's New.

Please fill in data for all years 2011-12 through 2016-17, required by legislation:

LOCAL BOARD REPORT ON SCHOOL START AND RELEASE TIMES

SECTION 8.24.(a) G.S. 115C-84.2 is amended by adding a new subsection to read:

“(a1) Report on School Start and Release Times. – As part of the reporting requirements under the Uniform Education Reporting System pursuant to G.S. 115C-12(18), each local board of education shall report to the State Board of Education on the start time and release time for each school under control of the local board of

education. For the purposes of this subsection, "start time" shall mean the time of day when academic classes begin for the majority of students enrolled in the school, and "release time" shall mean the time of day when academic classes end for the majority of students enrolled in the school. Each local board of education shall also identify and include additional information in the report regarding any schools that have a start time or release time that does not conform to the definitions set forth in this subsection."

SECTION 8.24.(b) By October 1, 2016, each local board of education shall submit an initial report to the State Board of Education as required by G.S. 115C-84.2(a1), as enacted by this section, that includes information on the start times and release times for the 2011-2012, 2012-2013, 2013-2014, 2014-2015, 2015-2016 and 2016-2017 school years.



Finance Officers Newsletter September 2, 2016

TO: Finance Officers
FROM: Philip W. Price, CFO

Post-Accident Drug Screening:

This memo is sent to clarify DPI's position regarding recent inquiries on post-accident drug screening tests. The self-insured workers' compensation fund is not responsible for payments related to post-accident drug screening, when directed by an LEA after an employee is involved in an accident. Post-accident drug screening payments are the responsibility of the LEA.

Post-accident drug screening, when directed under LEA policy is a good risk management tool. However, it is not required under NC workers' compensation statute.

When an employee is injured on the job, the LEA is responsible to file a First Report of Injury (Form 19) and submit this to Sedgwick or the LEA's local insurer. Once the Form 19 is reviewed, a determination of medical and/or lost time benefits will be determined.

Please contact Eileen Townsend at Eileen.Townsend@dpi.nc.gov if you have questions or concerns.

LEA-Based Calendar Waivers Due to Inclement Weather – Due September 12:

The history of missed instructional days for the last 10 years has been posted under "Calendar Resources for LEAs" at www.ncpublicschools.org/fbs/accounting/calendar/. This report shows the LEAs which are eligible to request a waiver for the opening date for the 2017-18 school year from the State Board of Education. Waiver requests are due to the School Business Services Division by September 12. The waiver request form titled "LEA – Weather Related Waiver Request" is located under the heading "Calendar Waiver" at www.ncpublicschools.org/fbs/accounting/forms/.

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

REMINDER - SCHOOL START AND RELEASE TIMES - LEAs Only:

In accordance with GA Session Law 2016-94, House Bill 1030, Section 8.24.(a) we are requesting start and release times of each school in your district. **Survey due September 15, 2016.** The survey is posted on the FBS home page at www.ncpublicschools.org/fbs/ under What's New. The DPI contact was Nicola Lefler, however, she is out of the office, so please submit the completed surveys to Ozella Wiggins, ozella.wiggins@dpi.nc.gov.

Please fill in data for all years 2011-12 through 2016-17, required by legislation:

LOCAL BOARD REPORT ON SCHOOL START AND RELEASE TIMES

SECTION 8.24.(a) G.S. 115C-84.2 is amended by adding a new subsection to read:

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SECTION 8.24.(b) By October 1, 2016, each local board of education shall submit an initial report to the State Board of Education as required by G.S. 115C-84.2(a1), as enacted by this section, that includes information on the start times and release times for the 2011-2012, 2012-2013, 2013-2014, 2014-2015, 2015-2016 and 2016-2017 school years.



Finance Officers' Newsletter September 9, 2016

TO: Finance Officers

FROM: Philip Price, CFO

2017-19 Biennial Expansion Budget Requests:

In preparation for a request from the Office of State Budget and Management, the Department of Public Instruction (DPI) has solicited feedback both internally and externally on budget priorities for the 2017-19 Biennial Budget.

To review the items discussed with the State Board of Education, go to this link: [Board material](#), then to BSOP 4/Executive Summary and the attachments.

MSA & Cash Management Training (LEAs Only):

MSA and Cash Management Training will be offered to LEAs on Monday, October 17, 2016 or Wednesday, October 19, 2016. 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 provide your first and second date choices and 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.

FY 17 ABC Transfers:

Since we are not reducing allocations for Charter School ADM Reductions until after the 1st month ADM is calculated, please use the Charter School ADM reduction projected numbers in the Allotment System to estimate what that reduction might be before submitting transfer forms. Also, remember that the higher of 1st or 2nd month ADM decrease adjustments will have to be made as well.

When we prepare these adjustments, we will have to reverse (or partially reverse) any ABC Transfers that did not leave enough funds in the category for the adjustment. If you have any questions, please contact Sue Holly at Susan.Holly@dpi.nc.gov .

Transportation – Student Ridership Count:

The last week in September is the annual student ridership count which is an important part of the transportation funding process. One instructional webinar for transportation staff was held on 9/8 and can be viewed at www.ncbussafety.org/StateForms.html.

Another is scheduled for next week and the video will be posted on the same page. There are some changes in the forms this year so it will be important for LEAs to make sure they are using the right forms.

Questions should be directed to DPI Transportation Services (919) 807-3570.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Information - Merit-Based Bonus/Bonus Q&A

TO: Finance Officers

FROM: Philip Price, CFO

Merit-Based Bonus/Bonus Leave – 0.50% Bonus Q&A

Review attached Memorandum from NC State Human Resources in reference to 2016 Appropriations Act – Compensation Bonus/Merit-Based Bonus/Bonus Leave.

0.50% Bonus Q&A can be found on FBS website at www.ncpublicschools.org/fbs/ under "What's New".

Additional information about the "Merit Based Bonus" is provided below:

Merit Based Bonus

36.1A Merit Based Bonus for Non Educators \$17,242,627(NR)

Merit based bonuses for non-educators, including school based administrators, central office and non-certified personnel. Educators (teachers and instructional support personnel paid on the teacher salary schedules) are not eligible. LEAs shall provide to DPI details of how these funds are distributed by district and school. Funding by local education agencies (LEAs) was approved by the State Board of Education in August 2016.

Legislated Restrictions

LEAs shall adhere to the following per the legislation

- Require the local board to adopt a policy as to how to award the bonuses
- Shall not pay the bonus as an across the board bonus
- Only state funded personnel are eligible for a bonus from the State funds
- Bonus is not subject to retirement
- Bonus is one-time payment (non recurring)

Guidance based on the policy adopted by the State – Not required for LEAs

Attached is a memo dated September 9, 2016, providing information on how the State is managing the bonus. LEAs are **not** required to follow the State's policy and the following is provided for information purposes to aid LEAs in developing their own policies. Following are the summary points of the State's policy:

- Bonus will be paid to eligible recipients in October
- Bonus is based on meeting or exceeding expectations on the State evaluation
- Eligibility:

- Employed as of September 1, 2016
- Must have been evaluated which means originally employed on or before January 1, 2016
- Flat dollar amount for meets and a flat dollar amount for exceeds. The amounts are expected to be different.

Guidance on Local Board of Education policy

- Local Board policy are expected to clearly outline
 - Eligibility requirements
 - Amount(s) to award
 - Payment date
 - Special conditions (see State letter) related to break in service, employees transferring between LEAs, leave of absence, or separations
- Details of the adopted local board policy must be submitted by December 20, 2016 to the Division of School Business. Reporting is required to the General Assembly in February 2017. The required information and format for your reporting will be distributed at a later date.

Reporting Requirement

LEAs will be required to report to Division of School Business DPI by December 1 on how the funds were distributed. A report will be sent to the chairs of the Senate Appropriations/Base Budget Committee and the House of Representatives Committee on Appropriations and the Fiscal Research Division on the use of these funds by no later than February 1, 2017.

The required information and format for your reporting will be distributed at a later date.

- [HRDirectors_Comp_Merit Bonus_Bonus Leave_090816.pdf](#)



Public Schools of North Carolina
 State Board of Education
 Department of Public Instruction

Finance Officers' Newsletter September 16, 2016

TO: Finance Officers

FROM: Philip Price, CFO

60 Day Children with Disabilities Child Count Transfers:

The NC DPI Child Count Transfer System (Transfer System) is open to enter transfer request for Child Count Transfers. The funding for School Age Children with Disabilities follow the child the first 60 days of School. Access to the system is restricted. An NCID and Password is required for access to the system (contact LEA NCID Administrator or Charter School NCID Administrator) and only EC Data Administrators (or designee in extraordinary circumstances) will be given access to the system. The link to the system and instructions is www.ncpublicschools.org/fbs/allotments/forms/.

Please keep in mind the following:

1. The receiving LEA/Charter School must request the transfer. Funds only transfer from LEA to Charter, Charter to LEA and Charter to Charter.
2. The funding is prorated based on the receiving school's start date and the student start date.
3. Funds must be requested by the 10th of the month following the month the child enrolled in the school.
4. To be eligible for transfer, the child must be on the Dec. 1, 2015 North Carolina Child count for Federal Funds and Apr. 1, 2016 North Carolina Child Count for State Funds.

Please contact Shante Morgan at Shante.Morgan@dpi.nc.gov in School Allotments if you have questions.

Charter School ADM reduction and Higher of the 1st or 2nd Month ADM Adjustment:

This is a reminder that the reduction for Charter School ADM has not been made yet as it has been in prior years. We will make this adjustment after the 1st month ADM for Charter Schools has been processed. Also, please monitor your ADM for possible reductions for the Higher of the 1st or 2nd Month ADM adjustment. This adjustment will not be made until the 2nd month ADM has been processed.

Please contact School Allotments at 919-807-3739 if you have questions.

Negative Prior Year Adjustments in the Payroll (APR) Files:

REMINDER: LEAs are not allowed to pay prior year overpayments with current year state or federal money. Prior year overpayments are to be refunded from local as a prior year BUD refund. Starting in September, NO negative prior year adjustments will be processed in the Salary Administration System. If you have negative prior year adjustments in your September payroll, please correct them. DPI is working with the payroll vendors to modify the payroll compliance edits.

2015-16 State Expenditure Report - LEAs only - deadline October 15th:

Per GS 115C-105.25(c), each LEA must post the 2015-16 State expenditures on its website by October 15th. 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.
- 4) A description of any transfer of funds from the textbook and digital resources allotment into another allotment category with an explanation of why the transfer from the textbooks and digital resources allotment was made to a different allotment category.
- 5) A chart that clearly reflects how the local school administrative unity spent State funds.

As in the past, the Division of School Business has provided documents for the LEAs to use to comply with the requirements of parts (1) and (2) and a chart in the spirit of (5). 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) and (5) of the legislation, if they choose. LEAs are required to complete (3) and (4), if applicable.

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

4th Annual Foreign National Taxation and Immigration Conference – Deadline for registration:

Registration will be closing on September 22 for the 4th Annual Foreign National Taxation and Immigration Conference. This is a 2 day conference held on October 3rd and 4th at NC State University McKimmon Center for \$125. 17.5 CPE credits can be earned. Topics include:

- Basic to advanced Foreign National taxation and immigration
- Proper completion of the I-9 Form
- New STEM requirements
- Tax Navigator 2017

If you would like to register, please use the following link [here](#). Updates throughout the planning process will be posted at <http://osc.nc.gov/2016conf>. Please note, the "Information" link will be updated with the agenda over the next week or so.

MSA & Cash Management Training (LEAs Only):

MSA and Cash Management Training will be offered to LEAs on Monday, October 17, 2016 or Wednesday, October 19, 2016. 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 provide your first and second date choices and 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.

New Lic/Sal Subscription App:

Please see [New Subscription App for the LicSal System.docx](#) for a change to the Lic/Sal system. The URL to subscribe with the NCID and password will not be available until September 23, 2016.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter September 23, 2016

TO: Finance Officers

FROM: Philip Price, CFO

Merit Pay Bonus Clarification – LEAs Only:

1. Guidance was sent out on the Merit Pay Bonus stating that the LEAs are required to provide "details of the adopted local board policy by December 20, 2016 to the Division of School Business". As clarification, the LEAs are not required to have a formal policy on the merit pay bonus, and may submit a local board approved plan.
2. LEAs are not required to pay the merit bonus out by December 20. They will be required to provide at a minimum the plan of how the funds will be distributed by December 20.

New Lic/Sal Subscription App:

Effective Friday, September 23, 2016, DPI will begin using a new Lic/Sal Subscription Application that will require an NCID and password for each user.

Everyone will need to subscribe through the new subscription app using their NCID and password in order to have access to Lic/Sal after September 23.

The URL for the subscription app is <https://licsalweb.dpi.state.nc.us/>.

Current Lic/Sal users with a valid NCID account:

Subscribe to the system through the new app using your NCID and password. You will receive a verification email once the account has been approved.

Current Lic/Sal users without a valid NCID account:

If you are with an LEA or Charter School, please contact your NCID Administrator. To find your NCID Administrator, please go to one of the following URLs:

LEAs: www.ncid.its.state.nc.us/LEAListing.asp

Charters: www.ncid.its.state.nc.us/LEADetails.asp?name=Charter%20Schools%20000

IHEs and Non-Public Users:

IHEs and Non-Public users need to obtain an NCID account by clicking on the link below and following the instructions on the NCID homepage. Once the NCID account is approved, return to the NC Department of Public Instruction's Subscription App and register with the NCID and password. <https://ncid.nc.gov>

New Lic/Sal users with a valid NCID account:

Subscribe to the system through the new app using your NCID and password. Submit a completed DPI Application Access form which can be accessed via <https://licsalweb.dpi.state.nc.us/>.

New Lic/Sal users without a valid NCID account:

Follow above instructions for current Lic/Sal user without a valid NCID account. Submit a completed DPI Application Access form which can be accessed via <https://licsalweb.dpi.state.nc.us/>

If you have questions regarding NCID accounts, please contact your NCID administrator. For questions regarding the new Lic/Sal subscription app, please contact the DPI support center by submitting a ticket through the Remedy Portal <https://nc-myit.us.onbmc.com> or by calling 919.807.4357 M-F 7am-5pm.

Forwarding Messages May Risk Subscription:

A couple of Finance Officers have contacted our office and said they received notification that they had been unsubscribed from the Finance Officers' Newsletter. In both cases, the FO's had forwarded their Newsletter message to staff members. The following message was sent to Superintendents from NCDPI Communications Division addressing the same issue:

A few of you have had issues with being unsubscribed from the superintendents' email group without your permission. NCDPI Communications posed the problem to GovDelivery technical support staff and this was their response:

"Do you think that the school administrator forwarded any bulletins (emails) to a group, colleagues, or another distribution list? When this happens the secondary receiver (it only takes one) may click on the unsubscribe link, and inadvertently unsubscribe the original recipient. It does happen from time-to-time. We don't recommend forwarding for this reason, if this is the case."

So a word of caution, think twice before you forward a message as the recipient may click on unsubscribe and inadvertently take you off the email group. A better option would be to copy the message and send via a separate email.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter September 30, 2016

TO: Finance Officers

FROM: Philip Price, CFO

Final FY 16 13th Month MFR Reports (LEAs):

DPI netviewed the final FY 16 13th Month MFR reports last Thursday, September 22, 2016.

If you have questions, please contact Roxane Bernard at 919-807-3725 or roxane.bernard@dpi.nc.gov.

Cash Management and MSA Training (Charter Schools):

We will have a Cash Management and MSA training class for Charter Schools on Monday, October 24, 2016 or Tuesday, October 25, 2016 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 provide your first and second date choices and email Roxane Bernard at roxane.bernard@dpi.nc.gov. If you have questions, please call Roxane Bernard at 919-807-3725. You will be notified by email when you have been successfully registered for the training class on one of the dates.

Restart School Base Amounts by LEA:

The 2016-17 charter school base allocation less transportation is posted on the [Allotments Page](#).

Per the SBE policy, LEAs are required to transfer funds from the LEA State allotments to PRC 037 in the amount equaling the base allocation x the month 1 ADM for the restart school. At this time DPI does not have the PMR data, and is not able to provide the exact transfer amount required, however we hope that the attached information will enable you to start planning and budgeting accordingly.

Transportation Refund Rates:

LEAs are required to refund PRC 056 for extra uses of yellow school buses. Examples are transportation of pre-K students, instructional field trips and summer school transportation, among many others. The LEA-specific rates for the 16-17 school year were emailed to finance officers and transportation directors on Thursday (9/29).

Questions should be directed to DPI Transportation Services (919) 807-3570.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter - October 7, 2016

To: Finance Officers

From: Philip Price, CFO

Transportation Allotment Data:

LEA finance officers and transportation directors have received financial data for review. The data from 2015-2016 will directly impact the final transportation allotment for 2016-2017 and should be reviewed carefully. Because 2015-2016 fuel costs were down 89 cents per gallon from the previous year, the transportation funding base for each county LEA will decrease accordingly. The allotment will also increase as a result of legislated salary and benefits increases.

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

Office of the State Treasurer Bank Recon File:

NCDPI is working to eliminate the dependency on the AS400 and is planning to stop sending the OST bank recon file by February 2017. This file is available in the Core Banking System and can be downloaded in various file formats over a range of dates. The file layout has been sent to the financial vendors who are working on a solution. Please work with your vendor in this effort.

60 Day Children with Disabilities Child Count Transfers:

The NC DPI Child Count Transfer System (Transfer System) is open to enter transfer request for Child Count Transfers. The funding for School Age Children with Disabilities follow the child the first 60 days of School. Access to the system is restricted. An NCID and Password is required for access to the system (contact LEA NCID Administrator or Charter School NCID Administrator) and only EC Data Administrators (or designee in extraordinary circumstances) will be given access to the system. The link to the system and instructions is <http://www.ncpublicschools.org/fbs/allotments/forms/>.

Please keep in mind the following:

1. The receiving LEA/Charter School must request the transfer. Funds only transfer from LEA to Charter, Charter to LEA and Charter to Charter.
2. The funding is prorated based on the receiving school's start date and the student start date.
3. Funds must be requested by the 10th of the month following the month the child enrolled in the school.

4. To be eligible for transfer, the child must be on the Dec. 1, 2015 North Carolina Child count for Federal Funds and Apr. 1, 2016 North Carolina Child Count for State Funds.

Please contact Shante Morgan at Shante.Morgan@dpi.nc.gov in School Allotments if you have questions.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter October 14, 2016

To: Finance Officers

From: Philip W. Price, CFO

SS200 Full-Time Personnel Report:

To be completed by both LEA and Charter Schools.

The SS200 Online Report is due by **Friday, November 18, 2016**.

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 during October 1 of the current school year (2016 – 2017).

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.

Fraudulent Unemployment Claims:

We have received numerous calls from LEAs throughout the state regarding a noticeable increase in the number of fraudulent unemployment claims they have been receiving involving employed individuals.

I called the Department of Employment Security (DES) and advised them of your concerns. DES is recommending that LEAs immediately file their claims showing the employee is "still employed." Additionally, they have suggested that LEAs with concerns for these type of fraudulent unemployment claims contact Margaret Streater, Benefits Integrity Chief at the Department of Employment Security. Ms. Streater's number is 919-707-1412. Her email is margaret.streater@nccommerce.com.

LEAs should advise employees when an unemployment claim is filed in their name and social security number so they can act accordingly.

Please contact Eileen Townsend, Chief of Insurance, at eileen.townsend@dpi.nc.gov or 919-807-3522 if you have questions.

2015-16 State Expenditure Report - LEAs only - deadline October 15th:

Per GS 115C-105.25(c), each LEA must post the 2015-16 State expenditures on its website by October 15th. 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.
- 4) A description of any transfer of funds from the textbook and digital resources allotment into another allotment category with an explanation of why the transfer from the textbooks and digital resources allotment was made to a different allotment category.
- 5) A chart that clearly reflects how the local school administrative unity spent State funds.

As in the past, the Division of School Business has provided documents for the LEAs to use to comply with the requirements of parts (1) and (2) and a chart in the spirit of (5). 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) and (5) of the legislation, if they choose. LEAs are required to complete (3) and (4), if applicable.

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



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter October 21, 2016

TO: Finance Officers

FROM: Philip Price, CFO

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

We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the prior year, Company 8000, FY 2015-2016, as of the September processing period, Thursday, October 20, 2016. All refunds through the September 2016 processing period are reflected. Prepare Prior Refunds for the overspent State PRCs in the BUD system by Thursday, October 27, 2016, to avoid penalties.

There are some LEAs on the Allotment Overdraft report for June 30, 2016 as of September 2016, due to the fact that their installment payments exceeded their accrued amounts. Please review your JHA351EG Allotment Balance Reconciliation report for June 30, 2016 as of September 30, 2016 for your accrual and installment entries. The report will be netviewed Monday, October 24, 2016.

If you have questions, please contact the following:

- 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: Salary section salary@dpi.nc.gov.

Installment Collapse (LEAs Only):

Effective 9/30/16, 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 4, 2016) detailing the installment amounts posted for your LEA was netviewed last Tuesday, October 18, 2016.

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, 2016, DPI posted the State installment payments and accrual reversing entries to Prior Year State. DPI will netview a copy of the Allotment Balance Reconciliation Report (JHA351EG) for Prior Year (Company 8000) next Monday, October 24, 2016.

If you have any questions concerning the Installment Collapse, contact Roxane Bernard at roxane.bernard@dpi.nc.gov or 919-807-3725.

Summer Reading Camp (PRC 016):

The carryover funds for the Summer Reading Camp allotment will revert based on expenditures posted by October 31, 2016. Remember the carryover funds were provided to liquidate expenditures from the 2016 Summer Camps. If you have any questions, please contact School Allotments at 919-807-3739.

Charter Schools Only:

The Charter Schools ADM Projection System (CSADM) will collect data for Phase 0, Material Increase in ADM or Grade Expansion for FY 2017-18 beginning November 1, 2016 and ending November 15, 2016.

The CSADM, Phase 0 data collection, is a key component for meeting the requirements of the NC General Statute 115C-218.5(e-f), a school must request approval from the State Board of Education if the school is planning to grow student membership more than 20%, unless this growth is approved in the planned growth in their charter. A school must also request approval from the State Board if the school is planning to add more than one grade than is approved in their charter.

Advance preparations to access the CSADM system on November 1, 2016 should begin now. The Charter School administrator or Charter School Board Chair will need an active North Carolina Identity Management identification (NCID) login. If you do not have an active NCID, you must contact your Charter Schools NCID administrator to set up an account for you. A directory of charter school 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 have any questions about your school's eligibility for grade expansion or enrollment increase, please contact the Office of Charter Schools, 919.807.3491.

If you have questions about navigating the Charter School ADM Projection System, please contact Angela Harrison, School Business Division, angela.harrison@dpi.nc.gov, 919-807-3734.

SS300 Local Salary Supplements Report:

The SS300 Local Salary Supplements Report is due by Monday, November 21, 2016 and is available online on the Financial and Business Services website under "What's New": www.ncpublicschools.org/fbs/.

The SS300 Local Salary Supplements Report is completed by LEAs only. The information requested in this report will be the same as it has been in past years. An FAQ tab is included to answer questions regarding what is to be included in the report. If you have questions that are not addressed in the FAQ, please contact Ozella Wiggins at 919.807.3721 or ozella.wiggins@dpi.nc.gov.

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.

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

If you have additional questions, please contact Ozella Wiggins at 919.807.3721 or ozella.wiggins@dpi.nc.gov.

Disaster Unemployment Assistance:

Governor Pat McCrory announced that Disaster Unemployment Assistance is now available for people in 20 counties due to the effects of Hurricane Matthew.

"Entire towns have been destroyed with record flooding from Hurricane Matthew, meaning many businesses and employees have been directly impacted," said Governor McCrory. "This assistance will help those suffering during these difficult times to begin rebuilding their lives."

The governor has instructed the Division of Employment Security to not enforce the one-week waiting period and job search requirements for people whose employment or self-employment has been lost or interrupted as a direct result of Hurricane Matthew.

Workers who became unemployed as a direct result of the effects of Hurricane Matthew may be eligible for unemployment insurance benefits under the Disaster Unemployment Assistance program. Business owners affected by the storm may also qualify for benefits.

Twenty counties have been approved for disaster unemployment insurance, including Beaufort, Bertie, Bladen, Columbus, Cumberland, Dare, Edgecombe, Greene, Harnett, Hoke, Hyde, Johnston, Jones, Lenoir, Nash, Pitt, Robeson, Sampson, Wayne and Wilson counties. Additional counties may be added to the designation at a later date.

If you have questions, contact Eileen Townsend at 919-807-3522 or Eileen.townsend@dpi.nc.gov.

TO: Municipal, County and School leaders and Clerks

FROM: John Guenther, Compliance Officer, Department of Administration

The McCrory Administration continues to implement and support recovery efforts to aid the citizens of North Carolina impacted by the effects of Hurricane Matthew. Local communities will be faced with many purchasing and construction needs in the coming months.

The [message](#) from Joe Stanton, Assistant Director of Emergency Management with the North Carolina Department of Public Safety, is a reminder about following Federal and North Carolina procurement/contracting requirements. Please review the reminder and contact your legal counsel for assistance if you have questions.

The North Carolina Office for Historically Underutilized Businesses (the HUB Office) is setting up a website for recovery related solicitations (for debris removal, demolition, restoration, construction, temporary housing/trailers, etc.). To have a solicitation posted on the HUB Office website please send an email to huboffice.doa@doa.nc.gov and Carla.Daniels@doa.nc.gov.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter October 28, 2016

TO: Finance Officers

FROM: Philip Price, CFO

Reminder: Merit Based Bonus Plans – Reporting Requirement- LEAs only:

All LEAs are required to submit the LEA plans on the Merit Based Bonus by December 1

Local Board plans are expected to clearly outline:

- Eligibility requirements
- Amount(s) to award
- Payment date
- Special conditions (see State letter) related to break in service, employees transferring between LEAs, leave of absence, or separations

As required by law, DPI will send the plans to the chairs of the Senate Appropriations/Base Budget Committee and the House of Representatives Committee on Appropriations and the Fiscal Research Division by no later than February 1, 2017.

LEAs have until June 30, 2017 to pay out the bonuses.

Plans should be saved as a PDF with the following naming convention "LEA#_LEAName_MeritPay". Eg. 010_Alamance_MeritPay.

Email to Nicola Lefler at Nicola.lefler@dpi.nc.gov

Reminder: LEA Finance Officers:

The **Charter School Local Per Pupil Report** is **due** no later than Tuesday, **November 1st**. Any LEAs that have not submitted the template will be placed, by law, on non-compliance. If you have already submitted it, thank you! If you haven't, submit the completed template ASAP to nicola.lefler@dpi.nc.gov.

SS200 Full-Time Personnel Report:

To be completed by both LEA and Charter Schools.

The SS200 Online Report is due by **Friday, November 18, 2016**.

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 during October 1 of the current school year (2016 – 2017).

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 .

Replacement School Buses:

Transportation directors in most counties received a notification that authorizes and LEA purchase order for replacement school buses listed on an attachment, labeled 'Purchase Order Authorization'. Note that purchase orders must be sent to DPI Transportation Services for verification. In the case of an e-procurement purchase order, a copy of the PO must be faxed to DPI Transportation Services 919-807-3578 or emailed to Bob.Peters@dpi.nc.gov. DPI Transportation Services is working to finalize the contract for financing the purchase of these buses.

Questions should be directed to Kevin.Harrison@dpi.nc.gov or Bob.Peters@dpi.nc.gov

Installment Collapse (LEAs Only):

Effective 9/30/16, 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 JHA850EG, (date run of October 4, 2016) detailing the installment amounts posted for your LEA was netviewed last Tuesday, October 18, 2016.

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, 2016, DPI posted the State installment payments and accrual reversing entries to Prior Year State. DPI netviewed the Allotment Balance Reconciliation Report (JHA351EG) for Prior Year (Company 8000) last Monday, October 24, 2016.

Please review the [attached letter](#) regarding 11th and 12th Installment Reporting.

If you have any questions concerning the Installment Collapse, contact Roxane Bernard at roxane.bernard@dpi.nc.gov or 919-807-3725.

Charter Schools Only: Enrollment Increase and/or Grade Expansion in 2017-2018:

Per NC General Statute 115C-218.5(e), **a school must request approval from the State Board of Education if the school is planning to grow student membership more than 20%**, unless this growth is approved in the planned growth in their charter.

Beginning November 1, 2016, the Office of Charter Schools will use the Charter School ADM Projection System (CSADM), in assessing the school's eligibility for greater than 20% growth or addition of more than one grade.

All Charter School Administrators and Charter School Board Chairs are required to submit the CSADM, Tab 0, Material Increase in ADM or Grade Expansion for School Year 2017-18. This process must be completed even if the school does not intend to increase their enrollment or grade expansion. **Deadline for submission is November 15, 2017.**

The link to the Charter Schools ADM Projection System is located at the Financial and Business Services website under "What's New": www.ncpublicschools.org/fbs.

To access the system, the Charter School Administrator or Charter School Board Chair will need a North Carolina Identity Management identification (NCID) login. If you do not have an NCID, you must contact the Charter Schools' NCID administrator to set up an account for you. A directory of charter school NCID administrators is available at www.ncid.its.state.nc.us/LEAListing.asp. DPI cannot assign an NCID or reset NCID passwords.

If you have questions, please contact Angela Harrison in the Division of School Business at 919-807-3734 or angela.harrison@dpi.nc.gov .



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter November 4, 2016

TO: Finance Officers

FROM: Philip Price, CFO

Calculating 1 for 3 for Principals:

When calculating 1 for 3 for Principals, please remember that the first year as a Principal begins at year zero. Continue to count up until the 2008-2009 (1 for 3 frozen effective 7/1/2009) school year and divide the total amount of full years by three.

Example 1:

Holly's first year as a Principal was 2005. How many additional years will be added to her years of experience?

04-05: 0 years

05-06: 1 year

06-07: 2 years

07-08: 3 years

08-09: 4 years

Then divide 4 by 3 and the whole number we get is 1. Holly will receive 1 additional year.

Example 2:

Holly's first year as a Principal was 2007. How many additional years will be added to her years of experience?

06-07: 0 years

07-08: 1 year

08-09: 2 years

2 cannot be divided by 3, so Holly doesn't receive any additional years towards her experience.

If you have any questions, please contact the Salary Department by email at salary@dpi.nc.gov.

2016 Report on Education Legislation:

NCDPI's [2016 Report on Education Legislation](#) is now complete and ready for you to review and share. It is 341 pages, and it chronicles and summarizes all of the 2016 Session Laws (including relevant Budget provisions) that relate to K-12 public education. If you prefer printed copies, please visit the NCDPI Publications and Sales website at www.ncpublicschools.org/publications/.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter November 7, 2016

TO: Finance Officers

FROM: Philip W. Price, CFO

Allotments - Teacher Bonus Policies:

The SBE approved the following:

- Advanced Placement/International Baccalaureate Teacher Bonus
- Industry Certifications and Credentials Teacher Bonus
- Third-Grade Teacher Performance Bonus

The policies are posted - [www.ncpublicschools.org/fbs/allotments/general/Procedures for these bonuses](http://www.ncpublicschools.org/fbs/allotments/general/Procedures%20for%20these%20bonuses).

LEAs with Calendar Waivers (Weather) 2017-18:

The SBE approved the calendar waiver requests - www.ncpublicschools.org/fbs/accounting/calendar/

Reminder: Merit Based Bonus Plans - LEAs only, Not Charter Schools:

All LEAs are required to submit the LEA plans on the Merit Based Bonus by December 1. Refer to the previous newsletter for plan information and how to submit.

If your LEA cannot meet the Dec. 1 due date, send an email to Nicola Lefler at nicola.lefler@dpi.nc.gov to let us know when DPI will receive your plan (i.e. Dec. 7).

"Other Management Approved Leave":

During the November 1, 2016 finance officer's webinar, Philip Price mentioned that the Governor had communicated that employees impacted by Hurricane Matthew could take "Other Management Approved Leave" as they work to resolve their hardships. The leave would have to be for specific needs caused by the hurricane and would require approval by the employing agency's Human Resource Director. During the webinar, Philip indicated Local education agencies (LEAs) and Charter Schools might be included in communication; however, since LEAs and charters are not State agencies, they are not included in the "Other Management Approved Leave" communication. LEAs and charter schools have their own policies related to authorized leave.

Correction to Previous Communication:

Note – Deadline shown in the previous following communication was inadvertently shown as November 15, 2017 – should have been **November 15, 2016**.

Charter Schools Only: Enrollment Increase and/or Grade Expansion in 2017-2018

Per NC General Statute 115C-218.5(e), **a school must request approval from the State Board of Education if the school is planning to grow student membership more than 20%**, unless this growth is approved in the planned growth in their charter.

Beginning November 1, 2016, the Office of Charter Schools will use the Charter School ADM Projection System (CSADM), in assessing the school's eligibility for greater than 20% growth or addition of more than one grade.

All Charter School Administrators and Charter School Board Chairs are required to submit the CSADM, Tab 0, Material Increase in ADM or Grade Expansion for School Year 2017-18. This process must be completed even if the school does not intend to increase their enrollment or grade expansion. **Deadline for submission is November 15, 2016.**

The link to the Charter Schools ADM Projection System is located at the Financial and Business Services website under "What's New": www.ncpublicschools.org/fbs/.

To access the system, the Charter School Administrator or Charter School Board Chair will need a North Carolina Identity Management identification (NCID) login. If you do not have an NCID, you must contact the Charter Schools' NCID administrator to set up an account for you. A directory of charter school NCID administrators is available at www.ncid.its.state.nc.us/LEAListing.asp. DPI cannot assign an NCID or reset NCID passwords.

If you have questions, please contact Angela Harrison in the Division of School Business at 919-807-3734 or angela.harrison@dpi.nc.gov.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter November 10, 2016

TO: Finance Officers

FROM: Philip Price, CFO

Reminder: SS200 Full-Time Personnel Report due November 18, 2016:

To be completed by both LEA and Charter Schools.

The SS200 Online Report is due by **Friday, November 18, 2016.**

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 during October 1 of the current school year (2016 – 2017).

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.

Reminder: Charter Schools Only:

The Charter Schools ADM Projection System (CSADM) will collect data for Phase 0, Material Increase in ADM or Grade Expansion for FY 2017-18 beginning November 1, 2016 and **ending November 15, 2016.**

The CSADM, Phase 0 data collection, is a key component for meeting the requirements of the NC General Statute 115C-218.5(e-f), a school must request approval from the State Board of Education if the school is planning to grow student membership more than 20%, unless this growth is approved in the planned growth in their charter. A school must also request approval from the State Board if the school is planning to add more than one grade than is approved in their charter.

Advance preparations to access the CSADM system on November 1, 2016 should begin now. The Charter School administrator or Charter School Board Chair will need an active North Carolina Identity Management identification (NCID) login. If you do not have an active NCID, you must contact your Charter Schools' NCID administrator to set up an account for you. A

directory of charter school NCID administrators is available at www.ncid.its.state.nc.us/LEAListing.asp. DPI cannot assign an NCID or reset NCID passwords.

If you have any questions about your school's eligibility for grade expansion or enrollment increase, please contact the Office of Charter Schools, 919.807.3491.

If you have questions about navigating the Charter School ADM Projection System, please contact Angela Harrison, School Business Division, angela.harrison@dpi.nc.gov, 919-807-3734.

2016 Year End Unemployment:

DPI has been advised by the Division of Employment Security that year end billing invoices will be mailed to LEAs on or about November 18th. DPI will assist LEAs in the 2016 year end process. We will mail electronic worksheets to LEAs on November 16th, with information and instructions to complete worksheets and mailing checks to DPI.

Please call Traci Waters with questions at 919-807-3521 or email traci.waters@dpi.nc.gov.

Public School Construction Needs Survey:

The North Carolina Legislative Services Division is doing a public school construction needs survey to provide recommendations for funding options for selected LEAs with the lowest revenue capacity.

The selected LEAs are: **Anson, Bertie, Clay, Greene, Harnett, Davie, Jones, Scotland, and Yancey**

These LEAs will be thoroughly studied to provide information to the general assembly for decisions about potential funding for school construction.

Direct questions to Benjamin Matthews, Deputy Chief Financial Officer for Operations, Department of Public Instruction at 919-807-3501 or Ben.Matthews@dpi.nc.gov.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter November 18, 2016

TO: Finance Officers

FROM: Philip Price, CFO

Notice of Cancellation:

The Finance Officer webinar (Finance Information Sharing & Questions) scheduled for Tuesday, November 22, 2016 at 9:00AM to 9:30AM has been cancelled. The webinars will continue on Tuesday, November 29, 2016 at 9:00AM.

Transportation Allotment Adjustments:

DPI Transportation Services is calculating transportation budget ratings to be used for finalizing 2016-2017 PRC 056 Allotments. We plan to send a data sheet with LEA-specific data directly to finance officers and transportation directors on Monday, November 21. Questions should be directed to derek.graham@dpi.nc.gov.

2016 Unemployment Year-end Information:

IMPORTANT: You now have 30 days to submit your Year-End UE Tax Bill

We are requesting that you electronically submit your Year-End Reporting for each Employee Worksheet for Unemployment Benefits Charged. Make sure your totals balance to the ESC statement.

DPI is not responsible for late fees or penalties.

1. Review **Statement from ESC** and determines when your school employed listed individuals as shown on the statement. Complete the attached Excel [Employee Worksheet](#) for each listed employee on your account. Include on the worksheet employee's name, benefit years began, your UI number, your name and phone number.
2. Please complete the Excel Worksheet based on your 100% reimbursable tax status.
3. Determine base period of each individual listed. North Carolina base period is the first four of the last five completed calendar quarters prior to the quarter in which a claim for benefits is filed. Wages earned during the base period determine both the amount and duration of an individual's unemployment insurance benefits.

EXAMPLE:

- A. Benefit Year Began 6/6/00 (second quarter of 2000)

- B. Last five completed quarters (1st, 2nd, 3rd & 4th quarters of 1999 & the first quarter of 2000)
- C. Base Period = First four quarters (1st, 2nd, 3rd & 4th quarters of 1999)

Note: If you are not able to figure out the base period, please notify me & I will email a copy of the "Alternative Base Period". This will help you to figure benefits paid out.

- 4. Checks for your Food, Local & Federal payments must be made payable to Department of Public Instruction. Do not mail checks to the NC Employment Commission.

Mail checks to:

NC Department Public Instruction
Insurance Section
Attention: Traci Waters
6320 Mail Service Center
Raleigh, NC 27699-6320

- 5. Electronically submit your worksheets, along with your statements from DES to Traci Waters at traci.waters@dpi.nc.gov.
- 6. A [master worksheet](#) is attached for your use. You do not need to complete the master worksheet. It is provided as an additional tool in order to calculate Total wages from each individual employee worksheet. If you choose to complete, please include with your electronic submissions to Traci Waters.
- 7. If you are disputing an employee wages, please explain your reasons in writing to the EBC Unit. Fax # (919) 733-1126. You must pay the year end charges. Disputed Statements will be considered by the ESC and your account will reflect any credit applied.
- 8. Please contact Traci Waters @ 919-807-3521 with any questions.

If you have not received details of charges to your account, contact Traci Waters for assistance at traci.waters@dpi.nc.gov.

ChromeOS Hardware, Accessories and Services:

We are pleased to announce that we have established a cooperative purchasing agreement for Chromebooks!

The five awarded vendors have been officially notified of their contract award under IFB 40-IT00110-16 and the result will be posted on the State's Interactive Purchasing System. The following table shows the awarded vendors, chromebook manufacturers, contact methods and the related contract:

<u>Vendor</u>	<u>Chromebook Manufacturer</u>	<u>Contact/Method</u>	<u>Contract Number</u>
Dell	Dell	Clarence Williams, Account Executive Phone: 919-279-3352 E-mail: Clarence.r.williams@dell.com	NC40-IT00110-16-Dell
Firefly	Lenovo	Kari Phillips Toll Free: 866-950-8868 Email: contracts@fireflycomputers.com FAX: 612-392-2155	NC40-IT00110-16-FireFly
HP	HP	Judith M. Alexander Phone: 954-272-0855 Email: Judith.alexander@hp.com FAX: 954-343-2210	NC40-IT00110-16-HP
Trinity3	Dell	Eric Ogden Toll Free: 855-862-5120 Email: eogden@trinity3.com FAX: 651-888-7916	NC40-IT00110-16-Trinity3
Troxell	ASUS	Craig Schramm Cell: 910-584-6020 Desk: 800-352-7912 x6701 Email: Darryl.dutcher@trox.com FAX: 910-822-6156	NC40-IT00110-16-Troxell

Vendor pricing from the Low-End to the Digital Learning Models that were evaluated for the award span the range from \$162.00 to \$279.00. Volume discounts are also available through these contracts. Some vendors provided other product families to be made available through their contract as well which were not evaluated.

More details will be available shortly including models and pricing. Please direct any follow-up questions to: Michael Ramsey at Michael.Ramsey@dpi.nc.gov Phone: (828)278-9770

You can also search the Interactive Purchasing System to see the five vendors that received the award by selecting the following link and do a search using the IFB number 40-IT00110-16: www.ips.state.nc.us/IPS/BidNumberSearch.aspx



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter December 2, 2016

TO: Finance Officers

FROM: Philip Price, CFO

Unemployment 1% Tax:

DPI will pay the 1% unemployment tax, due 2016. Please provide all of the requested paperwork to Traci Waters. If you have not received the 2016 unemployment information, it is attached to this newsletter. Thank you for your attention to this matter.

- [100% Master Worksheet.xls](#)
- [Unemployment Instructions.doc](#)
- [100% Employee Worksheet.xls](#)

Reminder - Merit Pay Plans:

The Merit Pay Plans were due Dec. 1 from LEAs (not charter schools). Attached is a spreadsheet showing the status of all LEAs. LEAs not submitting will be reported as non-compliant.

- [Merit Pay Plans.xlsx](#)



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter December 9, 2016

TO: Finance Officers

FROM: Philip W. Price, CFO

2016 Unemployment Year-End:

Reminder that worksheets for the 2016 Unemployment taxes are due in December. Checks for Food, Local and Federal should accompany these worksheets.

If you have questions, please contact Traci Waters @ traci.waters@dpi.nc.gov.

Host on Demand Update:

On November 30, The Department of Information Technology (DIT) experienced a Host on Demand outage due to a revoked certificate. LEAs and charter schools use Host on Demand for mainframe access to the Cash Management system and inquiry into MSA/DBS/GEAC. On the same day, DIT issued a work around to allow continued access. A new version of Host on Demand was released on their website (<http://3270.its.state.nc.us>) on December 4 to resolve the certificate issue. Please have your IT staff update your computers with the latest version of Host on Demand. The update may also involve an update to Java.

If you have any questions or encounter any problems while installing Host on Demand at your LEA or charter school, please contact the DIT Helpdesk at 919-754-6000. DIT fully supports all issues concerning the installation and use of Host on Demand.

AS400 Notification Emails - This notification is for LEAs only:

DPI sends courtesy notification emails to "as400-admin@your LEA domain name" when financial reports have been sent and are ready for your retrieval on the AS400. Network issues have prevented these email notifications from being sent. However, reports are being sent as normal.

DPI is aware of the system wide problem so helpdesk tickets will not be necessary. We will send notification via the finance officers newsletter when this issue is resolved. In the meantime, please check daily for reports until the issue is corrected.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter - December 16, 2016

TO: Finance Officers

FROM: Philip Price, CFO

Due January 11 - Survey - Charter School Membership by LEA:

In order to have accurate data on student membership in charter schools by LEA of residence, please complete the 2016-17 survey. This survey is for LEAs only and is due January 11, 2017.

The survey is posted under "What's New" on the FBS home page at www.ncpublicschools.org/fbs/ or can be accessed directly via this link: www.surveymonkey.com/r/BRXRJCW.

- 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**.
- For those LEAs with a local tax supplement please enter that per pupil amount separately.
- Questions requiring numerical answers are formatted. Instructions for entering the numbers are included on the survey.

If you have not received a bill from a charter school that enrolls students residing in your district, don't wait to submit the survey. Submit the survey by January 11th 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 the revised student membership.

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

Teacher Bonuses:

An explanation of each bonus is provided in the [attached PDF document](#), with explanation of the responsibility of the LEAs.

1. 3rd Grade Reading

Tom Tomberlin has sent out to the Personnel Administrators the draft list of teachers who are eligible for the bonus. Please contact your LEAs administrator for this information.

The allotment will be processed after the State Board of Education has approved (approval is anticipated at the meeting on January 4th).

2. AP/IB Bonus

Attached are the [estimated allotments](#) for the Advanced Placement and International Baccalaureate exams. The allotment is calculated based on the total number of exams. This should be more than is required as it does not consider the bonus cap of \$2,000 or the

eligibility requirement for the teacher. LEAs are responsible for determining the eligible teachers.

The allotment will be processed after the State Board of Education has approved (approval is anticipated at the meeting on January 4th).

3. CTE Credentials and Certifications

The CTE Division has compiled a list of teachers eligible for the award and the amount of the award. This list is being sent to Personnel Administrators to verify.

The allotment has been approved by the State Board of Education at its December meeting.

School Allotments - Update:

1. Children with Disability Transfer Request – All of the charter schools have completed their first 60-days of school and the deadline for submitting transfers for FY 16-17 has also past. The Headcount transfer system will be disabled today, December 16, 2016 at 5:00 pm. Submission of Transfer request will not be allowed after the system is disabled.
2. The correction for the Higher of 1st or 2nd Month ADM Adjustment was processed in Allotment Revision 28, December 15, 2016. A new detail report was email to each LEA with an adjustment this morning. If you did not receive a new email or an adjustment on Allotment Revision 28, your LEA was not impacted by the adjustment.

Please contact School Allotments if you have any questions at 919-807-3739.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter - December 22, 2016

TO: Finance Officers

FROM: Philip Price, CFO

Flexibility in School Calendar to Accommodate Extraordinary Circumstances:

S.L. 2016-124 (HB2) became law on December 15, 2016. This legislation provides a waiver of some makeup days for any local education agency (LEA) that closed any school during the month of October 2016 due to the inclement weather conditions related to Hurricane Matthew. If the school was closed for at least 2 consecutive school days, the school is deemed to have completed any scheduled instruction hours and days in excess of those 2 days. All teachers and school employees will be paid as if they had worked the scheduled instructional days missed due to Hurricane Matthew in excess of those 2 days.

For example, a school in the LEA was closed 5 days due to Hurricane Matthew. The school is required to make up 2 of the 5 days missed. The LEA does not have to make up the additional 3 days and all teachers and other school employees will be paid as if they had worked these days.

Any regional school under the direction of a regional board that was closed during the month of October 2016 due to the inclement weather conditions related to Hurricane Matthew, follows the same process as a local education agency as described above.

Any charter school closed during the months of October or November due to the inclement weather conditions related to Hurricane Matthew or to wildfires in the western part of the State for at least 2 consecutive school days, does not have to make up days in excess of those 2 days.

If a local education agency or charter school has made-up some or all of the missed days, the impacted employees are not to be paid again for those days based on this legislation. In other words, an employee's annual days of compensation (215 for teachers or 185 for some teacher assistants) cannot be exceeded based on this legislation.

S.L. 2016-124 requires the LEA to pay all employees (regardless of the source of funds) for days missed in October due to Hurricane Matthew in excess of the 2 days that the schools are required to make up. This requirement includes LEA employees who are paid from federal funds – eg, child nutrition workers are required to be paid. The responsibility to pay the federally-supported workers falls to the LEAs.

If you have questions, please call Gwendolyn Tucker @ 919.807.3708 or gwendolyn.tucker@dpi.nc.gov. DPI will provide a Q&A document on our website based on the LEAs calls and emails.

This notification is for LEAs only. AS400 Notification Emails:

DPI sends courtesy notification emails to "as400-admin@your LEA domain name" when financial reports have been sent and are ready for your retrieval on the AS400. Network issues had prevented these email notifications from being sent. The issue has been fixed and notifications have resumed. We have several LEAs that are not on the notification list or the email address on file has errors. We are contacting those affected LEAs individually for updated information.

Best 1 of 2 By School:

To aid you in your budgeting and planning process, the "School Best 1 of 2 ADM" report by school for your LEA is now available at www.ncpublicschools.org/fbs/accounting/data/.

If you have questions about this report, please contact Ozella Wiggins, Student Accounting Consultant at ozella.wiggins@dpi.nc.gov or (919) 807-3721.



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State Board of Education
Department of Public Instruction