
Newsletter No. 019-05/06, January 6, 2006

Philip Price
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(1) REMINDER: State Public School Fund Allotment Overdraft Report: The Allotment Overdraft Report-JHA356EG for prior year, FY2004-05 (Company 8000), was netviewed on Wednesday, December 21st. Any refunds posted through the November processing period are reflected on this report. This report now has penalties assessed for all overspent allotments. Refunds for all allotments exceeded, plus any penalties due, should be submitted by January 6, 2006, to avoid additional penalties. PLEASE SUBMIT THE REFUNDS FOR THE 6TH PROCESSING PERIOD, if done by January 6th. Contact Richard Smith, rismith@dpi.state.nc.us with questions concerning Dollar Allotments. Contact Marie Houston, mhouston@dpi.state.nc.us, with any questions concerning Position over usage or State overpayments.

(2) Public School Building Bonds - Semi-Annual Cash Zero Out January 27, 2006: DPI is required to periodically zero out the Public School Building Bond funds (PRC 078). We will be using the life-to-date (LTD) draws versus the LTD expenditures reported in our system for the November reporting period, to calculate the dollar amount to be taken back from your local bank account. We will do this cash zero out for a funds requirement date of January 27, 2006.

We must receive any MANUAL expenditure adjustments that are needed to adjust the Cash Zero Out in our office by Friday, January 20th, marked "Adjustment to Zero Out". The effect of this zero out process is to align or equate your LTD cash with LTD expenditures by project. If you have any questions about your allotment project balance or the zero out process, please contact Richard Smith at rismith@dpi.state.nc.us or call (919) 807-3729.

(3) MSA-Cash Management Training: MSA and Cash Management training is again being offered on the following dates: January 18, 2006, and March 28, 2006 for LEA's only. There is no registration fee for the class, but you must register in order to attend. On-line registration is available at the following site: <http://training.dpi.state.nc.us/>. Class description: "Surviving the School Business Jungle" - DPI Systems Training. The class is designed for those who work in an LEA finance or accounting office - Finance Officers and finance staff. The class consists of

"hands-on" training in the MSA/DBS General Ledger System and the Cash Management System. Instruction is targeted to the beginner or new user, and as a refresher. Questions for LEA training, contact Richard Smith at rsmith@dpi.state.nc.us or (919) 807-3729

(4) Identity Theft Protection Act: Please review the attached memorandum to Finance Officers and Workers' Compensation Administrators from Eileen Townsend concerning Identity Theft Protection Act - instructions/recommendations for Social Security Number on Workers' Compensation Form 19. If you have questions contact Eileen Townsend at etownsen@dpi.state.nc.us.

(5) REEMPLOYED RETIREE POLICY: Just another reminder concerning the reemployment of retirees. Retirees with an effective retirement date of November 1, 2005 and after must have a 6-month break in service before being reemployed. During the 6-month break, the retiree shall not work in any capacity with an entity that participates in the Teachers' and State Employees' Retirement System including part-time, temporary, substitute, part-time tutor, or contractor service. Being reemployed during the 6-month break violates the definition of "Retirement" **and the retiree will be required to repay all retirement benefits received, and begin a new 6-month break requirement.**

(6) RETIREMENT CONFERENCES SCHEDULED: The Retirement Systems Division will conduct retirement conferences for employees in the Teachers' and State Employees' Retirement System and the Local Governmental Employees' Retirement System in locations throughout the State from January through March 2006. The conferences serve as an orientation for new employees, and as planning sessions for employees closer to retirement age. Registration is not required. Additional conferences will be scheduled later this year.

DATE:

LOCATION:

January 17, 2006

N.C. DEPARTMENT OF TRANSPORTATION
Highway Building Auditorium (Downtown)
New Bern Avenue
Raleigh, NC

Teachers' and State Employees' Retirement System - 9:30 AM
Local Governmental Employees' Retirement System - 1:30 PM

January 23, 2006

EAST MOORESVILLE INTERMEDIATE SCHOOL
1711 Landis Hwy
 Mooresville, NC

Teachers' and State Employees' Retirement System - 9:30 AM
Local Governmental Employees' Retirement System - 1:30 PM

February 15, 2006

TOWN OF FARMVILLE
Upstairs Courtroom
3672 North Main Street
Farmville, NC 27828

Teachers' and State Employees' Retirement System - 9:30 AM
Local Governmental Employees' Retirement System - 1:30 PM

February 16, 2006

PUBLIC WORKS COMMISSION
Conference Room
955 Old Wilmington Rd
Fayetteville, NC

Teachers' and State Employees' Retirement System - 9:30 AM
Local Governmental Employees' Retirement System - 1:30 PM

March 8, 2006

UNC WILMINGTON
Cameron School of Business Room 105
601 S College Road
Wilmington, NC

Teachers' and State Employees' Retirement System - 9:30 AM
Local Governmental Employees' Retirement System - 1:30 PM

March 15, 2006

WAKE TECH COMMUNITY COLLEGE
Student Services Building Conference Center
9101 Fayetteville Road
Raleigh, NC

Teachers' and State Employees' Retirement System - 9:30 AM
Local Governmental Employees' Retirement System - 1:30 PM

March 31, 2006

HAYWOOD COMMUNITY COLLEGE
Student Services Building Auditorium
185 Freedlander Drive
Clyde, NC

Teachers' and State Employees' Retirement System - 9:30 AM
Local Governmental Employees' Retirement System - 1:30 PM

FYI - FINANCIAL AND BUSINESS SERVICES PERSONNEL: We are pleased to announce our new employee **Roxane Bernard**, the Lead Accountant in Information Analysis and Reporting. She comes to us from DHHS and is learning the ropes quickly. She can be contacted at 807-3725 or rbernard@dpi.state.nc.us

Many of you may have heard that **Sherry Peele** accepted a position in the Child Nutrition Section at DPI. We are sorry to lose her expertise and wish her well in her new position. If you have salary questions, please contact either Marie Houston (807-3735 mhouston@dpi.state.nc.us) or Alexis Schauss (aschauss@dpi.state.nc.us).

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

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

Newsletter No. 020-05/06, January 11, 2006

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(1) Principal Fellows-Effective 5th pay period: Effective with the 5th pay period, the maximum State portion of Principal Fellows salary shall change to \$1,342 per month.

The Salary Manual shall read as follows:

Administrative interns shall receive up to a 10-month stipend that shall not exceed the difference between the beginning salary of an assistant principal (\$3,342 per month effective 5th pay period 2005-2006 school year) and any fellowship funds received by the intern as a full-time student, including awards of the Principal Fellows Program.(HB 1414 Section 7.2(i))

These individuals are coded to 6410-066-119

Questions should be directed to Marie Houston at 807-3735 mhouston@dpi.state.nc.us or Alexis Schauss at aschauss@dpi.state.nc.us.

(2) SAR - School Activity Report: The School Activity Report (SAR) is the source for many important reports, including the Statistical Profile, the NC State Report Card, Class Size reports, and the Highly Qualified (HQ) Teachers Report.

The HQ reporting has fostered the need for a collaborative partnership with personnel administrators and the SIMS/NCWise data managers. This collaboration will prove essential in ensuring that the data being collected is accurate and timely. Continued use of the SAR correction process in a collaborative manner increases the opportunities for producing quality reporting documents.

As in years past, NCDPI has established a final pickup date for SAR Data. This is based on the overall SAR status across the State. This year the SAR corrections have moved aggressively towards completion. With the level of completions that now exist across the state, NCDPI has determined the last pickup date for SAR Data for SIMS or the last Level 2 Approval Date for NCWise will be February 15, 2006.

We appreciate your assistance in helping us produce quality reporting products. Please contact Ozella Wiggins at 919-807-3757, or Scott Douglass at 919-807-3737, to schedule a pickup or to review SAR edits.

(3) Transportation Funding Formula Study - Input Requested: On January 9 an email was sent to all superintendents, transportation directors and finance officers providing instructions on how to complete an on-line survey about the current transportation funding formula. Management Partnership Services (North Wales, PA) and TransTech Management (Greensboro) are partnering to conduct the study of the transportation formula as directed by the General Assembly. One of the first phases of the project is stakeholder feedback. **All** superintendents, finance officers and transportation directors are encouraged to provide feedback during the survey period which is January 9-16. **(Note: The survey will be available until Monday, January 16 at 5:00 PM)** Contact Derek Graham with questions at 919.807.3571.

(4) MSA-Cash Management Training: MSA and Cash Management training is again being offered on the following dates: January 18, 2006, and March 28, 2006 for LEA's only. There is no registration fee for the class, but you must register in order to attend. On-line registration is available at the following site: <http://training.dpi.state.nc.us/>. Class description: "Surviving the School Business Jungle"-DPI Systems Training. The class is designed for those who work in an LEA finance or accounting office - Finance Officers and finance staff. The class consists of "hands-on" training in the MSA/DBS General Ledger System and the Cash Management System. Instruction is targeted to the beginner or new user, and as a refresher. Questions for LEA training, contact Richard Smith at rismith@dpi.state.nc.us or (919)807-3729

New on the Web:

"What's New" The Operational Accounting Section, Financial Services Division, is responsible for all of the Department of Public Instruction's accounts payable (administering payments for travel reimbursement, administrative, programmatic and contracted services invoices, filing 1099 and sales tax reports) and child nutrition claims reimbursement (administering payments to local school units and sponsors for participation in child nutrition programs). The Operational Accounting page is online at www.ncpublicschools.org/fbs/FinServ/opaccting.html.

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

Newsletter No. 021-05/06, January 20, 2006

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(1) Impact Aid Grant: The Homeless Coordinators in each LEA have been notified about the Federal Impact Aid Grant. This grant provides funds for LEAs who enrolled students who were evacuated due to either Hurricane Katrina or Rita. The Department of Public Instruction has been collecting data from the homeless coordinators via an on-line survey since September. We have now been provided specific instructions from the Department of Education that states that funds will be distributed based on the headcount as of the end of each quarter (see "Emergency Impact Aid FAQ attachment). The coordinators have been requested by DPI to verify the information as of October 3rd and December 8th and send any corrections by January 27th. Attached for your information is the e-mail sent to your LEA's homeless coordinator and other information about this grant. Please coordinate your efforts to ensure that all deadlines are met.

(2) Fuel Funding: DPI has identified \$10 million in funding to be allotted to LEAs in January to help compensate for this year's increased cost of fuel. This includes a \$3 million reserve made available by the North Carolina Office of State Budget and Management.

All LEAs implemented a reduced idling policy and all counties are therefore eligible to receive this funding.

On December 1 the 2005-2006 Transportation Funding Information was sent to transportation directors, finance officers and superintendents. The document contains budget ratings and allotments. You can multiply the amount on line 12 of the document by 8 to calculate the amount of your county's fuel allotment to be sent this month.

This is based on increasing the statewide average price of fuel from \$1.05 (the initial funding amount) to \$1.45 per gallon. As of this week, the average statewide price of fuel is \$1.98, so additional funding is needed. We are continuing to try to identify additional sources to be able to close this gap as the year progresses.

If you have questions contact Derek Graham at dgraham@dpi.state.nc.us.

(3) Reminder: Reimbursement for Locally Paid Teachers: On Thursday January 12th, DPI sent checks to the LEAs to reimburse them for the effect of the "\$75" 5th pay period raise. This check represents 3 months of the raise for the FTE of locally paid teachers in your LEA. Details of this process were reported in the November 8th newsletter along with the attached document which provides further explanation and guidance concerning the reimbursement process for payment.

DPI will be sending out another check to reimburse for the remaining 4 months of the year. We will let you know when the second batch will be mailed.

Should you have questions contact Alexis Schauss at aschauss@dpi.state.nc.us or 919.807.3708.

(4) The 2006 NCASBO Annual Conference "NCASBO: Your Pathway to Learn, Lead, Excel" will be held at the Sheraton Four Seasons Hotel in Greensboro from February 27-March 2, 2006. The NCASBO Conference Committee has worked very hard to offer a great deal of variety for you to choose from, and for those Finance Officers' who are in need of CPE Credits it will be an excellent opportunity to earn credits. Registration is available online at the NCASBO web site www.ncasbo.org.

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

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Newsletter No. 022-05/06, January 27, 2006

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(1) Budget Planning Information: Over the next few months you will be developing your local budgets. In February we will be distributing your Planning Allotments. There are a number of things that we know to date based on the General Assembly's action last summer.

Rates to use in planning for the 2006-07 budget.

- Retirement Rate 6.82%
- Hospital Insurance \$3,854

Salary changes ... the Governor announced his intent to get teacher salaries to the national average. To do that, his office projected a need for a 5% annual increase. So, we are expecting a step + 3% for people paid on the teacher salary schedule. We are guessing that everyone else would get the 3% portion. We will let you know when we receive more specific information regarding salaries.

Reminder

In addition to the 5% noted above, don't forget to incorporate the additional \$750 salary increase for your local teachers, instructional support, assistant principals and principals. The funding given to you this year from state funds for your locally certified personnel will not be available to you next fiscal year.

Should you have any questions regarding this information, please feel free to contact Paul LeSieur at (919)807-3701 or plesieur@dpi.state.nc.us.

(2) Funding HVAC Controls Tune-ups: The State Energy Office is pleased to announce the second round of the program for funding HVAC controls Tune-ups. The intent of the program is to adjust DDC controls in existing HVAC Controls systems to improve energy efficiency, reliability, indoor air quality, and building comfort for occupants. Participation in this program will help facilities to achieve 5 year energy conservation plan. This program will help you conserve energy and ultimately reduce the facility energy bill.

This second round of HVAC Controls Tune-up is offered to State facilities, Community Colleges, and K12 schools. We will be funding up to 200 additional Tune-ups in this program. Priority will be given to projects based on the following criteria:

- a. The State Energy Office is requesting matching funds from the State facility, with the facility paying 50% of the cost while the State Energy Office will pay 50% at maximum. Priority will be given to facilities supplying at least 50% match.
- b. Buildings with high energy use and obvious savings opportunities will be given a high priority.
- c. Potential for unoccupied setbacks, reset of water and air temperatures, and pressures, ventilation control, and adjustment of thermostat settings should be considered.
- d. Verification of savings is important for this project. Preference will be given to the buildings where metered data for major utilities is available for up to one year.
- e. For buildings that do not have separate metering for major utilities, please submit your request and provide information regarding how you are going to quantify energy savings. For example, indicate if each building in your proposal has separate meters for utilities or if the DDC controls have the capability for data logging that would help quantify the energy use in the building, etc.
- f. Tune-ups are limited to two days on site. You are eligible to apply for a tune-up for a portion of a complicated building that cannot be completed during one tune-up. For example, if you have a very complicated or large building, you can tune up a few air-handlers and terminal units under one voucher than finish the remaining portion of the building under a separate voucher. A report with savings projections must be completed for each voucher submitted.

The scope should include labor only, as the DDC control components should be in relatively good condition and not require replacement of equipment or devices. Any additional costs associated with the HVAC Controls Tune-up should be borne by the facility receiving the Tune-up. It is the responsibility of the Facilities Director to identify HVAC control systems suitable for this Tune-up process. It is the responsibility of the Facilities Director to select an authorized vendor representative to Tune-up their own vendor DDC control system at a particular site. The goal is for an authorized control vendor representative to examine the system and make the adjustments within a two day period. It is essential that the site assign at least one knowledgeable representative from their maintenance or engineering staff to assist the vendor with recommended occupancy, flow, temperature, or related settings for the HVAC system. It is essential that this person have a strong working knowledge of the system sequence of operations as well as the needs of the occupants.

The State Energy Office expects to contribute a maximum of \$1,000 per single vendor control system (\$500 per day) for the two day visit.

If you are interested in applying for these funds, please complete the attached "Request for Participation in the HVAC Controls Tune-up Program" and return the form to Marina Ambrose ASAP. marina.ambrose@ncmail.net fax 919-733-2953

Please contact Marina Ambrose, Program Manager, State Energy Office/NC DOA, 1830A Tillery Place, 1340 Mail Service Center, Raleigh, NC 27699, 919-715-1158-direct, 919-733-2230 or 800-662-7131 (NC only) if you have questions.

(3) REMINDER: Transportation Funding Formula Discussion Sessions: This is a reminder of the Transportation Funding Formula discussion sessions to be held next week according to the schedule listed below. Information gathered via the online survey will be shared with participants. There were over 200 responses to the survey, including over 80% of transportation directors. The sessions will provide an opportunity for the consultants to hear more specific issues about the transportation funding formula from attendees.

TRANSPORTATION FUNDING FORMULA DISCUSSION SESSIONS

All sessions will begin at 9:00 a.m. and conclude at 12 noon.

Tuesday, January 31

Buncombe County Board of Education
175 Bingham Road, Asheville
(see detailed directions at www.ncbussafety.org - click on Funding Formula Discussion Sessions)

Wednesday, February 1

Guilford County Board of Education
712 N. Eugene Street, Greensboro

Thursday, February 2

Johnston Community College, Paul A. Johnston Auditorium Lobby,
Tart Arts and Learning Center. Building # 7 on this map:
<http://www.johnstoncc.edu/information/campusmap.htm>
It is located on College Road off US 70 Business just west of I-95 (exit 95).

Contact Derek Graham with questions at 919.807.3571.

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Newsletter No. 023-05/06, February 10, 2006

Philip Price
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(1) Unspent Driver Training Funds at June 30, 2006: Please analyze your Driver Training funds and report the amount you anticipate reverting to the State at June 30, 2006 on the attached Excel form. This form must be signed by the Finance Officer and Superintendent and faxed by March 24, 2006 to the School Allotments Section at 919.807.3704. Contact Monique Johnson with questions at 919.807.3684 or mjohnson@dpi.state.nc.us.

(2) Career-Technical Performance Acceleration Grant: Many LEAs have received the Career-Technical Performance Acceleration Grant and have asked how to account for it. The grant is from the Dept. of Labor to North Carolina and awarded to the Community College System. The contract with the LEA is to carry out all steps in the CTE Performance Acceleration Academy of Work. **The grant should be accounted as a local grant, flagged federal. No Federal PRC will be set up. The CFDA # for this grant is 17-255.** Contact Alexis Schauss with questions at 919.807.3708 or aschauss@dpi.state.nc.us.

(3) Transportation Funding Formula Study: The results of the funding formula survey conducted in January have been tabulated and are available for your review and download at the following link:
<http://www.managementpartnershipservices.com/ncdpiresults.html>.

The survey results were discussed during the regional meetings completed last week, and will continue to be analyzed as part of the ongoing formula review project. The survey results and input we received during the discussion sessions has been very valuable and is an important part of the project. Thank you to all who participated. We will continue to strive for an open process, and will post additional results of the analysis as they become available.

(4) TRANSPORTATION BUDGET RATING SIMULATOR AVAILABLE: The 2006 version of the **Transportation Budget Rating Simulator** is now available on the www.NCBUSAFETY.ORG web page. Click on SIMULATOR.

When the new Simulator database is used, you will see February 2006 on the opening screen. Note - if you have the 2005 simulator working on a computer, all you need to do is update the database as indicated in the directions. Contact Derek Graham with questions at 919.807.3571.

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**NEW EMPLOYEE IN SCHOOL BUSINESS:** As of February 1, Angela McNeill joined Marie Houston in Information Analysis and Reporting as a Salary Analyst. Some of you may have worked with Angela previously when she was in the Licensure Section of DPI but for those of you who have not, you will have a chance to meet her at the NCASBO conference in March. Angela can be contacted at 919.807.3736 or [amcneill@dpi.state.nc.us](mailto:amcneill@dpi.state.nc.us).

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Newsletter No. 024-05/06, February 17, 2006

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(1) Best 1 of 2 By School: In order to assist you with your budgeting and planning process, we have attached the "[School Best 1 of 2 ADM](#)" report by school for your LEA. This report shows the higher ADM of the first or second school month, for each grade level in each school, and sums the results by grade level across the LEA.

This method of calculating Best 1 of 2 is not the same as the method used for the State allotment formulas and therefore, should not be compared to those figures that will be provided with your state planning allotments. This information is provided to help you create your LEA's internal budget only.

If you have any questions about this report, please contact Scott Douglass, Student Accounting Consultant, School Business Division, Information Analysis and Reporting at (919) 807-3737 or via e-mail at sdouglas@dpi.state.nc.us.

(2) Below is an article that was included in the February 14, 2006, Insider (an on-line publication of the News and Observer). Please note that it will require annual lottery sales in excess of \$1.2 billion (more than Virginia's annual sales) to generate \$202 million for education programs.

LOTTERY MONEY: Even before the first ticket in North Carolina's new lottery has been sold, the state's auditor is focused on a point crucial in the lottery debate: Where will the proceeds go? Republican Auditor Les Merritt and representatives of Democratic Gov. Mike Easley have begun meetings to try to clearly lay out what's spent now so the questions will be easily answered in years to come. But the exchange has produced what is a surprise to some: Easley officials readily acknowledge that up to half the lottery proceeds won't be treated as additional money for all of the education efforts the lottery is specified by law to fund. Instead, Easley intends to use half the lottery revenue to replace -- and not add to -- roughly \$200 million now being spent to reduce class sizes in lower grades and help at-risk pre-kindergartners, two of Easley's major education programs. The governor says it's time to pay back the general fund, the state's main account, for money that has been going to those efforts since he took office.

In a recent presentation to debt-rating agencies, state budget planners said \$210 million of lottery proceeds will "replace General Fund fronting" of existing expenditures for the pre-kindergarten program More at Four and reducing class sizes in kindergarten through third grade. With the lottery now in place, Easley wants to take the money going to those programs (it is calculated at \$203 million this fiscal year) and spend it elsewhere. His administration will not yet detail exactly where. Merritt and others aren't sure that the public is expecting lottery money to replace what's already going to those areas. Legislators made almost daily pronouncements as the lottery was under consideration that they did not want to see lottery money replace, or supplant, money going to the programs it would finance. By the end, as part of the complicated way the lottery was passed, that's not how it turned out.

Elaine Mejia, director of the N.C. Budget and Tax Center in Raleigh, which opposed the lottery, said the lottery's passage was sold on the idea that it would bring improvements in schools beyond what the state otherwise would have. "If the governor had said this will support education programs already in place, I doubt it would have passed," she said. Mejia has long argued that it's hard to show that lottery funding boosts education spending. In other states with lotteries for education, general tax funding for schools dropped over time.

(J. Andrew Curliss and Matthew Easley, THE NEWS & OBSERVER, 2/14/06)

(3) Planning Allotments: We are working on the Planning Allotments now (the projected ADM took longer than usual because the growth in ADM is so large). We expect the Planning Allotments to go out in the next week, maybe two. We will keep you updated.

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Newsletter No. 025-05/06, March 10, 2006

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Guidelines for Contracting with Food Service Management Companies:

LEAs considering contracting with a Food Service Management Company to operate the non-profit Child Nutrition Program must notify the Child Nutrition Services Section before releasing a Request for Proposals. LEAs are required to use a standard RFP template and all final RFPs must be reviewed and approved by the Child Nutrition Services Section, in advance, to ensure consistency with federal and state regulations. Please allow a minimum of 4 weeks for the review/approval process. For questions, or to obtain a copy of the document, "Guidelines for Contracting with Food Service Management Companies," contact Lynn Hoggard, Child Nutrition Services Section Chief at 919. 807.3506 or lhoggard@dpi.state.nc.us.

FY 2005 Uniform Chart of Accounts: The FY 2005 Uniform Chart of Accounts is available on the website. Please note that we will not be mailing out a printed copy of the COA to the individual LEAs. If you have questions about the COA email Roxanne Bernard at rbernard@dpi.state.nc.us.

Insurance for School Transportation Service Vehicles: Information was previously sent to transportation directors regarding Tort Claims coverage for service trucks, fuel trucks and wreckers servicing local vehicles such as activity buses. According to Bob Hargett of the Attorney General's office, Tort Claims section, these vehicles are only covered by the Tort Claims Act when servicing school buses being operated in accordance with General Statute 115C-242 (to and from school transportation). LEAs should identify any transportation service vehicles that service local vehicles or activity buses and ensure that the proper local insurance coverage is in place. Contact Derek Graham with questions at dgraham@dpi.state.nc.us or 919.807.3571.

NCASBO Calendar Bill and DPI Reports Power Point Presentation: Several LEAs have requested a copy of the Calendar Bill and DPI Reports Power Point Presentation given by Ally Barfield at the NCASBO conference 2/27/06 and 3/1/06. The Presentation is broken into 2 Parts: "Payroll Considerations for 21.5 Calendar and mid-year salary increase" and "DPI Reports Overview with MFR Q & A". Both presentations are attached to this newsletter and are posted on the FBS home page, <http://www.ncpublicschools.org/fbs/>, under "What's New" and on the Presentations page, <http://www.ncpublicschools.org/fbs/present.htm>, under Conferences. Additionally, "DPI Reports Overview with MFR Q & A" is listed under UERS on the Presentations page and "Payroll Considerations for 21.5 Calendar and mid-year salary increase" is listed on the calendar bill information page which is on the Legislative Issues page.

MSA-Cash Management Training: MSA and Cash Management training is again being offered on March 28, 2006 for LEA's only. There is no registration fee for the class, but you must register in order to attend. On-line registration is available at the following site: <http://training.dpi.state.nc.us/>. Class description: "Surviving the School Business Jungle" - DPI Systems Training. The class is designed for those who work in a LEA finance or accounting office - Finance Officers and finance staff. The class consists of "hands-on" training in the MSA/DBS General Ledger System and the Cash Management System. Instruction is targeted to the beginner or new user, and as a refresher. Questions for LEA training, contact Richard Smith at rsmith@dpi.state.nc.us or 919.807.3729

Severe Weather Week Tips Available Online: Governor Easley has proclaimed March 12 - 18, 2006, Severe Weather Awareness Week. When disaster strikes, being Pro-Active can reduce loss and speed recovery. The School Insurance Section urges you and your Maintenance Directors to visit our Web Site - SEVERE WEATHER GUIDELINES - link, <http://www.ncpublicschools.org/fbs/insurance/weather.html>, for Preparedness Tips.

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School Allotments Staff Changes:

The month of March is the month of goodbyes in the School Allotments Section. The following staff members will be leaving the section in the month of March due to promotions and retirement:

Christal Kelly - Christal handled State and Federal children with special needs funding. She left the Department on March 3rd for a promotion with the Department of Health and Human Services.

Judy Wilkinson - Judy is retiring March 30, 2006. Judy has 35 years of service with the State and 7 of those years have been here at DPI in the School Allotments Section. Judy handles Charter School Allotments, Classroom Teachers, School Building Administration and various Federal Allotment Categories.

Karen Peng - Karen has been our computer expert in the School Allotments Section. She handles State and Federal categories such as Low Wealth, Small County and Title I. Karen has been promoted to a Systems Accountant at DPI. Karen will be leaving the section on March 17, 2006.

Please join us as we wish all of these great people well and much success in the future.

While we are advertising these positions and staffing up again, please feel free to contact Lydia Prude, Monique Johnson or Tina Carter (replaced Mike Thompson).

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

Newsletter No. 026-05/06, March 17, 2006

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

(1) Child and Family Support Team Funding Program (CFST) (PRC 043):

- There are 100 schools in the 21 LEAs selected to participate in the program.
- These funds are recurring and will be allotted to your school system next year.
- Allocations for PRC 043 are being distributed this week in Revision 18 for this new program.
- Attached is the Chart of Accounts which is being established for this program.
- Effective date for expenditures is February 1, 2006
- There are 2 components to this funding:

1. Funding for School Nurse Positions

These funds will be made available through the Department of Health and Human Services (DHHS) via a contract with your LEA. The Contracts will be for \$50,000 per school involved in the program. All other expenses should be paid out of PRC 043 (refer to Chart of Accounts).

Questions about the program or the school nurse contract can be addressed to:

Tony O. Troop
School Based Child & Family Support Team Coordinator
Office of the Secretary
North Carolina Department of Health and Human Services

(919) 707-5516 – Telephone

(919) 870-4828 – FAX

Mailing Address: MSC 1928, Raleigh, North Carolina 27609-3811

Physical Location: 5601 Six Forks Road, 3rd Floor (Room B1), Raleigh, North Carolina

2. Funding in PRC 043

Funds allotted are based on \$56,878 per school. These funds are to be used for hiring of the School Social Workers (1 per school involved) and other expense associated with the program (for either the nurse hired through the contract with DHHS or social worker) such as, supplies,

travel, computer equipment and other start-up costs based on the chart established.

Request for changes to the Chart of Accounts should be addressed to Roxane Bernard rbernard@dpi.state.nc.us or via phone (919) 807-3725.

Should you have any questions, please feel free to contact Paul LeSieur via e-mail plesieur@dpi.state.nc.us or (919) 807-3701.

(2) Learn and Earn and Restructured High Schools: Approved Learn and Earn and Restructured High Schools will be able to request up to a maximum of 3 principal months prior to the opening of school by a written request to Paul LeSieur, Director of School Business. Information needed in the written request can be found in the Allotment Policy Manual under the School Building Administrators, Special Provisions at the following web address: <http://www.ncpublicschools.org/fbs/allot/index.html>.

This maximum of 3 months for these special schools is due to budget availability for FY 2005-06. Remember, that these approved schools do not have to meet the principal eligibility requirements during their first year of operation. Also remember, that the additional principal allotment will be reverted if the school decides not to open. Please contact the School Allotments Section at (919) 807-3739 if you have questions.

(3) NOTICE - Legislative Survey-Due March 31st: The legislature has requested information on the first and last working day for teachers in traditional 10 month schools. The survey can be found at <http://www.ncpublicschools.org/fbs/> under "What's New". The survey is in an Excel format. Once you have completed the survey, please save the file as "LEA# Calendar.xls" and send to Frank Cernik at fcernik@dpi.state.nc.us. The dates should incorporate any work days or make up days added to the calendar.

We are requesting this information by March 31st. Please help us in being able to provide this information in a timely manner. Any questions may be directed to Alexis Schauss at 919.807.3708.

(4) Workers' Compensation Administrators: In order to improve communication between DPI and LEA Workers' Compensations Administrators we are compiling a list of workers' compensation administrators from each LEA. Please provide the following information about your workers' compensation administrator to Eileen Townsend at etownsen@dpi.state.nc.us.

Name
Phone Number
LEA
Email Address

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

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

Newsletter No. 027-05/06, March 24, 2006

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

(1) Legislative Survey-Out of State Teachers and Teacher Assistants: The legislature has requested information on the number of teachers, instructional support and teachers assistants that work in NC public schools, but reside outside of the State. If you have any personnel that meet this criteria, please go to <http://www.ncpublicschools.org/fbs/> under "What's New" and complete the survey. Due date April 10th.

(2) US Census Bureau Survey on Non Professional Personnel: Attached is the annual survey from the US Census Bureau. This survey requests data by LEA for one pay period on employment, gross pay and part-time hours paid for the pay period that includes the date March 12, 2006. Please complete the attached form and send back to Information Analysis and Reporting by April 7th. DPI will submit all forms from the LEAs to US Census Bureau. This form replaced form 510. Open this form with adobe reader.

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

Or Fax to 919.807.3723

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

(3) State Public School Fund Allotment Overdraft Reports: We netviewed the "State Public School Fund Allotment Overdraft Report" for the current year, FY 2005-2006, as of the February processing period, Monday, March 20, 2006 and the prior year report, Company 8000, FY 2004-2005, as of the February processing period, Tuesday, March 14, 2006. Penalties were assessed on ALL allotments that were exceeded on

both reports. All refunds through the February processing period are reflected. Refunds for all allotments exceeded, plus any penalties due, should be submitted by April 7, 2006, to avoid additional penalties. Please submit the refunds effective March (processing period 09). If you have questions, please contact the following persons: Total Dollar Allotment Overdraft: Roxane Bernard at 919.807.3725, rbernard@dpi.state.nc.us; Audit Exceptions-State Overpaid and Month Allocated Versus Months Used: Marie Houston at 919.807.3735, mhouston@dpi.state.nc.us; or Angela McNeil at 919.807.3736, amcneill@dpi.state.nc.us.

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

(5) Federal Planning Allotment: Federal Planning Allotments for FY 2006-07 will be issued today, March 24, 2006, by an email from Tina Carter, Allotment Analyst. The planning allotments will also be posted on the School Allotment's Website. If you have any questions, please call (919) 807-3739.

(6) Matching Requirement for Abstinence Grant (PRC 057): Due to a change in the administration of the Abstinence Until Marriage (AUM) grant from the NC Department of Health and Human Services to the Department of Public Instruction, all LEAs and Charter Schools must match every four federal dollars expended from PRC 057 with the expenditure of three non-federal dollars. The attached letter provides suggested examples of appropriate matching expenditures. Also attached is a form to be used for reporting the amount and source of the matching expenditures.

For questions regarding the program aspects of this requirement, please contact Sarah Langer at 919.807.3867 or slanger@dpi.state.nc.us. For questions related to the fiscal components and match report, please contact Stephanie English in the Monitoring and Compliance Section at 919.807.3686 or senglish@dpi.state.nc.us.

(7) Additional Allotments for Transportation: Philip Price has approved an additional \$10 million statewide allotment to help offset this year's high cost of diesel fuel. Within the next few weeks, LEAs will receive an amount equivalent to the amount allocated in January for this purpose. If you have questions contact Derek Graham at 919.807.3571.

(8) Child and Family Support Teams (PRC 043): Additional information and clarification of a few issues:

- To charge the school social worker salary to this program, the social worker must be dedicated 100% to the school/program.
- The contracts for the school nurses will be sent out soon to the Superintendents of the 21 LEAs from the Division of Public Health of the Department of Health and Human Services.
- The funds being received this year in PRC 043 may be used for the social workers salary and associated benefits and start up costs for the Child and Family Support Team members. Supplies, materials, computers and other start up costs associated with the social worker and school nurse should be paid out of PRC 043. Please refer to the chart of accounts. (Reminder: the salary of the school nurse will come from the contract through DHHS)
- Expenditures prior to February 1, 2006, may not be charged to PRC 043.
- PRC 043 funds will not carryover beyond June 30, 2006. These are to be used as start up funds this year.
- Next fiscal year each LEA currently receiving funds in FY 2005-06 will receive approximately the same amount and in the same manner as this fiscal year. Next year the social worker's annual salary and associated benefits should be paid out of PRC 043, so there will be less funds available for other expenditures associated with the program.

Should you have any questions about the program, please feel free to contact Tony Troop of DHHS at 919.707.5516 or via email Tony.Troop@ncmail.net or Paul LeSieur at 919.807.3701 or via email plesieur@dpi.state.nc.us.

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**Financial and Business Services Summer Conference:** On July 27-28, 2005, the Office of Financial and Business Services will conduct its annual conference at the Sheraton Imperial Hotel and Convention Center, Research Triangle Park. Additional information about the conference will be forthcoming.

If you have questions regarding the conference, please contact Paul LeSieur or Doris McCain at 919.807.3700.

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

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

Newsletter No. 028-05/06, April 13, 2006

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

(1) Important Message Concerning June and July Retirements: Legislation passed during the 2005 session of the General Assembly will impact employees' ability to retire in June 2006. You should review the attached Memorandum dated March 31, 2006 that was sent to LEA Finance Officers and Personnel Administrators. Should you have questions regarding the information, please contact Larry Simmons 919.807.3364, Joe Parry-Hill 919.807.3368 or Paul LeSieur at 919.807.3701.

(2) Changes in State Contract for Fuel: Beginning April 3, there were significant changes in the state contract for fuel. Transportation directors were informed of these changes during that implementation. Several counties have new state contract vendors for diesel fuel. The price changes daily now and the price posted each day at State P&C is for the previous day. It is no surprise that this new contract has NOT resulted in diesel price decreases. For more information contact Derek Graham 919.807.3571

(3) Mandatory Legislative Survey: DPI is required by legislation to report to the State Board of Education the use of At Risk/Alternative Schools (PRC 068/069) and Improving Student Accountability (PRC 072) allotments, and how the use of these funds impacted student achievement. We have been able to provide summary reporting of how these funds were expended, but we can not report on for what purpose these funds were expended. For example, were teachers employed to reduce class size, provide remediation, etc.

We are requesting that you complete a survey that will provide us the information we need to report to the State Board. The survey can be found at www.ncpublicschools.org/fbs/ under "What's New." **Deadline May 1, 2006**

Attached and online are 3 documents to help you with this request:

1. Instructions
2. 2004-05 PRCs 068/069 and 072 expenditure report
3. March 31st 2006 PRCs 068/069 and 072 expenditure report

(4) Positive Pay Reminder: Positive pay is a safeguard system designed to prevent counterfeit and altered checks from clearing on State Bank accounts. In a letter sent out in September 2003, the Treasurer and Controller asked each agency to be compliant and to activate their account by fiscal year end 2004/05. This deadline was extended several times but unfortunately about a dozen LEAs have still not responded to this important initiative. Jody Joyner, Disbursing Account Services Manager with NC Department of the State Treasurer, has asked DPI to help expedite the installation of the Positive Pay system in outstanding LEAs. If the Positive Pay system is not active in your unit, please call Jody Joyner at 919.508.5915 or the Positive Pay help desk at 919.508.5914 ASAP to activate your account. The goal is to have all LEAs activated by May 31st.

(5) REMINDER: Estimated Lottery Distribution: Estimated Lottery Distributions for LEAs will be posted on our website at www.ncpublicschools.org/fbs/ under "What's New."

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Financial and Business Services Summer Conference: On July 27-28, 2006, the Office of Financial and Business Services will conduct its annual conference at the Sheraton Imperial Hotel and Convention Center, Research Triangle Park. Additional information about the conference will be forthcoming. If you have questions regarding the conference, please contact Paul LeSieur or Doris McCain at 919-807-3700.

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

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

Newsletter No. 029-05/06, April 21, 2006

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

(1) Emergency Impact Aid (EIA) Funding and Guidelines: In Revision 22 you received a portion of the new funding for PRCs 115 and 116. This funding represents the 1st and 2nd quarter allocations based on counts submitted by your LEA for the students that entered your school system due to Hurricanes Katrina and Rita. Attached you will find the following documents to help you understand and record expenditures to PRC 115 and 116.

- FAQs I
- FAQs II
- 3 page Summary of pertinent information from the two FAQs to assist you in determining what expenditures are allowable to be transferred/recorded to these PRCs.
- EIA worksheets of allotments for PRC 115 for regular students and PRC 116 for children with special needs.

The Facts:

- Monitors from the USDE will be here in May to review this program and the Office of Inspector General may be visiting later this year. Make sure you document your expenses/transfers for the use of these funds.
- We will be making visits to LEAs and review everything from student counts entered into SIMS and NCWISE to the expenditures/transfers to these PRCs. We will follow up with best practices and issues we find while monitoring. We will not be able to visit all LEAs but we will assist you any way we can to ensure compliance.
- Funding is provided at level of \$1,000 per regular student and \$1,250 for a child with special needs.
- The state opted not to retain the 1% for state administration and flowed all funding into the formula.
- The state opted to reduce funding to those LEAs receiving 1st or 2nd month adjustments. No Adjustment was made to the non-public schools funding amounts distributed. We will provide the LEAs with additional documentation to understand their funding allotted.
- The 3rd quarter grant award is in the mail, so the Feds say, and we will provide you the allotments as soon as it is received.

- The 4th quarter/final information is being submitted to Washington next week based on the final counts submitted by each LEA. We can expect that allocation to come to us sometime in late May or early June. Sooo, make sure you have your supporting documentation readily available so you can transfer the expenses to these PRCs by June 30th.
- If you don't have expenditures to support funding you receive, or if you know the counts you see on the spreadsheets are not correct, please notify us and we will adjust accordingly as quickly as possible.

Should you have any questions, please feel free to contact us:

Allotment questions - Monique Johnson 919.807.3689,

Monitoring and Compliance questions - Stephanie English 919.807.3686,

Overall Questions/Reduction of Funds questions - Paul LeSieur 919.807.3701.

(2) State Public School Fund Allotment Overdraft Reports: We netviewed the "State Public School Fund Allotment Overdraft Report" for the current year, FY 2005-2006, as of the March processing period, Wednesday, April 19, 2006 and the prior year report, Company 8000, FY 2004-2005, as of the March processing period, Monday, April 17, 2006. Penalties were assessed on ALL allotments that were exceeded on both reports. All refunds through the March processing period are reflected. Refunds for all allotments exceeded, plus any penalties due, should be submitted by May 5, 2006, to avoid additional penalties. Please submit the refunds effective April (processing period 10). If you have questions, please contact the following persons:
 Total Dollar Allotment Overdraft: [Roxane Bernard](#) 919.807.3725,
 Audit Exceptions - State Overpaid and Month Allocated Versus Months Used:
[Marie Houston](#) 919.807.3735 or [Angela McNeill](#) 919.807.3736.

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

(4) Federal Grants - 2006-2007 Application Due Dates and Contacts: A list of federal programs with the due date for each project application to be received by the state program consultant for fiscal year 2006-2007 has been uploaded to the DPI website at www.ncpublicschools.org/fbs/fedgrants.html. Budgets are to be received by the same date through BUD, or mailed with the application.

(5) **UERS DATA TRANSFER SCHEDULE for LEAs & Charter Schools:** is now available via the Internet at www.ncpublicschools.org/fbs/reports.htm. Preset Transfer dates are listed for school year 2006/2007. The UERS Transfer Schedule Form and instructions for completing the form can be accessed by clicking on the link "Transfer Schedule Instructions and Form". This link can be found below the 2006/2007 Preset Transfer Table.

This form must be submitted by each LEA and Charter School on or before May 15, 2006.

All LEAs and Charter Schools are required to complete all areas of the UERS Transfer Schedule Form no matter which reporting software is being used, SIMS or NCWISE. The signature of the Finance Officer is required. Once the form is complete please FAX to NCDPI. Detailed FAX information is provided on the form.

Please do not schedule any AS-400 data transfers for November 22, 2006, December 20 or December 27, 2006.

If you have questions or concerns the NCDPI contact person is [Ozella Wiggins](mailto:Ozella.Wiggins@ncdpi.org) 919.807.3757.

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

To subscribe to the Finance Officers' Weekly Newsletter email [Debby Jackson](mailto:Debby.Jackson@ncdpi.org) or call her at 919.807.3603 and provide your name and email address.

Newsletter No. 030-05/06, April 25, 2006

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

(1) Revised Estimated Lottery Distribution: A revised estimated lottery distribution plan is on the FBS website at www.ncpublicschools.org/fbs/ under "What's New".

(2) Transportation Funding Formula Study/Preventive Maintenance Manual: Next week the State Board of Education will receive the transportation funding formula study report from the consultants at Management Partnership Services, Inc. There will be a presentation of the study results, but no decisions will be made regarding the recommendations at this time.

Also, the State Board will receive for information a replacement manual for existing State Board Policy # EEO-H-006 - the Preventive Maintenance Manual. The new policy /manual is entitled NC Bus Fleet: North Carolina School Transportation Fleet Manual. It incorporates the work of the statewide committees that have developed revised preventive maintenance procedures, the 30-day inspection manual and DPI's vehicle replacement policies.

The draft manual and the presentation of the consultant's recommendations are both available for review at www.ncbussafety.org under the State Board article.

(3) TITLE I SCHOOL Lists for 2005-06: The listing of Title I schools for 2005-06 is online as part of the No Child Left Behind site. Visit www.ncpublicschools.org/nclb/title1/schools/information/2005-06/ to view or download this information.

(4) New in Publications at NCDPI: To order, please call 800.663.1250 or visit Publication Sales on the Web at www.ncpublicschools.org/publications/.
SCHOOL BUS SAFE DRIVING CERTIFICATE (UPDATED): A certificate designed to recognize school bus drivers for their safe driving record.
A-7, 2006, \$10.00 per pack (100 certificates per pack)

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

Newsletter No. 031-05/06, May 8, 2006

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

(1) 2006-2007 Supplemental Budget Requests: Attached for your information is a letter dated March 14, 2006 to Governor Michael F. Easley from the State Board of Education Chairman, Howard N. Lee and State Superintendent, June St. Clair Atkinson. The letter is regarding the 2006-2007 supplemental budget. Also attached is a list of the priority supplemental items.

(2) REMINDER: Mandatory Legislative Survey: Please see the attached file that lists the LEAs that have responded to the following legislative survey, and those who have **not** responded as of 9:00 AM on May 5th. **If you have not responded, please do so by 5:00 PM on May 10th. DPI is required to have ALL LEAs respond.**

DPI is required by legislation to report to the State Board of Education the use of At Risk/Alternative Schools (PRC 068/069) and Improving Student Accountability (PRC 072) allotments, and how the use of these funds impacted student achievement. We have been able to provide summary reporting of how these funds were expended, but we can not report on for what purpose these funds were expended. For example, were teachers employed to reduce class size, provide remediation, etc. We are requesting that you complete a survey that will provide us the information we need to report to the State Board. The survey can be found at www.ncpublicschools.org/fbs/ under "What's New."

Attached and online are 3 documents to help you with this request:

1. Instructions
2. 2004-05 PRCs 068/069 and 072 expenditure report
3. March 31st 2006 PRCs 068/069 and 072 expenditure report

(3) REMINDER - US Census Bureau Survey on Non Professional Personnel:

You should give immediate attention to this survey if it has not been completed by your LEA. We have only received 53 of the 155 LEAs' survey. We have attached the annual survey from the US Census Bureau. This survey requests data by LEA for one pay period on employment, gross pay and part-time hours paid for the pay period that includes the date March 12, 2006. Please complete the attached form and return to Information Analysis and Reporting immediately. DPI will submit all forms from the LEAs to US Census Bureau. This form replaced form 510. Open this form with adobe reader.

Return to:

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

Or Fax to 919.807.3723

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

(4) School Attendance and Student Accounting Manual: The School Attendance and Student Accounting Manual has been revised. This edition is a major revision in format. You are advised to remove previous versions of the manual from service. The manual can be downloaded from the webpage at in Adobe Reader format: www.ncpublicschools.org/fbs/sasa.pdf. If you have questions you may contact Scott Douglass at sdouglas@dpi.state.nc.us.

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

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

TO: FINANCE OFFICERS

FROM: Philip Price

The Governor released details about the FY 2006-07 Proposed Budget today. The Budget includes significant increases to public schools from substantial pay raises for our teachers (average of 8%) and other school employees (4%) to fully funding low wealth supplemental funding. All school districts (including charter schools) will now receive some funding from the disadvantaged student supplemental funding (DSSF) allotment. Although the increases in funding are very significant and needed, we are disappointed to find that the proposed Budget does not restore funding for the \$44 million discretionary reduction. It is important for our school districts to continue to communicate the negative impact this discretionary reduction has on your ability to deliver needed services to our students.

Below is a link to the Governor's press release related to the proposed Budget:

http://www.governor.state.nc.us/News_FullStory.asp

Attached you will find a summary of the Education Budget that was prepared by JB Buxton, the Governor's Education Advisor. This document outlines how the Governor's Budget ties together all branches of the education community (public schools, community colleges, and universities).

Also attached is a comparison of the State Board of Education's Budget request and the Governor's proposed Budget.

We will continue to send you Budget information as it is received.

Newsletter No. 032-05/06, May 12, 2006

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

(1) REMINDER: ABC Transfers: We indicated the last date to submit ABC transfers on the Allotment Revision Calendar on the Website at www.ncpublicschools.org/fbs/schlbus/allotments/allotbasics_calendar.xls . We must have your request for transfer by **May 26, 2006** to process it for FY 05-06. If you have questions please contact Lydia Prude at lprude@dpi.state.nc.us.

(2) Public School Building Bonds - Semi-Annual Cash Zero-Out May 26, 2006: Our department is required to periodically zero-out the Public School Building Bond funds (PRC 078). We will be using the Life-to-date (LTD) draws versus the LTD expenditures reported in our system for the April 2006 reporting period, to calculate the dollar amount to be taken back from your local bank account. We will do this cash zero out for the funds requirement date (FRD) of May 26, 2006 (i.e., the date funds will be withdrawn from your designated bank account). We must receive any expenditure adjustments in our office by Friday, May 19, 2006, that should be posted prior to the Cash Zero-out.

Please bring your expenditures up to date through April 2006 reporting period (i.e., Life-to-date (LTD) cash drawn through April 2006 should equal LTD expenditures through April 2006). The effect of this zero-out process will be to align your LTD cash and LTD expenditures by project. If you have any questions about your allotment or project balance, or the zero out process, please contact Richard Smith at 919.807.3729 or rsmith@dpi.state.nc.us.

(3) Revised Comparison of the State Board of Education's Budget request and the Governor's proposed Budget: Attached is a revised comparison of the State Board of Education's Budget request and the Governor's proposed Budget. The \$4 million item for NC Education Network under the Governor's column as recurring should have been nonrecurring.

(4) LAST CALL: Mandatory Legislative Survey: DPI is required to have **ALL LEAs** respond to the At Risk/Alternative Schools Survey. If you have not done so please complete this immediately!

DPI is required by legislation to report to the State Board of Education the use of At Risk/Alternative Schools (PRC 068/069) and Improving Student Accountability (PRC 072) allotments, and how the use of these funds impacted student achievement. We have been able to provide summary reporting of how these funds were expended, but we can not report on for what purpose these funds were expended. For example, were teachers employed to reduce class size, provide remediation, etc. We are requesting that you complete a survey that will provide us the information we need to report to the State Board. The survey can be found at www.ncpublicschools.org/fbs/ under "What's New."

Online are 3 documents to help you with this request:

1. Instructions
2. 2004-05 PRCs 068/069 and 072 expenditure report
3. March 31st 2006 PRCs 068/069 and 072 expenditure report

(5) SURVEY: Days Missed for Inclement Weather Survey: All LEAs and Charter Schools are **REQUIRED** to complete the Days Missed Survey for school year 2005-2006. Please complete the online survey and submit by **June 5, 2006**. The survey can be found on the Financial Business Services website at www.ncpublicschools.org/fbs/ under "What's New". If you have questions about the survey, please contact Kendall Jordan at kjordan@dpi.state.nc.us or 919.807.3734.

(6) SURVEY: US Census Bureau Survey on Non Professional Personnel: Attached is the annual survey from the US Census Bureau. This survey requests data by LEA for one pay period on employment, gross pay and part-time hours paid for the pay period that includes the date March 12, 2006. Please complete the attached form and send back to Information Analysis and Reporting immediately. This survey was due on April 7. DPI will submit all forms from the LEAs to US Census Bureau. **This form replaced form 510.** Open this form with adobe reader.

Return to:

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

Or Fax to 919.807.3723

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

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

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

Newsletter No. 033-05/06, May 19, 2006

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

(1) Indirect Cost Rates for FY 2006-07: Indirect cost rates for FY2006-07 are available for netview beginning Thursday, May 18, 2006. You can access your indirect cost reports the same as you do your DPI month-end reports. Charter Schools should look for FI045A and FI045B files. Please note that this is the only notification you will receive regarding your indirect cost rates for FY 2006-07.

These rates are for use in the fiscal year beginning July 1, 2006. The restricted rate can be applied against all grants operating with "supplement but not supplant" restrictions in the regulations.

Charter Schools that have no data in their files should contact Margaret Wall at 919.807.3682 in the Monitoring and Compliance Section to obtain their indirect cost rates.

Indirect cost rates have been transmitted to the LEAs via the Budget Utilization System (BUD). You must create a new version of your planning budget to use the new rate or you can key the new rate in on your current planning version. If your FY 2007 initial budget has already been transmitted to DPI, then you will need to open an amendment and run FURA. Instruction on running FURA are attached.

If you have questions regarding BUD, please contact the DPI Help Desk. If you have indirect cost questions please contact Margaret Wall at the above number.

(2) Final Transportation Allotments: DPI Transportation Services has processed the final transportation allotments this week. The information has been sent to DPI School Business to be sent out next Wednesday, May 24th. It will be part of Revision 25.

A memo is being mailed today to all transportation directors and finance officers with the following text:

"This memo is to notify you that an additional allotment is being authorized for your LEA. The first amount, for all county LEAs, is for fuel. This amount is based on an additional \$0.108 cents per gallon to help compensate for the high cost of diesel fuel.

The second amount is for transportation contingency expenses incurred.

Due to the high number of requests, these allotments were limited to major equipment expenditures for small LEAs. (This is always top priority for transportation contingency funding.) In order to make every possible dollar available for fuel for all counties, contingency requests had to be limited to those that were received on time and from LEAs operating up to 150 school buses. Specifically, LEAs operating fewer than 100 buses were funded at 80% of their approved contingency request. LEAs operating more than 100 buses up to 150 buses were funded at 60% of their approved contingency request."

The fuel allotment will be about 27% of the most recent fuel allotment sent out in early April.

If you have questions contact Derek Graham @ dgraham@dpi.state.nc.us.

(3) NOTICE: Kindergarten Breakfast funding for State Fiscal Year 05/06 will expire on June 30, 2006: See attached memorandum. If you have questions contact Regetta Darden at 919.807.3652 or Sherry Peele at 919.807.3620.

(4) Public School Building Bonds - Semi-Annual Cash Zero-Out May 26, 2006: We are required to periodically zero-out the Public School Building Bond funds (PRC 078). We will be using the Life-to-date (LTD) draws versus the LTD expenditures reported in our system for the April 2006 reporting period, to calculate the dollar amount to be taken back from your local bank account. We will do this cash zero out for the funds requirement date (FRD) of May 26, 2006 (i.e., the date funds will be withdrawn from your designated bank account). We must receive any expenditure adjustments in our office by Friday, May 19, 2006, that should be posted prior to the Cash Zero-out.

Please bring your expenditures up to date through April 2006 reporting period (i.e., Life-to-date (LTD) cash drawn through April 2006 should equal LTD expenditures through April 2006). The effect of this zero-out process will be to align your LTD cash and LTD expenditures by project. If you have any questions about your allotment or project balance, or the zero out process, please contact Richard Smith at 919.807.3729 or rsmith@dpi.state.nc.us.

(5) Note to All LEAs Regarding Central Office moves: Please contact the DPI help desk at 919.807.4357 or email the DPI help desk at help@dpi.state.nc.us prior to moving your AS/400 to another location, as the SIPS SNA communications line has to be relocated. It takes 30 to 45 days to install a new circuit and DPI needs to submit a relocation request early enough to eliminate or reduce down time for data transmissions.

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

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Newsletter No. 034-05/06, May 26, 2006

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

(1) Fiscal Year 2006-07 Discretionary Reduction/Fiscal Year 2006-07 Proposed DSSF Funding:

The DSSF Proposed Funding Formula funding amounts have been revised.

The previous DSSF Funding formula proposal was calculated and the positions were rounded up to the next whole position before applying the average salary to the additional positions. The revised allocation list does not round the positions up. It just applies the average salary to the difference between the positions calculated at the ratios outlined in the Senate Budget and the calculated teachers based on 1 teacher for each 21 Disadvantaged aged Youth Population identified based on the DSSF Funding formula.

We have posted a revised Proposed DSSF Funding Analysis on the [FBS website](#) under "What's New" on Friday, May 26.

(2) Child and Family Support Team Funding (CFST) (PRC 043): LEAs receiving PRC 043 funding this year may use more than the previously communicated amount of \$5,000 per person for start up spending communicated to your LEAs from Tony Troop of the Department of Health and Human Services (DHHS). We have worked with the DHHS to ensure that you can use funding which may exceed the \$5,000 per person to get the necessary items in place for next fiscal years' full implementation of the program. The expenses may be for but are not limited to computers, stethoscopes, office supplies, etc... Please refer to your Chart of Accounts for eligible expenses for this program. Please be reminded that these funds do not carryover into next fiscal year. You will be receiving an allocation at least to the levels you received this in FY 2005-06.

(3) Emergency Impact Aid (EIA) Funding and Expenditure information: In Revision 25 you received additional funding for PRCs 115 and 116. This funding represents adjustments to quarters 1 through 3 and the 4th quarter allocations based on counts submitted by your LEA for the students that entered your school system due to the Hurricanes Katrina and Rita. This is your full funding unless additional grant awards are received increasing the amount of the \$1,000 per regular student and \$1,250 per children with special needs.

We have had a visit from Monitors from the Homeless Program that are overseeing the Emergency Impact Aid Program. In the visit we asked them to clarify some issues you have raised in regards to posting expenditures for this program to PRCs 115 & 116.

From our conversations the federal government will not be distinguishing between a state or local expenditure. Therefore you can write a check to your local fund and recode expense to PRC 115 and 116 from local expenditures. Thus eliminating the need for you to do BUD 202 entries for state funded positions/expenditures and then turn around and recode a local expenditure to the state funded position/expenditure.

You only need to have documentation that the student was enrolled in a school where the expenditure is being reimbursed. You can not reimburse expenditures from a school that did not have a EIA student enrolled. These funds can be used for the overall education of all students at the school in which the EIA children are/were located.

If you had to bring in a mobile unit, you may prorate the cost up to the amount you feel is reasonable for the purpose in which you purchased the mobile unit. As long as the student counts reported by your LEA are correct you are entitled to reimburse your local fund up to the \$1,000 and \$1,250 generated by the count.

If you feel you have a concern with student counts we reported to you on April 27, 2006, please call and let's get your questions answered.

Examples of eligible expenditures were sent to you in the April 21, 2006 weekly Finance Officer email.

Should you have any questions, please call Paul LeSieur at 919.807.3701.

(4) Bond Closeout Letter and Year end Closeout Letter: Attached are closeout letters with deadlines that must be adhered to for ensuring a successful year end.

(5) State Public School Fund Allotment Overdraft Reports: We netviewed the "State Public School Fund Allotment Overdraft Report" for the current year, FY 2005-2006, as of the April processing period, Thursday, May 18, 2006 and the prior year report, Company 8000, FY 2004-2005, as of the April processing period, Tuesday, May 16, 2006. Penalties were assessed on ALL allotments that were exceeded on both reports. All refunds through the April processing period are reflected. Refunds for all allotments exceeded, plus any penalties due, should be submitted by June 7, to avoid additional penalties. Please submit the refunds effective May with the processing period 11. If you have questions, please contact the following persons:

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

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

(7) Public School Building Bonds - Semi-Annual Cash Zero-Out May 26, 2006: Our department is required to periodically zero-out the Public School Building Bond funds (PRC 078). We will be using the Life-to-date (LTD) draws versus the LTD expenditures reported in our system for the April 2006 reporting period, to calculate the dollar amount to be taken back from your local bank account. We will do this cash zero out for the funds requirement date (FRD) of May 26, 2006 (i.e., the date funds will be withdrawn from your designated bank account). We must receive any expenditure adjustments in our office by Friday, May 19, 2006, that should be posted prior to the Cash Zero-out.

Please bring your expenditures up to date through April 2006 reporting period (i.e., Life-to-date (LTD) cash drawn through April 2006 should equal LTD expenditures through April 2006). The effect of this zero-out process will be to align your LTD cash and LTD expenditures by project. If you have any questions about your allotment or project balance, or the zero out process, please contact Richard Smith at 919.807.3729 or rsmith@dpi.state.nc.us.

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Newsletter No. 035-05/06, June 13, 2006

Philip Price
Associate State Superintendent
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Email: pprice@dpi.state.nc.us

(1) CLOSE OUT REMINDER: As stated in the FY 2005-2006 Close Out letter from Philip Price, DPI will begin pulling your June data files at 12:01 a.m. July 1, 2006. In order to meet required processing deadlines it is imperative that your data is ready to transmit at that time. **It is also critical you have someone on-site Saturday morning, July 1, 2006 to verify that DPI successfully received your data.** This person must remain on-site until receiving an e-mail from DPI stating that your LEA's data has been successfully pulled and verified by DPI and that your on-site contact person is no longer needed at your LEA. Please e-mail the name of your on-site contact person with their telephone number and their e-mail address to Alice Lambright at alambrig@dpi.state.nc.us by Friday, June 16, 2006.

(2) INSTALLMENT ACCRUAL REMINDER: In order to ensure that we receive all of the installment accruals with the June datafile transmission, and to prevent us from unnecessarily contacting those of you who will have no accruals, we are requesting your help. If you do not pay your employees on traditional installments, and therefore will not have installment accruals, please email Alice Lambright at alambrig@dpi.state.nc.us by Friday, June 16, 2006. Simply put "No accruals - LEA (plus your three digit LEA number)" in the subject line. We appreciate your help.

(3) Please Verify Your BUD Transactions: Please make sure that you receive communication forms back on all BUD transactions transmitted to DPI.

Please contact the Customer Support Center via phone - 919.807.4357 or email - help@dpi.state.nc.us if you need assistance in verifying whether or not DPI received your BUD file(s).

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

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

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

(5) BUD Yearend Information:

1. Starting June 12 until July 1, we will receive and process the BUD adjustment/202 batches at 1:00 PM and 8:00 PM each day. If you send an adjustment batch by 1:00 PM, you can conceivably receive your communication form back that same afternoon. Hopefully, this change will allow LEAs more time to correct denied batches. Please be sure to receive your files daily if you know that you have sent BUD batches to DPI for processing.
2. You may send BUD 202's to DPI until midnight on July 1, 2006 for FY 2006 batches.
3. For your salary corrections, please keep BUD 202 information for July-May voucher dates in separate batches from June voucher corrections/refunds. This will help you get your information processed quicker. Remember that we cannot process BUD batches with June voucher dates until we get your June data on July 1.
4. We recommend that you keep your adjustment batches small.
5. Please remember the salary system cannot process multiple changes to a voucher on the same day. You must wait for one change to clear before submitting another change to that same voucher. The exception to this will be your June vouchers since we will process all June voucher changes in one day on July 2.
6. Starting July 1, the BUD system will default Year Ending June 30, 2007 in the adjustment batches. In order to avoid this, you will need to change the Year

Ending date to 2006 on the menu (AUMU) BEFORE creating a new batch for FY 2006.

- 7. We are sending BUD communication forms back to you daily, including the Federal budgets/amendments. Please receive and review your 202 batch communication forms daily to ensure that we did process your 202 batches and did not reject them. You must correct rejected batches and send the corrections back to DPI by July 1.
- 8. Because we cannot process BUD batches with June voucher dates until we get your June data on July 1, we will allow you to correct denied batches with June voucher dates, on July 3 only.

Please contact Systems_Accounting@dpi.state.nc.us if you have any questions regarding BUD processing for yearend.

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**REMINDERS:**

The following documents regarding the **2006-07 proposed House budget** are available on the [FBS website](#) under "What's New":

- Comparison of FY 2006-07 Proposed Budgets
- House Budget Summary
- House Appropriations Subcommittee on Education Public Schools Provisions FY 06-07
- Teacher Salary Schedule

**Financial and Business Services Summer Conference:** On July 27-28, 2006, the Office of Financial and Business Services will conduct its annual conference at the Sheraton Imperial Hotel and Convention Center, Research Triangle Park. The conference will provide essential information about new and continuing financial and personnel policies that impact local education agencies and charter schools. Conference, registration, and hotel information is available on our web site at [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

If you have questions regarding the conference, please contact Paul LeSieur or Doris McCain at 919.807.3700.

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**Newsletter No. 036-05/06, June 20, 2006**

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

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**(1) Close Out Reminder:** As stated in the FY 2005-2006 Close Out letter from Philip Price, DPI will begin pulling your June data files at 12:01 a.m. July 1, 2006. In order to meet required processing deadlines it is imperative that your data is ready to transmit at that time. It is also critical you have someone on-site Saturday morning, July 1, 2006 to verify that DPI successfully received your data. This person must remain on-site until receiving an e-mail from DPI stating that your LEA's data has been successfully pulled and verified by DPI and that your on-site contact person is no longer needed at your LEA. Please email the name of your on-site contact person with their telephone number and their email address to Alice Lambright at [alambrig@dpi.state.nc.us](mailto:alambrig@dpi.state.nc.us) by Friday, June 16, 2006.

**(2) Installment Accrual Reminder:** In order to ensure that we receive all of the installment accruals with the June datafile transmission, and to prevent us from unnecessarily contacting those of you who will have no accruals, we are requesting your help. If you do not pay your employees on traditional installments, and therefore will not have installment accruals, please email Alice Lambright at [alambrig@dpi.state.nc.us](mailto:alambrig@dpi.state.nc.us) by Friday, June 16, 2006. Simply put "No accruals - LEA (plus your three digit LEA number)" in the subject line. We appreciate your help.

**(3) Please Verify Your BUD Transactions:** Please make sure that you receive communication forms back on all BUD transactions transmitted to DPI.

Please contact the Customer Support Center via phone – 919.807.4357 or email - [help@dpi.state.nc.us](mailto:help@dpi.state.nc.us) if you need assistance in verifying whether or not DPI received your BUD file(s).

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Check QSNADS subsystem to make sure it is active. If QDSNX is listed, the subsystem is active. Transfers of network file to/from your system will NOT work unless this subsystem is active.
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- 7) We are sending BUD communication forms back to you daily, including the Federal budgets/amendments. Please receive and review your 202 batch communication forms daily to ensure that we did process your 202 batches and did not reject them. You must correct rejected batches and send the corrections back to DPI by July 1.
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Please contact [Systems\\_Accounting@dpi.state.nc.us](mailto:Systems_Accounting@dpi.state.nc.us) if you have any questions regarding BUD processing for yearend.

**(6) Procurement/Invoicing:** Section 80.36(a) of the Education Department General Administrative Regulations (EDGAR) requires that a recipient of federal funds “follow the same policies and procedures it uses for procurement from its non-Federal funds.” Contracts and purchase orders must contain sufficient detail specifying the products or services to be provided. Additionally, all vendor invoices approved for payment must clearly specify services provided and dates and location of service, and, if applicable, the number of students served. This information should be consistent with the deliverables required in the contract or purchase order. Please contact Margaret Wall 919.807.3682 / [mwall@dpi.state.nc.us](mailto:mwall@dpi.state.nc.us) or Stephanie English 919.807.3686 / [senglish@dpi.state.nc.us](mailto:senglish@dpi.state.nc.us) in the Monitoring & Compliance Section if you have questions.

**(7) Reminder to Monitor Administration Expenditures:** Five Federal PRCs [Vocational Education (017), Safe & Drug Free Schools (048), Title I (050), Language Acquisition (104) and Reading First (106)] have administration expenditure limitations. These limitations are monitored at June 30. In addition, indirect cost charged to federal programs is compared against your approved rate. If administrative expenditures and/or indirect cost charges exceed allowable amounts, you may be subject to an audit exception by your independent auditors. Please contact Margaret Wall 919.807.3682 / [mwall@dpi.state.nc.us](mailto:mwall@dpi.state.nc.us) or Stephanie English 919.807.3686 / [senglish@dpi.state.nc.us](mailto:senglish@dpi.state.nc.us) in the Monitoring & Compliance Section if you have questions.

**(8) Budgeting Title I Set-Asides:** As you submit 2006-07 project budgets on BUD, remember that you are encouraged to use the last two digits of the budget code (designated as "503" codes in BUD) to specify the lines that relate to required set-asides, such as transportation and supplemental services, professional development, parental involvement, as well as the additional professional development requirement for LEAs in district improvement. These designations will assist program staff at DPI in assuring that the set-asides have been calculated properly. The additional coding also is helpful for staff who participate in LEA monitoring visits. Please contact Margaret Wall 919.807.3682 / [mwall@dpi.state.nc.us](mailto:mwall@dpi.state.nc.us) or Stephanie English 919.807.3686 / [senglish@dpi.state.nc.us](mailto:senglish@dpi.state.nc.us) in the Monitoring & Compliance Section if you have questions.

**(9) A Word on Record Retention:** EDGAR 80.42 provides information on record retention requirements for federal programs. In general, records must be retained for three years from the last expenditure report for the grant period. For example, a 27-month grant that is awarded July 1, 2005 is available for expenditure until September 30, 2007, and the 90-day liquidation period extends the availability until December 30, 2007. Therefore, records on a grant that begins July 1, 2005 must be kept until at least December 30, 2010.

In addition, if an audit or other action involving the records has been started before the expiration of the 3-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, whichever is later.

Also note that the rights of access are not limited to the required retention period, but last as long as the records are retained.

The full text of the Education Department General Administrative Regulations (EDGAR) is available at [www.ed.gov/policy/fund/reg/edgarReg/edgar.html](http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html)

**(10) New Title I Fiscal Guidance Released:** Last month, the US Department of Education released the final version of its Title I Fiscal guidance. This guidance addresses maintenance of effort, comparability, supplement not supplant, carryover, consolidating funds in Schoolwide programs, and grantback requirements.

Of particular interest is the section on record keeping requirements in a Schoolwide program - specifically, what time and effort records need to be kept by employees paid with federal funds. The guidance enumerates three scenarios that apply in a Schoolwide:

- 1) If the LEA operating the Schoolwide program consolidates federal, state, and local funds into "a single account," then no time and effort records are required. HOWEVER, we are not aware of any districts that literally combine

federal funds into a single account in Schoolwide programs, so this scenario does not apply to our schools.

- 2) If the LEA does not consolidate federal funds in a Schoolwide, then federally-paid employees who work 100% on the Schoolwide plan must keep semi-annual certifications.
- 3) If the LEA does not consolidate federal funds in a Schoolwide, then federally-paid employees who work both on the Schoolwide plan and on a cost objective not included in the Schoolwide plan would need to maintain monthly Personnel Activity Reports (PARs).

In addition, PLEASE NOTE that Reading First funds may NOT be consolidated in a schoolwide program.

The full text of the guidance is attached for your reference, and is also available at [www.ed.gov/programs/titleiparta/fiscalguid.doc](http://www.ed.gov/programs/titleiparta/fiscalguid.doc).

**(11) School Name and Address (SNA) Update for 06-07:** The SNA file will close on June 23 for the 05-06 school year. It will re-open on July 5 for the 06-07 school year. Every LEA and Charter School designated an SNA authorized user to keep their information current. These SNA authorized users must review and update all of the information for their LEA and/or Schools between July 5 and July 31 for the 06-07 school year. Information in the SNA file as of close of business on July 31 will be printed in the Education Directory. Later in the year the School Report Cards will publish information pulled from the SNA file. For more SNA information and to find out who is your designated SNA authorized user, please go to [www.ncpublicschools.org/fbs/sna.html](http://www.ncpublicschools.org/fbs/sna.html).

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**Newsletter No. 037-05/06, June 27, 2006**

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**(1) Bids for New Contract for School Buses:** Bids for the new contract for school buses are currently under evaluation. The contract period will likely be abbreviated because the specifications cannot be met with engines produced after January 1, 2007. It is likely that all replacement school buses will need to be ordered during August and September.

Any LEAs that plan to purchase capital outlay school buses will need to place orders in that same time frame.

The bid for school bus FINANCING will be issued very soon after the contract for school buses is awarded. Any LEA that is planning to finance the purchase of capital outlay school buses and would like to use the state financing contract should contact Derek Graham this week. Normally, the finance company MAY, but is NOT REQUIRED, to finance capital outlay school buses. We can include it in the contract requirements if there is an LEA that wishes to participate in this way.

Contact Derek Graham at 919.807.3571 or [dgraham@dpi.state.nc.us](mailto:dgraham@dpi.state.nc.us).

**(2) Year-End Close-Out and Invalid Account Codes:** It is getting near year-end close-out time. Time to clean-up any remaining errors on the MFR data. There are still many LEAs who are reporting invalid account codes in their monthly financial data. Your financial software edits the expenditure accounts at the point of data entry. You set your system parameters to give either a "Warning" or an "Error" when an invalid code is used. Please notify your staff that the "Warning" should not be ignored. Using invalid codes causes you problems with your data file posting and with your MFR reporting. You should download updated files from the BUD System weekly to ensure that you have the most current information.

DPI sends each month, via netview, an "MFR Error Messages" report (PGA10RP4-E) listing any errors detected in your MFR data, usually transactions from your general ledger that are recorded to invalid codes; and a Monitoring Letter listing any expenditures submitted through datafile to invalid codes, with the valid codes where DPI posted the expenditures. If you disagree with the code used by DPI to post the

datafile expenditure, then you must submit a UTR in the BUD system, moving the expenditure FROM the valid code that DPI used TO the valid code that you choose. If you have any questions about the invalid code information on the Monitoring Letter or valid account codes, please contact Richard Smith at 919.807.3729 or [rsmith@dpi.state.nc.us](mailto:rsmith@dpi.state.nc.us). If you have any questions about errors on the MFR data, please contact Roxane Bernard at 919.807.3725 or [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us).

**(3) State Public School Fund Allotment Overdraft Reports:** We netviewed the "State Public School Fund Allotment Overdraft Report" for the current year, FY 2005-2006, as of the May processing period, Monday, June 19, 2006 and the prior year report, Company 8000, FY 2004-2005, as of the May processing period, Wednesday, June 14, 2006. Penalties were assessed on ALL allotments that were exceeded on both reports. All refunds through the May 2006 processing period are reflected. If you have questions, please contact the following persons: Total Dollar Allotment Overdraft: Roxane Bernard 919.807.3725 or [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us); Audit Exceptions-State Overpaid and Month Allocated Versus Months Used: Marie Houston 919.807.3735 or [mhouston@dpi.state.nc.us](mailto:mhouston@dpi.state.nc.us); or Angela McNeil 919.807.3736 or [amcneill@dpi.state.nc.us](mailto:amcneill@dpi.state.nc.us).

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

PRC 114 - Indirect Cost: Indirect Cost is no longer an allowable expenditure within PRC 114. If you have previously coded to this account, please adjust your reports by June 30, 2006.

Contact Roxane L. Bernard with questions 919.807.3725 or [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us)

**(5) Please Verify Your BUD Transactions:** Please make sure that you receive communication forms back on all BUD transactions transmitted to DPI.

Please contact the Customer Support Center via phone 919.807.4357 or email [help@dpi.state.nc.us](mailto:help@dpi.state.nc.us) if you need assistance in verifying whether or not DPI received your BUD file(s).

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

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

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

**(7) BUD Year-End Information:**

- 1) Starting June 12 until July 1, we will receive and process the BUD adjustment/202 batches at 1:00 PM and 8:00 PM each day. If you send an adjustment batch by 1:00 PM, you can conceivably receive your communication form back that same afternoon. Hopefully, this change will allow LEAs more time to correct denied batches. Please be sure to receive your files daily if you know that you have sent BUD batches to DPI for processing.
- 2) You may send BUD 202's to DPI until midnight on July 1, 2006 for FY 2006 batches.
- 3) For your salary corrections, please keep BUD 202 information for July-May voucher dates in separate batches from June voucher corrections/refunds. This will help you get your information processed quicker. Remember that we cannot process BUD batches with June voucher dates until we get your June data on July 1.
- 4) We recommend that you keep your adjustment batches small.
- 5) Please remember the salary system cannot process multiple changes to a voucher on the same day. You must wait for one change to clear before submitting another change to that same voucher. The exception to this will be your June vouchers since we will process all June voucher changes in one day on July 2.

- 6) Starting July 1, the BUD system will default Year Ending June 30, 2007 in the adjustment batches. In order to avoid this, you will need to change the Year Ending date to 2006 on the menu (AUMU) BEFORE creating a new batch for FY 2006.
- 7) We are sending BUD communication forms back to you daily, including the Federal budgets/amendments. Please receive and review your 202 batch communication forms daily to ensure that we did process your 202 batches and did not reject them. You must correct rejected batches and send the corrections back to DPI by July 1.
- 8) Because we cannot process BUD batches with June voucher dates until we get your June data on July 1, we will allow you to correct denied batches with June voucher dates, on July 3 only.

Please contact [Systems\\_Accounting@dpi.state.nc.us](mailto:Systems_Accounting@dpi.state.nc.us) if you have any questions regarding BUD processing for yearend.

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NEW EMPLOYEE IN SCHOOL BUSINESS: Tiandra Thomas comes to us from Peace College. She has joined the Information Analysis and Reporting Section as an analyst and will help in data collection, reporting and analyses.

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 To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at [debjacks@dpi.state.nc.us](mailto:debjacks@dpi.state.nc.us) or 919.807.3603 and provide your name and email address.  
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**Newsletter No. 001-06/07, July 7, 2006**

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\*\*\*\*\*

**(1) Thank you LEAs and Sartox!!:** The DPI staff would like to thank all the close-out contacts at the 115 LEAs and at Sartox. We very much appreciate your willingness to be available Saturday, July 1st and fortunately we only had to contact a few LEAs on Saturday due to data issues. By the end of the day, all data was received, verified and posted and, in spite of the initial SIPs issues, it was a very successful day. All of the LEAs were very well prepared for the data pull and as a result, DPI pulled 100% of the MFR and Accrual files on the first attempt - a tremendous accomplishment!!

We understand that it takes a team to have a successful close-out at both the Local and State level and recognize all the hard work from all members of those teams in preparation for year end. Your hard work to balance your books and have your files ready is the critical first step in the State's year end processing and meeting the deadlines given by the State Budget Office. Thank you again for all your effort.

**(2) Final Budget Comparison:** The Final Budget Comparison of the 2006-2007 proposed budget is attached for your information.

**(3) ANNUAL TRANSPORTATION REPORT DUE AUGUST 1 - TD-1:** A revised TD1- Annual Pupil Transportation Report for 2005-06 is now available on the NC School Bus Safety Web Site at [www.ncbussafety.org](http://www.ncbussafety.org) under REPORTS AND FORMS. **The report is due by August 1.** In an effort to more accurately report local transportation expenses and also expedite the completion of the "TD-1 Annual Pupil Transportation Report," two changes to the Uniform Chart of Accounts and reporting procedures were implemented. The designation of LOCAL PRC 056 is to record all ELIGIBLE local expenditures (those expenditures which COULD HAVE BEEN paid from STATE PRC 56 for to/from school transportation for students in grades K-2), and the designation of PRC 706 to record all INELIGIBLE local transportation expenditures. Only those expenditures reported in LOCAL PRC 056 should be reported on this TD 1 form.

**(4) Financial and Business Services Summer Conference:** On July 27-28, 2006, the Office of Financial and Business Services will conduct its annual conference at the Sheraton Imperial Hotel and Convention Center, Research Triangle Park. The conference will provide essential information about new and continuing financial and personnel policies that impact local education agencies and charter schools. Please remember that you must register on or before July 15, 2006 to be eligible for the \$95.00 rate. After July 15, 2006 registration fees will be \$105.00.

Conference, registration, and hotel information is available on our web site at [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

Note: The Sheraton Imperial Hotel and Convention Center is booked and they are not accepting anymore reservations. If you need a room you may now contact Comfort Suites. They are honoring the \$85.00 rate and their cut off date for our group is 7/14. Their phone number is 919.314.1200, ask for Melinda in Sales if you are having any problems.

If you have questions regarding the conference, please contact Paul LeSieur or Doris McCain at 919.807.3700.

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

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

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**Newsletter No. 002-06/07, July 20, 2006**

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**(1) Substitute Rates**

Effective July 1, 2006, the substitute ranges are as follows:

Non certified  
Minimum \$65  
Maximum \$129.59

Certified  
Minimum \$84  
Maximum \$129.59

**Principal Fellows**

2nd Year Principal Fellows shall receive a 10-month stipend of \$1,437.

**(2) Redesigned Financial and Business Services Site Online**

An updated and improved Financial and Business Services site will be available **tomorrow (July 21)**. Please bookmark [http://www.ncpublicschools.org/fbs/!](http://www.ncpublicschools.org/fbs/) Information about the new site will be available at the FBS Summer Conference on July 27 and 28. Please send feedback regarding the FBS site to Nicola Lefler at [nlefler@dpi.state.nc.us](mailto:nlefler@dpi.state.nc.us).

**(3) School Name and Address (SNA) Deadline**

Monday, July 31 is the deadline to have all of the information for LEAs and Charter Schools updated in the SNA file before the Education Directory is printed. Review the information for your LEA or School at <http://sna.dpi.state.nc.us/> by using the Guest Log-In link. Need to know who can update your SNA information? Go to <http://www.ncpublicschools.org/fbs/accounting/sna/> for SNA information and authorized users.

**(4) FY 2006 13th Month MFR File**

DPI will access your preliminary 13th month MFR File on Tuesday night, July 25, 2006 not Monday night July 24, 2006 as previously stated.

Please do the following before building the 13th Month MFR file (Please make sure that you are signed into FY 06):

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

<http://www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf>

Please telephone or email your MFR file questions to:

Roxane L. Bernard - (919) 807-3725 or [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us) or  
Richard Smith - (919) 807-3729 or [rsmith@dpi.state.nc.us](mailto:rsmith@dpi.state.nc.us)

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Teresa Matthews  
Financial and Business Services  
(919) 807-3600  
[tmatthew@dpi.state.nc.us](mailto:tmatthew@dpi.state.nc.us)

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**Newsletter No. 003-06/07, August 3, 2006**

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**(1) Clarification of Sales and Use Tax Reimbursement:** At the FBS conference last week in the Local Government Commission (LGC) session, there was some confusion whether the local share of the sales and use tax paid in FY 2005-06 could be requested for reimbursement. We have had communication and concurrence by the LGC that the following special provision on local sales and use tax paid from July 1, 2005 and forward, can be requested for refund from the Department of Revenue.

**Senate Bill 1741 Section 7.20.(a) Refund of Local Sales and Use Taxes to Local School Administrative Unit** allows LEAs to obtain reimbursement of the local sales and use tax paid retroactively to July 1, 2005. This means you may claim the local sales tax paid in FY 2005-06 and in the future.

Should you have any questions, please feel free to contact Paul LeSieur at [plesieur@dpi.state.nc.us](mailto:plesieur@dpi.state.nc.us) or at 919-807-3701.

**(2) Child and Family Support Teams (CFST) for Fiscal Year 2006-07 - PRCs 042 & 043:** This fiscal year the DPI will be allocating all funds associated with the Child and Family Support Teams. This agreement is supported by both DHHS and DPI. Below is additional information on how the program and funding will operate during FY 2006-07. More information will be provided as we establish the program special provisions to support the initiative. The Chart of Accounts is being updated to reflect the necessary changes.

**Social Worker and Other Expenses PRC 043**

Again this year, funding for the Child and Family Support Teams will be allocated in the same manner as last year. The funding you will receive in PRC 043 is to support the salary of school social worker associated with the program and funding for other expenses for the social worker and school nurse. This will again be a dollar allotment.

**School Nurses - PRC 042**

There is a new PRC 042 for a position allocation called Child and Family Support Teams - School Nurses. During the month of August we will allocate the positions and funds to

the LEAs involved in the program. DHHS has agreed to transfer the funds for school nurses to DPI so that the reporting and procedures for obtaining funds will be consistent with PRC 043 (Child and Family Support Teams) and other allocations you receive for operation. You will not need to file forms for reimbursement with the Division of Public Health for this initiative.

This will be a position allotment that will be like PRC 007 you currently receive for Instructional Support Personnel - Certified. You must use this allocation to do one of the following:

- Hire a school nurse that works only with the CFST program, the salary will be guaranteed for the school nurse employed. You will be able to hire the school nurse and will pay based on the years of experience of the teacher salary schedule for FY 2006-07.
- If you are unable to secure a certified nurse you may request a transfer of the position allotment from PRC 042 to PRC 043 as a dollar allotment for hiring of a non certified school nurse to support this initiative. The request will need to be submitted to the Allotment Section for processing like all other requests for transferring of funding between PRCs. Once transferred it will become part of your dollar allotment for PRC 043.

In the meantime for PRC 042, you have options of paying the school nurse from local funds, or paying the school nurse from your Instructional Support - Certified allocation in PRC 007 or other appropriate funding. Either way you will need to transfer the expenditures and make the necessary BUD adjustments to appropriately reflect the school nurse to the CFST - School Nurse PRC 042 after the funding is allocated.

The program will continue to be jointly administered and monitored by the DHHS, Division of Public Health and the DPI. All of the allocations for positions, dollars and reporting will be administered by the DPI.

Should you have any questions, please feel free to contact Paul LeSieur at [plesieur@dpi.state.nc.us](mailto:plesieur@dpi.state.nc.us) or 919-807-3701.

**(3) FY 05-06 Allotment Revision #31:** We have received the fourth quarter installment for the Abstinence grant (PRC 057). Allotment Revision #31 was uploaded August 2, 2006 to FY 2005-06. The Allotment Revision report will be net viewed on Aug. 4, 2006. Your LEA will also receive an updated 13th period JHA 305 report from the Information and Analysis Section. The carryover budgets in BUD will be updated for PRC 057. Please contact School Allotments at 919-807-3739 with questions.

**(4) Disadvantaged Student Supplemental Funding (DSSF)- PRC 024:**

Expenditures cannot be made from DSSF funding until the allotment is made. We are in the process of establishing procedures for allotments and will provide an update after decisions have been made. Please see the excel spreadsheet attached with the proposed funding by LEA. If you have any questions, please contact School Allotments at 919-807-3739.

**(5) FY 06-07 Allotment Revision #3:** The allotment revision schedule has changed from what was announced at the FBS Conference last week in the Budget Update Session. Allotment Revision 3 will contain the following:

- State Carryover Allotments (PRCs 015, 028, 069, and 072)
- Special Small School Allotments
- Special Provision Allotments
- Behavioral Support

Additional funding will be processed in a revision when we have complete data.

Allotment Revision #3 is scheduled to upload on August 3, 2006 and Allotment Reports net viewed by August 7, 2006. If you have any questions, please contact School Allotments at 919-807-3739.

**(6) Assistant Principal Intern Stipends - PRC 066:** Please consult the FO Newsletter dated July 20, 2006 for the stipends in effect for FY 2006-07. This information supercedes the information provided at the FBS Conference in the Budget Update Session.

**(7) Salary Q&A Effective July 1, 2006:** Attached is a "questions and answers" for the legislative salary increases. Additional questions can be directed to Alexis Schauss [aschauss@dpi.state.nc.us](mailto:aschauss@dpi.state.nc.us).

**(8) Notice of Accident to Employer and Claim of Employee - Form 18 - Workers' Compensation:** Effective August 1, 2006, please be advised that your LEA is responsible to provide an injured employee with a Form 18, "Notice of Accident to Employer and Claim of Employee."

Each LEA continues to be responsible to complete Form 19, "Employer's Report of Employee's Injury or Occupational Disease." Upon completion, give injured employee a completed Form 19 along with a blank Form 18.

You may want to note on completed Form 19 that Form 18 was given to employee. Initial and date form for your protection.

Please provide this information to your Workers' Compensation Administrator or the individual responsible for completion of Form 19.

You may contact Eileen Townsend, 919-807-3522 with any questions. Email: [etownsen@dpi.state.nc.us](mailto:etownsen@dpi.state.nc.us)

**(9) The Statistical Profile 2006** has been posted to the FBS website at [www.ncpublicschools.org/fbs/resources/data/](http://www.ncpublicschools.org/fbs/resources/data/)

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

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**Newsletter No. 004-06/07, August 10, 2006**

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**(1) 2006-07 Student Activity Report and Professional Personnel Activity**

**Report:** The 2006-2007 Student Activity Report and Professional Personnel Activity Report is available at [www.ncpublicschools.org/fbs/accounting/manuals/](http://www.ncpublicschools.org/fbs/accounting/manuals/). This is a complete revision and expansion of previous versions. The School Activity Report (SAR) is a report that shows an individual school's full year academic schedule, course offered, enrollment of classes, length of classes, and staffing of classes. If you have questions contact Scott Douglass at [sdouglas@dpi.state.nc.us](mailto:sdouglas@dpi.state.nc.us) or (919) 807-3737.

**(2) 2006 ADA:ADM Report:** The Average Daily Attendance & Average Daily Membership Ratios (ADA:ADM) Report for 2006 and the previous two years is now available at [www.ncpublicschools.org/fbs/accounting/data/](http://www.ncpublicschools.org/fbs/accounting/data/). The three year historical attendance and membership data is generated from the student accounting data sent to DPI by the LEAs. This will be helpful in assessing the status of attendance in your school system. If you have questions contact Scott Douglass at [sdouglas@dpi.state.nc.us](mailto:sdouglas@dpi.state.nc.us) or (919) 807-3737.

**(3) 2006-07 BUD Training Schedule:** The Financial Services Team is pleased to present our annual BUD training schedule for the fiscal year 2006-2007. Please share this information with all concerned individuals within your LEA. There is no charge for any of these classes.

**BUD Adjustments** covers all aspects of the BUD Adjustment subsystem and pertinent programs in System Information. The BUD Adjustment subsystem is a comprehensive software package with the objective to automate the 202/302 financial and payroll reporting process. Detailed emphasis is given to the current year update programs and the sending and receiving of files. This introductory class is scheduled for one day and class participants don't need to have any previous training on BUD.

**Class Dates:**

- Wednesday, October 11, 2006
- Wednesday, March 7, 2007
- Wednesday, May 9, 2007

**BUD Federal Budgets** covers all aspects of the BUD Federal Budget subsystem and pertinent programs in System Information. The BUD Federal Budget subsystem is a comprehensive process. Detailed examples and exercises are provided after each section in order to reinforce the lecture. Special emphasis is on updating budgets and amendments for federally funded programs. This introductory class is scheduled for one and a half days and all class participants don't need to have any previous training on BUD.

**Class Dates:**

Monday/Tuesday, August 21-22, 2006

Thursday/Friday, October 12-13, 2006

Thursday/Friday, March 8-9, 2007

Thursday/Friday, May 10-11, 2007

**Class Registration**

Contact the help desk at 919-807-4357 or [help@dpi.state.nc.us](mailto:help@dpi.state.nc.us) to register for any of these classes. Class registration is on a first-come, first serve basis. Class space is limited to 18 participants.

**Cancellation Policy**

If you are unable to attend a class for which you have registered, you may send someone else in your place. If you need to reschedule, you must contact the [Help Desk](#) as soon as possible. We will make every effort to register you in the next available class.

**No Show Policy**

If you fail to attend a class for which you have registered, we will only be able to reschedule you into another class if space is available two weeks prior to the class date.

As always, if you have questions or concerns about the classes, please contact the Customer Response Center at 919-807-3399 or email us at [help@dpi.state.nc.us](mailto:help@dpi.state.nc.us).

**(4) New Contract for School/Activity Buses:** Thomas Built Buses was awarded the state term contract for school and activity buses. After allocating buses for the state replacement program, Thomas has taken some orders for school and activity buses from LEAs.

Thomas has notified the Division of Purchase and Contract that they have reached their quota of 2006 engines meeting the North Carolina school bus spec. As a result, no more orders may be placed with Thomas under this contract.

**ALL REPLACEMENT SCHOOL BUSES WILL STILL BE ORDERED FROM THOMAS.**

Purchase and Contract has negotiated with the next lowest bidder for buses - White's International Trucks - and is designating White's International as the vendor for future capital outlay and activity buses.

However, IC is also facing a short supply of engines.

**IMPORTANT: WHITE'S WILL ONLY ACCEPT ORDERS FOR CAPITAL OUTLAY AND ACTIVITY BUSES UNTIL August 31, 2006!!!**

**IT IS NOT ANTICIPATED THAT THERE WILL BE A NEW TERM CONTRACT FOR SCHOOL BUSES AND ACTIVITY BUSES BEFORE June 30, 2007.**

Contract information is available at:

School Buses: [www.doa.state.nc.us/PandC/070c.pdf](http://www.doa.state.nc.us/PandC/070c.pdf)

Activity Buses: [www.doa.state.nc.us/PandC/070d.pdf](http://www.doa.state.nc.us/PandC/070d.pdf)

**(5) 2006 Statistical Profile:** The Statistical Profile 2006 has been posted to the FBS website at:

[www.ncpublicschools.org/docs/fbs/resources/data/statisticalprofile/2006profile.pdf](http://www.ncpublicschools.org/docs/fbs/resources/data/statisticalprofile/2006profile.pdf)

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To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at [debjacks@dpi.state.nc.us](mailto:debjacks@dpi.state.nc.us) or 919.807.3603 and provide your name and email address.  
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**Newsletter No. 005-06/07, August 18, 2006**

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**(1) Allotment Revision #4:** Many LEAs have reported that they did not receive their Allotment Revision # 4 reports. We are in the process of recreating the file so that we can net view them again on Monday, August 21, 2006. If you have any questions, please call School Allotments at 919.807.3739.

**(2) FY 2006 13th Month MFR File:** DPI will pull your 13th month MFR File on Thursday night, August 24, 2006.

Please do the following before building the 13th Month MFR file (**Please make sure that you are signed into FY 06**):

- (1) Correct all of your MFR errors, including local account codes. (Book your Period 12 zero-out entry to your GL in June (Period 12), if you have not done so already)
- (2) Review the AFR/MFR Recommendations posted on the Financial and Business Services web page to ensure accurate reporting of your "Per Pupil" expenditures:

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

Please telephone or email your MFR file questions to:

Roxane L. Bernard – 919.807.3725 or [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us) or  
Richard Smith – 919.807.3729 or [rsmith@dpi.state.nc.us](mailto:rsmith@dpi.state.nc.us)

**(3) PRC 052 Literacy Coaches:** We are finalizing the new Chart of Accounts for FY 06-07. We have added a new state PRC 052 called Literacy Coaches. The current account codes for PRC 052 Literacy Coaches are the following:

|              |                                           |
|--------------|-------------------------------------------|
| PRC 052      | Literacy Coaches                          |
| 6210-052-139 | Salary - Literacy Coaches                 |
| 6910-052-211 | Employer's Social Security Cost           |
| 6910-052-221 | Employer's Retirement Cost                |
| 6910-052-231 | Employer's Hospitalization Insurance Cost |

Please telephone or email your Chart of Account questions to:

Roxane L. Bernard – 919.807.3725 or [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us) or  
Richard Smith – 919.807.3729 or [rismith@dpi.state.nc.us](mailto:rismith@dpi.state.nc.us)

**(4) 2006-07 BUD Training Schedule:** The Financial Services Team is pleased to present our annual BUD training schedule for the fiscal year 2006-2007. Please share this information with all concerned individuals within your LEA. There is no charge for any of these classes.

**BUD Adjustments** covers all aspects of the BUD Adjustment subsystem and pertinent programs in System Information. The BUD Adjustment subsystem is a comprehensive software package with the objective to automate the 202/302 financial and payroll reporting process. Detailed emphasis is given to the current year update programs and the sending and receiving of files. This introductory class is scheduled for one day and class participants don't need to have any previous training on BUD.

**Class Dates:**

Wednesday, October 11, 2006

Wednesday, March 7, 2007

Wednesday May 9, 2007

**BUD Federal Budgets** covers all aspects of the BUD Federal Budget subsystem and pertinent programs in System Information. The BUD Federal Budget subsystem is a comprehensive process. Detailed examples and exercises are provided after each section in order to reinforce the lecture. Special emphasis is on updating budgets and amendments for federally funded programs. This introductory class is scheduled for one and a half days and all class participants don't need to have any previous training on BUD.

**Class Dates:**

Monday/Tuesday August 21-22, 2006  
Thursday/Friday October 12-13, 2006  
Thursday/Friday March 8-9, 2007  
Thursday/Friday May 10-11, 2007

**Class Registration**

Contact the help desk at 919.807.4357 or [help@dpi.state.nc.us](mailto:help@dpi.state.nc.us) to register for any of these classes. Class registration is on a first-come, first serve basis. Class space is limited to 18 participants.

**Cancellation Policy**

If you are unable to attend a class for which you have registered, you may send someone else in your place. If you need to reschedule, you must contact the [Help Desk](#) as soon as possible. We will make every effort to register you in the next available class.

**No Show Policy**

If you fail to attend a class for which you have registered, we will only be able to reschedule you into another class if space is available two weeks prior to the class date.

As always, if you have questions or concerns about the classes, please contact the Customer Response Center at 919.807.3399 or email us at [help@dpi.state.nc.us](mailto:help@dpi.state.nc.us).

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To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at [debjacks@dpi.state.nc.us](mailto:debjacks@dpi.state.nc.us) or 919.807.3603 and provide your name and email address.  
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**Newsletter No. 006-06/07, August 31, 2006**

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

\*\*\*\*\*

**(1) 2006-07 LEAs with Calendar Waivers:** The 2006-07 LEAs with Calendar Waivers listing is available at [www.ncpublicschools.org/docs/fbs/accounting/calendar/waivers.pdf](http://www.ncpublicschools.org/docs/fbs/accounting/calendar/waivers.pdf). This is a complete listing of LEAs who have received approval for LEA-wide waivers of the August 25th start date and the June 10th end date at the January 2006 SBE meeting. If you have any questions, contact Kendall Jordan at [kjordan@dpi.state.nc.us](mailto:kjordan@dpi.state.nc.us) or 919.807.3734.

**(2) 10 Year Closing History:** The 10 Year Closing History report is now available at [www.ncpublicschools.org/docs/fbs/accounting/calendar/closinghistory.pdf](http://www.ncpublicschools.org/docs/fbs/accounting/calendar/closinghistory.pdf). This report details the number of days for LEA school closings from 1996-97 to 2005-06. If you have any questions, contact Kendall Jordan at [kjordan@dpi.state.nc.us](mailto:kjordan@dpi.state.nc.us) or 919.807.3734.

**(3) Transportation Reports Due October 15:** This is a reminder that the TD2 (Student Ridership), TD2R (Driver Route Time and Salary Schedule) and TD24 (Contract Transportation) reports are due by October 15, 2006. Please review your district's calendar for the 2006-07 school bus "Student Ridership Count" (TD2). The count is to be conducted during the week of September 25-29, 2006 (LAST WEEK OF September). If there is a conflict with your school calendar during this week, you may adjust the dates of the count up to one week earlier or one week later, as long as you get a consecutive five-day count. Units with year-round schools should pay careful attention to your calendars and schedule your count to ensure that all eligible riders are accounted for. You must notify DPI Transportation Services in advance if you choose alternate dates. All forms and spreadsheets are available at [www.ncbussafety.org](http://www.ncbussafety.org). Contact Derek Graham 919.807.3571.

**(4) New Revenue Code - 3460 Public School Capital Fund – Lottery:**

Include revenues received from the State of North Carolina under the North Carolina State Lottery Act (Local Use).

Please telephone or email your questions to:

Roxane L. Bernard – 919.807.3725 or [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us).

**(5) MFR - Error Messages Issued (PGA10RP4-E):** There were incorrect error messages of Invalid Budget codes for PRC 045 when we netviewed your MFR reports on August 28, 2006. DPI has since corrected the error message and reran the MFR reports. We netviewed the corrected 13th Month MFR report on Wednesday, August 30, 2006. Please note that if you only had PRC 045 error messages from your August 28, 2006 report, then you will not receive a MFR report on August 30, 2006.

Please telephone or email your MFR file questions to:

Roxane L. Bernard – 919.807.3725 or [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us).

**(6) FY 2006 13th Month MFR File:** DPI will pull the final Statewide 13th month MFR File on Wednesday, September 6, 2006, starting at 6 pm.

Please do the following before building the 13th Month MFR file (Please make sure that you are signed into FY 06):

- (1) Correct all of your MFR errors, including local account codes. (Book your Period 12 zero-out entry to your GL in June (Period 12), if you have not done so already)
- (2) Review the AFR/MFR Recommendations posted on the Financial and Business Services web page to ensure accurate reporting of your "Per Pupil" expenditures:

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

Please telephone or email your MFR file questions to:

Roxane L. Bernard – 919.807.3725 or [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us).

**(7) Federal Zero-out Report for July:** The Federal Zero-out report for the month of July was netviewed again on August 18 since the previous report netviewed on August 10 did not transmit successfully to all LEA's. Please note that because this automated report is based on the ending balance of the "Authority to Draw" of each PRC that the latest report netviewed may have changed from the previous report for only a few LEAs, and this amount on the latest report may not agree with the amount in core banking.

As always, you should compare the amounts on the report to the amount in core banking and the MSA system for accuracy, as this reflects the accurate federal

zero-out amount. If you have any questions, please contact Richard Smith at 919.807.3729 or [rismith@dpi.state.nc.us](mailto:rismith@dpi.state.nc.us).

**(8) Top of the Scale Bonus:** Several LEAs continue to have questions about the Top of the Scale Bonus pay for Principals and Assistant Principals. Attached is the [Q&A](#) previously sent. Of course, if your questions are not addressed please contact Alexis Schauss at [aschauss@dpi.state.nc.us](mailto:aschauss@dpi.state.nc.us) or 919.807.3708.

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

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**Newsletter No. 007-06/07, September 8, 2006**

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

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**(1) Emergency Impact Aid PRCs 115 & 116 - Time Sensitive:** Last week you were allotted additional funding for this program due to an increase in per student funding from the Federal Government. Final expenditures must be reported when you transmit your September UERS data. See attached Word document for additional information to ensure you do not revert funds. Should you have any questions, please feel free to contact Paul LeSieur at 919.807.3701 or Stephanie English at 919.807.3686.

**(2) Disadvantaged Student Supplemental Funding (DSSF) PRC 024 - For LEAs receiving DSSF funding for the first time:** As you prepare your plans for submission by September 22, we want to inform you of a requirement that was not in the letter dated September 1, 2006 from Dr. Elsie C. Leak and Philip W. Price.

- **The total salary supplements, recruiting and retention bonuses may not exceed 35% of the funds budgeted in your plan.**
- **PRC 024 is the program report code that your allotment will be made to once your plan is approved.**

Should you have any questions regarding this requirement, please feel free to contact Paul LeSieur at 919.807.3701 or Alexis Schauss at 919.807.3708.

**(3) Changing Tax Status on Unemployment Charges:** Please review the attached memo concerning changing tax status on unemployment charges. Share this information with your Unemployment Coordinators.

**(4) 2006-07 Manuals available on line:** The 2006-2007 School Attendance and Student Accounting Manual and a revised School Activity and Professional Personnel Activity Report Manual (SAR & PPAR) are available online at [www.ncpublicschools.org/fbs/accounting/manuals/](http://www.ncpublicschools.org/fbs/accounting/manuals/). If you have questions or concerns please contact Scott Douglass ( [sdouglas@dpi.state.nc.us](mailto:sdouglas@dpi.state.nc.us) or 919.807.3737 ).

**(5) Replacement School Bus Financing:** Information was sent to transportation directors in LEAs that will be financing the purchase of replacement school buses. A financing agreement must be initiated with Suntrust Leasing Corporation for these buses. Complete information may be found at [www.ncbussafety.org/finance](http://www.ncbussafety.org/finance). Contact Derek Graham at 919/807.3570 with questions.

**(6) NOTE: Federal Initial Allotments:** Federal Initial Allotments will upload on September 20, 2006. If you have any questions, please contact School Allotments at 919.807.3739.

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**Attachments:** To get the attachments referenced in the newsletter, please email [Debby Jackson](mailto:Debby Jackson) and let her know which attachments to send.  
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**Newsletter No. 008-06/07, September 18, 2006**

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Philip Price  
Associate State Superintendent  
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Email: [pprice@dpi.state.nc.us](mailto:pprice@dpi.state.nc.us)

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**DEADLINE - Emergency Impact Aid Funding:** The Federal Emergency Impact Aid Funding (PRCs 115 and 116) resulting from Hurricanes Katrina and Rita will end September 30. LEAs **MUST** ensure that all expenditures are reported to DPI by the September data file submission in order to receive funding reimbursement for assisting these children last year.

To enable you to post salary expenditures to PRC 115 and/or 116 as reimbursements to your local general fund we are allowing you for September **ONLY** to post salary code expenses from an AP check, rather than a personal service check, eliminating the need to prepare any BUD 202 entries. To reimburse local funds for these expenditures, accrue Federal Accounts Payable invoices, payable to the LEA for these expenditures, using the appropriate Federal PRC 115 and/or 116 budget codes. If the reimbursement is for salary expense, the AP compliance edits will give errors. This is an allowable exception - DPI will ignore any salary object codes on PRC 115 and/or 116 paid thru the AP system for this reimbursement only.

If you have any questions about this procedure contact Ally Barfield at [abarfiel@dpi.state.nc.us](mailto:abarfiel@dpi.state.nc.us) or 919.807.3715. For questions about expending the funds, contact Paul LeSieur at [plesieur@dpi.state.nc.us](mailto:plesieur@dpi.state.nc.us) or 919.807.3701.

**MSA & Cash Management Training:** MSA and Cash Management Training will be offered this fiscal year on the following dates:

- October 24, 2006,
- January 18, 2007, and
- March 21, 2007 for LEA's.

There is no registration fee for the class, but you must register in order to attend. On-line registration is available at the following site: <http://training.dpi.state.nc.us/>. Click on this site, then click on MSA Cash Management to select the date you would like to attend, and register.

Class description: "Surviving the School Business Jungle" - DPI Systems Training. This class is designed for those who work in an LEA finance office to include all finance staff. The class consists of "hands-on" training in the MSA/DBS General Ledger System and the Cash Management System. Instruction is geared to the beginner or new user, and as a refresher for others.

Questions for the training, please contact Richard Smith [rismith@dpi.state.nc.us](mailto:rismith@dpi.state.nc.us) or 919.807.3729, and Roxane Bernard at [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us) or 919.807.3725.

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**Newsletter No. 009-06/07, October 2, 2006**

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

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**(1) Minimum Pay for School Bus Drivers:** The General Assembly increased the minimum hourly rate for school bus drivers to \$9.67 per hour for 2006-2007. There are some drivers whose rate, after the 5.5% legislated salary increase, is still below \$9.67. They are drivers who were paid below \$9.17 per hour for 2005-2006. In order to receive additional funding to compensate for this difference, LEAs must report hours and wages paid for 2005-2006 to DPI Transportation Services by **October 15**. The Bus Driver Salary Deficit Adjustment Form is provided at [www.ncbussafety.org/StateForms.html](http://www.ncbussafety.org/StateForms.html).

A memorandum was mailed to transportation directors and finance officers of LEAs that we believe to be impacted. If you have drivers in this category you may submit the form even though you did not receive correspondence from DPI Transportation Services. Contact Derek Graham at 919.807.3571 with questions.

**(2) Transportation Reports Due October 15:** This is a reminder that the TD2 (Student Ridership), TD2R (Driver Route Time and Salary Schedule) and TD24 (Contract Transportation) reports are due by **October 15, 2006**. Please review your district's calendar for the 2006-07 school bus "Student Ridership Count" (TD2). The count is to be conducted during the week of September 25-29, 2006 (LAST WEEK OF September). If there is a conflict with your school calendar during this week, you may adjust the dates of the count up to one week earlier or one week later, as long as you get a consecutive five-day count. Units with year-round schools should pay careful attention to your calendars and schedule your count to ensure that all eligible riders are accounted for. You must notify DPI Transportation Services in advance if you choose alternate dates. All forms and spreadsheets are available at [www.ncbussafety.org](http://www.ncbussafety.org). Contact Derek Graham at 919.807-3571 with questions.

**(3) LEA Full-time Personnel and Salary Supplements Data:** LEA Full-time Personnel and Salary Supplements Data are due October 31st. All LEAs must submit these reports electronically; no faxed or mailed forms will be accepted.

If your LEA has the capability to submit this information through HRMS, please read the attached file for directions "HRMSElectronicFileSubmissionInstructions".

LEAs which do not have the HRMS capability, may submit this data through the attached Excel files.

Follow the instructions for completion and ensure there are no error messages before sending. All forms must be completed and returned via e-mail no later than October 31, 2006. Please include in the subject line the report name "SS200" followed by your LEA #. ie SS200\_010. If you have any questions, contact Dr. Muhammad Mannan at 919.807.3756.

**(4) MSA & Cash Management Training:** MSA and Cash Management Training will be offered this fiscal year on the following dates: October 24, 2006, January 18, 2007, and March 21, 2007 for LEA's. There is no registration fee for the class, but you must register in order to attend. On-line registration is available at the following site: <http://training.dpi.state.nc.us/>. Click on this site, and then click on MSA Cash Management to select the date you would like to attend, and register. Class description: "Surviving the School Business Jungle" - DPI Systems Training. This class is designed for those who work in an LEA finance office to include all finance staff. The class consists of "hands-on" training in the MSA/DBS General Ledger System and the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. Questions for the training, please contact Richard Smith at [rismith@dpi.state.nc.us](mailto:rismith@dpi.state.nc.us) or 919.807.3729, and Roxane Bernard at [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us) or 919.807.3725.

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**Newsletter No. 010-06/07, October 13, 2006**

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Philip Price  
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**(1) FY 2006-2007 Chart of Accounts:** The latest version of the Uniform Chart of Accounts has been downloaded to your AS400 for you to receive in BUD (Run SURF). The Uniform Chart of Accounts and Summary of Changes are also available on DPI's website. You may access, search, print the Chart of Accounts from the website; or purchase a copy through Publications. If others on your staff need the chart for a specific program, they can print those specific pages. The website address is:

[www.ncpublicschools.org/docs/fbs/finance/reporting/coa/2006-07manual.pdf](http://www.ncpublicschools.org/docs/fbs/finance/reporting/coa/2006-07manual.pdf).

Please note that these changes include three new State PRCs:

- 042 Child and Family Support Teams - School Nurses,
- 052 Literacy Coaches and
- 080 Math Science Teacher Supplement.

If you have any questions pertaining to the chart, please contact Roxane Bernard at 919.807.3725 or email [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us).

If you have questions concerning receiving your Chart of Accounts in BUD, please contact the DPI Helpdesk at 919.807.HELP (4357).

**(2) Invalid Account Codes:** It is not too early to start thinking about year-end close-out time. Time to clean-up any errors on the MFR data. There are still many LEAs who are reporting invalid account codes in their monthly financial data. Your financial software edits the expenditure accounts at the point of data entry. You set your system parameters to give either a "Warning" or an "Error" when an invalid code is used. Please notify your staff that the "Warning" should not be ignored. Using invalid codes causes you problems with your datafile posting and with your MFR reporting. You should download updated files from the BUD System weekly to ensure that you have the most current information. If you have any questions pertaining to Invalid Account Codes, please contact Richard Smith at 919.807.3729 or email [rsmith@dpi.state.nc.us](mailto:rsmith@dpi.state.nc.us) or Roxane Bernard at 919.807.3725 or email [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us).

**(3) Attachment "A":** A listing of budget codes and their required licensure areas for salary calculation purposes are currently listed on DPI's website. This is used by administrative staff in the LEAs for coding personnel in the school systems. The website address is:

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

If you have any questions pertaining to Attachment "A", please contact Angela McNeill at 919.807.3736 or email [amcneill@dpi.state.nc.us](mailto:amcneill@dpi.state.nc.us) or Roxane Bernard at 919.807.3725 or email [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us).

**(4) LEA Full-time Personnel and Salary Supplements Data:** LEA Full-time Personnel and Salary Supplements Data are due October 31st. All LEAs must submit these reports electronically; no faxed or mailed forms will be accepted.

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LEA which do not have the HRMS capability, may submit this data through the attached Excel files.

Follow the instructions for completion and ensure there are no error messages before sending. All forms must be completed and returned via e-mail no later than October 31, 2006. Please include in the subject line the report name "SS200" followed by your LEA #. ie SS200\_010. If you have any questions, contact Dr. Muhammad Mannan at 919.807.3756.

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**(6) Revised Estimated Lottery Distribution:** The Revised Estimated Lottery Distribution is online at [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/) and [www.ncpublicschools.org/fbs/allotments/planning/](http://www.ncpublicschools.org/fbs/allotments/planning/).

**(7) National School Bus Safety Week:** October 15-21 is National School Bus Safety Week. Read all about it at [www.ncbussafety.org](http://www.ncbussafety.org). Contact Derek Graham at 919.807.3571 with questions.

**(8) Child Nutrition:** The NC Department of Public Instruction encourages school administrators to create an environment where students learn to make healthful lifestyle choices that promote optimal growth and development and contribute to academic success. An important component of a healthy school environment is the provision of nutritious, appealing food and beverage choices for students. During the coming year, all schools are encouraged to gradually reduce the kinds and amounts of foods and beverages high in calories and low in nutrients that are available to students during the school day. Gradually replacing less nutritious foods and beverages, with more nutritious choices, will help students make the transition to a healthier school environment.

To achieve a healthier school environment, the department recommends limiting all beverages available on campus during the school day to the following items:

- Milk containing 1% or less fat (flavored or unflavored)
- Bottled water
- Bottled flavored water
- Beverages that contain 50% or more fruit juice
- Beverages containing no more than 20 calories per serving (serving not defined, so container may contain more than one serving)
- Diet carbonated beverages (may not be during breakfast and lunch periods)
- Isotonic sports beverages or caloric equivalent (available in high schools only)

These recommendations apply to all areas throughout the school campus and include the Child Nutrition Program, school vending, school stores and other venues where beverages are available to students. The above recommendations are more stringent than current General Statute (GS 115C-264.2) as they eliminate regular soft drinks throughout the instructional day. No portion sizes are included in the current recommendations.

These recommendations do not apply to areas on campus where students are not permitted, such as the teacher's lounge or other areas that are available for adult use only. The recommendations do not apply to evening or weekend

events such as athletic events or other school functions outside the instructional day.

Please remember that Federal law prohibits the sale of any food or beverage in competition with the school breakfast or lunch programs, so vending machines operated by the schools must be turned off during the breakfast and lunch periods. Vending machines operated by the Child Nutrition Program may be operational throughout the day since they only vend "allowable" foods and beverages to students.

If an individual or group is selling any food or beverages to students in venues including, but not limited to, vending machines, school stores, fund raisers, or other conditions under which foods and/or beverages are sold, then all revenues from the sale of these items must, by law, accrue to the Child Nutrition program until the end of the lunch period. This condition means the revenues from the sale of any food or beverage sold to students from 12:01 AM through the time the school cafeteria closes for the day MUST accrue to the Child Nutrition Program.

Something else to keep in mind... only the local Board of Education may enter into contracts that legally or financially bind the school into an agreement. School personnel (Principals, Teachers, Coaches, etc.) may not enter into service agreements or contracts directly with vendors, unless authority to do so is appropriately delegated by the local Board of Education. The NC School Boards Association will be addressing this issue in an upcoming policy communication which will include model policy language for local Boards of Education to consider that will help clarify this matter. If an individual faculty or staff member enters into such a contract or written or verbal agreement with a vendor, without local Board approval, the individual could be held personally financially liable for the agreement.

If you have questions, please contact the NC Department of Public Instruction at 919.807.3506.

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

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**1st Quarter Lottery Fund Transfer**

Today (10/23/2006) the Governor announced that \$95 million dollars of the \$425,000,000 was transferred from the NC Lottery proceeds to support education funding.

The breakdown of funds for this quarter is expected to be:

- \$38 million for school construction
- \$47.5 million for More at Four/class size reductions (all proceeds for the first quarter went to support the More at Four budget)
- \$9.5 million for scholarships

Attached you will find:

- Excel spreadsheet reflecting the distribution of the \$38 Million by LEA,
- Comparison of Lottery Funds and Corporate Tax (ADM) Funds,
- Application for Construction Project/use of the lottery funds, and
- Governor Easley's press release.

The school construction lottery funds process will mirror the already existing Corporate Tax (ADM) Funds for the purpose of applying for and receiving funding.

You may go to the web link below to find the comparison and application document attached.

[www.schoolclearinghouse.org/](http://www.schoolclearinghouse.org/)

Regarding the application of funds you may contact Ken Phelps of the School Planning Section at 919.807.3651 or [kphelps@dpi.state.nc.us](mailto:kphelps@dpi.state.nc.us).

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TO: FINANCE OFFICERS

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**ABC Incentive Awards** - The State Board of Education today delayed the release of the ABC Testing results until November 9, 2006. This additional time will enable the State Board to be fully briefed on the ABCs results and their implications for local school districts.

The allotment of the ABC Incentive Award funding will be made on November 9, 2006 in Allotment Revision 14. Please remember that in accordance with G. S. 115C-105.36(b), each LEA is encouraged to make these awards to each eligible person no later than the first regular teacher payroll following the receipt of the funds, and shall make these awards to each eligible person no later than the second regular teacher payroll following the receipt of the funds.

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

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**The following statement was released today by SBE Chairman Howard Lee**

**Subject: Today's K-8 ABCs Release**

I know that many of you have been preparing for and anticipating the release of the 2005-06 ABCs results today. We have been on a very aggressive course of work over the last two months. Unfortunately, Board action on these results will be delayed until Nov. 9.

This additional time will enable me to be fully briefed on the ABCs results and their implications for local school districts. Because of recent surgery, which has sidetracked me over the last two weeks, I have not been able to be fully engaged in this process. Some school districts across the state have communicated concerns that they have regarding this year's release and the need for ample time to ensure that all schools are being appropriately and fairly evaluated. I believe it is in the best interests of all public schools that I take the time to ensure that their concerns have been addressed.

Department of Public Instruction staff have done their work to complete this year's ABCs analyses. I need additional time to be ready to bring this to the full Board for action. I look forward to this process being completed soon. We will be in touch with local superintendents and other local staff with additional details as appropriate.

\*\*\*\*\*

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**Newsletter No. 011-06/07, November 2, 2006**

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\*\*\*\*\*

**(1) BUD Alert!** On Thursday, 10/26/06, we took down our AS/400 to perform an upgrade. We encountered some glitches and need your help in making sure that all of the BUD files (adjustments/202s, federal budgets or federal amendments) you sent on Thursday and Friday, 10/26 and 10/27 have been received. We are confident that we have recovered all of the batches that were sent but the only way to be completely sure is to have you monitor your communication forms. Please make sure you are receiving communication forms back on all of the files you sent during these two days. If you are missing any files, please contact Denise Jackson ASAP at 919.807.3614 or [djackson@dpi.state.nc.us](mailto:djackson@dpi.state.nc.us).

**Reminder:** To ensure your AS/400 communication lines are working and your distribution lines are clear, please do the following commands:

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

**(2) State Public School Fund Allotment Overdraft Reports:** We reviewed the "State Public School Fund Allotment Overdraft Report" for the prior year, FY 2005-2006, as of the September processing period, Company 8000 on Wednesday, November 1, 2006. Penalties were assessed on ALL allotments that were exceeded on the report. All refunds through the September processing period are reflected. Refunds for all allotments exceeded, plus any penalties due, should be submitted by Monday, November 6, 2006, to avoid additional penalties. Please submit the refunds effective October (processing period 4).

If you have questions, please contact the following persons:

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

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

**(4) Grants available for Diesel Emissions Reductions:** Two separate grant programs are available through the NCSU Solar Center and the Division of Air Quality, NC Department of Environment and Natural Resources. Information is available at [www.ncbussafety.org](http://www.ncbussafety.org). Contact Derek Graham at 919.807.3571 with questions.

**(5) Brustein & Manasevit to Conduct Training in NC:**

**Please share this with all personnel working with Federal Programs.**

The Federal government is becoming more and more active in monitoring federal grant requirements, including procurement, cash management, and compliance with the OMB circulars. We have arranged for Melissa Junge and Sheara Krvaric, of the Washington DC law firm of Brustein & Manasevit, to deliver one-day presentations on these and other important topics related to management of federal grants. These sessions will give you the opportunity to hear and ask questions that may otherwise go unanswered if you miss this opportunity to participate. Understanding the Federal government's new focus on responsible

procurement, cash management and spending compliance is what you will take away from this one day with a firm that works closely with the Department of Public Instruction and other state educational agencies across the country. Brustein & Manasevit Firm represents us on the Federal level in getting questions answered as it relates to policies implemented by the US Department of Education.

There is no charge for this workshop. These presentations are intended for program administrators, finance officers and their staff, as well as other personnel working with federal programs. The dates and locations are shown below, each session will begin at 10 AM and end by 3 PM.

Wednesday, November 8 - (Buncombe County Central Office, Asheville)  
Thursday, November 9 - (Parkland High School Auditorium, Winston-Salem)  
Wednesday, November 15 - (Martin Community College Auditorium, Williamston)

If you have any questions regarding these sessions, please feel free to contact Paul LeSieur at 919.807.3700 or by email [plesieur@dpi.state.nc.us](mailto:plesieur@dpi.state.nc.us).

**(6) On the Web: FY 2007-2008 Statewide COA Finalized Crosswalk**  
is posted on the FBS website at [www.ncpublicschools.org/fbs/finance/reporting/](http://www.ncpublicschools.org/fbs/finance/reporting/).

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

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**Newsletter No. 012-06/07, November 14, 2006**

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**(1) ABC Incentive Awards:** The ABC Incentive Awards posted to MSA on Thursday, November 9, 2006 in Allotment Revision #14. Allotment revision reports can be downloaded from the AS 400 today. An email containing the supporting documentation for the allotment calculation was sent out yesterday by Gloria Waters. Information concerning the allotment can also be found on our website at the following address under "What's New":

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

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

**(2) Federal Allotments:** We have not received the second installments for most of the Federal Grant Awards for processing yet. We will process the second installments for affected grants as soon as we receive notification. Until then, we will continue to process allotments for LEAs, Charters and SOP with new approvals. If you have any questions, please contact School Allotments at 919.807.3739.

**(3) Children with Disabilities Headcount Adjustments:** This is a reminder that funding for Children with Disabilities (PRC 032) follows the child from LEA to Charter School and Charter School to LEA for the first 60 days of schools. Because we are short staffed, we have not had a chance to research these request. We plan to make these adjustments by early December. If you have any questions, please contact School Allotments at 919.807.3739.

**(4) Second Month Adjustments - Another reminder!!!** Second month adjustments will be made for LEAs with a decrease from allotted ADM by 100 students or more or 2% based on the Higher of the first two months ADM for FY 2006-07. These adjustments will be made once the 2nd month data is reviewed by the Information and Analysis Section here at DPI and ADM has been calculated. Please consult the Allotment Policy Manual or call School Allotments at 919.807.3739 if you have additional questions.

**(5) Average Daily Membership and Membership Last Day:** Average Daily Membership and Membership Last Day by School (ADM & MLD) is now available on the Financial and Business Services Webpage [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/) under Student Accounting, Data & Reports. This report contains both ADM and MLD by School for the school month indicated in Microsoft Excel format. There are three worksheet tabs located in the lower left corner. The NOTES tab contains general information. The ADM tab contains Average Daily Membership data arranged by LEA Number. The MLD tab contains Membership Last Day data arranged by LEA Number. If you have questions or concerns about this data, please contact Kendall Jordan at [kjordan@dpi.state.nc.us](mailto:kjordan@dpi.state.nc.us) or 919.807.3734 or Scott Douglass at [sdouglas@dpi.state.nc.us](mailto:sdouglas@dpi.state.nc.us) or 919.807.3737.

**(6) DPI Technology Services Client Satisfaction Survey:** The DPI Technology Services Area is committed to providing the highest quality customer service and satisfaction in meeting your technology needs. This requires developing and engaging you in our process more proficiently so we can be more effective. To fulfill this commitment, our goal is to continually and to more regularly measure, identify, and assess satisfaction, needs, and problem areas.

In an effort to achieve this, we need your help. Please complete the following survey by close of business day, November 22, 2006. The survey will take less than 15 minutes to complete. All of your responses will be completely confidential. Providing your name and contact information is optional.

The survey is located at:

[www.zoomerang.com/survey.zgi?p=WEB225TPCNZYYN](http://www.zoomerang.com/survey.zgi?p=WEB225TPCNZYYN)

Please share this survey with anyone in your district to that uses any of DPI's Financial Systems, so they may also participate in the survey.

If you have any questions regarding the survey, please email Rob Hines - [rhines@dpi.state.nc.us](mailto:rhines@dpi.state.nc.us). Thank you for helping us to help you! We appreciate your time and look forward to serving you better.

**(7) Brustein & Manasevit to Conduct Training in NC:** Tomorrow November 15th is the Final opportunity to attend the fall training. Wednesday, November 15 - (Martin Community College Auditorium, Williamston)

**Please share this with all personnel working with Federal Programs.**

The Federal government is becoming more and more active in monitoring federal grant requirements, including procurement, cash management, and compliance with the OMB circulars. We have arranged for Melissa Junge, of the Washington DC law firm of Brustein & Manasevit, to deliver one-day presentations on these and other important topics related to management of federal grants. This

session will give you the opportunity to hear and ask questions that may otherwise go unanswered if you miss this opportunity to participate. Understanding the Federal government's new focus on responsible procurement, cash management and spending compliance is what you will take away from this one day with a firm that works closely with the Department of Public Instruction and other state educational agencies across the country. Brustein & Manasevit Firm represents us on the Federal level in getting questions answered as it relates to policies implemented by the US Department of Education.

There is no charge for this workshop. The presentation is intended for program administrators, finance officers and their staff, as well as other personnel working with federal programs. The session will begin at 10 AM and end by 3 PM. For your information we have attached directions to the Martin Community College.

If you have any questions regarding these sessions, please feel free to contact Paul LeSieur at 919.807.3700 or by email [plesieur@dpi.state.nc.us](mailto:plesieur@dpi.state.nc.us).

**(8) STATE BOARD MEETING HIGHLIGHTS:** Complete Board highlights are available online at [www.ncpublicschools.org/sbehighlights](http://www.ncpublicschools.org/sbehighlights).

**(9) EDUCATION DIRECTORY (UPDATED) AVAILABLE:** A comprehensive guide to the professional staff in the state education department, education associations and organizations, individual school systems, and all public elementary and secondary schools in the state. Includes materials and equipment vendor listing. Directory is spiral bound with tabs for easy access. DR101, 2006, \$17.00. To order, please call 800.663.1250 or visit Publication Sales on the Web at [www.ncpublicschools.org/publications/](http://www.ncpublicschools.org/publications/).

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

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

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**Additional information included - Newsletter No. 013-06/07, November 30, 2006**

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**(1) State Public School Fund Allotment Overdraft Reports:** We netviewed the "State Public School Fund Allotment Overdraft Report" Company 8000 for the prior year, FY 2005-2006, as of the October processing period on Wednesday, November 15, 2006. All refunds through the October processing period are reflected. Refunds for all allotments exceeded, plus any penalties due, should be submitted by Monday, December 4, 2006, to avoid additional penalties. Please submit the refunds effective November 2006 (processing period 5). If you have questions, please contact the following persons:

Total Dollar Allotment Overdraft:

Roxane Bernard at 919.807.3725, [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us);

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

Angela McNeil at 919.807.3736, [amcneill@dpi.state.nc.us](mailto:amcneill@dpi.state.nc.us).

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

**(3) E-Rate applications require the NEW Chart of Accounts codes!** It is time for you to be completing your final eRate applications. The new Uniform Chart of Accounts will replace the existing chart beginning July 1, 2007 and will need to be used for application completion. To determine what account codes to use, please follow this link: [www.ncpublicschools.org/fbs/finance/reporting/](http://www.ncpublicschools.org/fbs/finance/reporting/). Choose the worksheet labeled FY 2007-2008 Statewide COA Finalized Crosswalk. The old codes are on the right hand side of the worksheet (far right four columns). Locate the old code that you would use on your application and the new code will be listed on the left hand side of the worksheet (first four columns). You can use the drop down menus at the top of the column to search for the code you're looking for. Please forward this information to those that are handling your E-Rate applications.

**(4) Installment Collapse:** Effective 9/30/2006, DPI posted the 11th & 12th installment payments to the current year in the special installment codes of: 5100-001-122, 5910-001-212, 5910-001-222. This procedure is known as the Installment Collapse. A letter dated 10/18/2006 detailing this procedure, was mailed in October to the Finance Officers. Because the installment payments are "cash" payments for July and August, but are not expenditures from your current year allotment, they are included only to reflect an accurate "cash" balance. These amounts were posted on your general ledger when the checks were written, but DPI didn't post to the Cash Account on the MSA system until September.

Each LEA should reverse the State accrual entries on their general ledgers now, if it has not been done already. Any differences between the accrual amount and the actual installment payment for State Funds should be moved on your general ledger to the special installment codes listed above, so that only current year expenditures are reported in the current year expenditure codes. If you have any questions concerning the Installment Collapse, contact Richard Smith at [rismith@dpi.state.nc.us](mailto:rismith@dpi.state.nc.us) or [rbernard@dpi.state.nc.us](mailto:rbernard@dpi.state.nc.us).

**(5) LEA Full-time Personnel and Salary Supplements Data:** LEA Full-time Personnel and Salary Supplements Data (SS200 and SS300) are past due. If your LEA has not submitted your report please do so immediately. Remember, all LEAs must submit these reports electronically, no faxed or mailed forms will be accepted.

Please forward to the proper person in your LEA to complete this data and return to us immediately.

If you have any questions, contact Dr. Muhammad Mannan at 919.807.3756.

**(6) Training for New Transportation Directors and Cost Clerks:** Training for New Transportation Directors and Cost Clerks will be held at the Education Building in Raleigh December 5-6. Those that are new within the past year or have not attended this training are encouraged to participate. The registration form is available online at [www.ncbussafety.org](http://www.ncbussafety.org) under CALENDAR. Contact Derek Graham @ 919.807.3570 with questions.

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To subscribe to the Finance Officers' Weekly Newsletter email or call Debby Jackson at [debjacks@dpi.state.nc.us](mailto:debjacks@dpi.state.nc.us) or 919.807.3603 and provide your name and email address.  
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**Newsletter No. 014-06/07, December 8, 2006**

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**December 31 Reversion Reminder:**

The following categories have funds to expire on December 31, 2006:

- Abstinence Grant - PRC 057 - FY 05-06, no liquidation
- Staff Development - PRC 028 - FY 05 - 06 Carryover
- ABC Incentive Awards - PRC 033 - Unexpended balance

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

**Decentralization of Textbook Operations in LEAs:** It has been suggested that LEAs decentralize the textbook operation so that each individual school orders and receives books directly from the publisher. Although this may sound like a great idea, in North Carolina, it is not!

North Carolina receives a discount for having the centralized textbook operation and receives some of the lowest prices in the nation for its textbooks. If we moved from this system, shipping costs would increase astronomically. Furthermore, it would be extremely difficult for LEAs to coordinate books within their system. Finally, large schools would find this process nearly impossible because they would have to have fork lifts located on site to unload large orders. Often, decentralization may offer some incentives, but in the case of textbooks in North Carolina, this is not the case. If you have questions or concerns, please contact Dr. Ben Matthews, Director of School Support at 919.807.3501 or email him at [bmatthew@dpi.state.nc.us](mailto:bmatthew@dpi.state.nc.us).

**Legislation on Children with Special Needs:** **House Bill 1908** - An Act to Rewrite the Laws Governing the Education of Children with Special Needs was passed during the 2006 General Session. The bill outlines a provision that will be included in the NC Allotment Policy Manual (APM). The APM is not available due

to updates from recent state and federal legislation changes needing to be incorporated.

Below is information that will be included in the APM that is effective July 1, 2006.

**Section 7.** The State Board of Education shall ensure that the Allotment Policy Manual includes, in fiscal year 2006-2007 and thereafter, the following language related to local education agencies' use of funds allotted for textbooks:

Local Education Agencies (LEAs) shall use their State textbook funds to provide, to the same extent as is provided to non-disabled students, textbooks for student with disabilities. LEAs also shall, at a minimum, provide teachers of children with disabilities with the same teachers' editions provided to teachers of non-disabled students.

Again this legislation took effect July 1, 2006.

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

**Transportation allotments for 2006-2007** have been finalized, including new budget ratings and the first of two fuel adjustments. Calculations were mailed to superintendents, finance officers and transportation directors on November 30. **(Note: A calculation error resulted in an incorrect printout for some counties but did not impact actual allotments. Corrected sheets will be sent to all transportation directors and finance officers).** The allotment adjustment is planned for Revision 17 on December 6. Current fuel prices are down from last year's average of \$2.02 per gallon, but are significantly higher than the \$1.15 initially budgeted. The Revision 17 allotment is based on \$1.80 per gallon and utilizes additional funds allocated by the State Board of Education beyond the legislative appropriation for transportation. An additional allotment will be issued in the spring when the actual average price of fuel for the school year can be better calculated. Contact Derek Graham at 919.807.3571 with questions.

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**Newsletter No. 015-06/07, December 15, 2006**

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**(1) State Salary Schedules 1996-97 to 2000-01:** Several Finance Officers have called to ask for State Teacher Salary Schedules for 1996-97 to 2000-01 in order to complete CAFR. Attached are the recreated schedules. Note that each tab represents one year. Schedules for 2001-02 to present can be found on the website at [www.ncpublicschools.org/fbs/finance/salary/](http://www.ncpublicschools.org/fbs/finance/salary/).

**(2) ADM Data on Web:** Average Daily Membership, Membership Last Day, and Best 1 of 2 Average Daily Membership data has been posted on the Financial and Business Services Website at [www.ncpublicschools.org/fbs/accounting/data/](http://www.ncpublicschools.org/fbs/accounting/data/). If you have questions or concerns please contact Scott Douglass [sdouglas@dpi.state.nc.us](mailto:sdouglas@dpi.state.nc.us) or 919.807.3737.

**(3) PRC for Public School Capital Fund - Lottery:** Please use Local Use PRC 076 - Purpose code 3460 for the Public School Capital fund – Lottery.

Include revenues received from the State of North Carolina under the North Carolina State Lottery Act (Local Use).

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

**(4) State Public School Fund Allotment Overdraft Reports:** We netviewed the "State Public School Fund Allotment Overdraft Report" Company 8000 for the prior year, FY 2005-2006, as of the November processing period on Friday, December 15, 2006. All refunds through the November processing period are reflected. Refunds for all allotments exceeded, plus any penalties due, should be submitted by Wednesday, January 3, 2007, to avoid additional penalties. Please submit the refunds effective December 2006 (processing period 6). If you have questions, please contact the following persons:

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

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

**(6) Learn and Serve Match Report:** The Learn and Serve Match Report Form is now available on the DPI website. The form can be completed on the web, but can not be sent electronically. Please print and sign the form before sending to DPI. The website address is [www.ncpublicschools.org/fbs/finance/federal/](http://www.ncpublicschools.org/fbs/finance/federal/) and [www.ncpublicschools.org/fbs/finance/forms/](http://www.ncpublicschools.org/fbs/finance/forms/). Please note that the deadline for the second quarter Learn and Serve Match Report is January 12, 2007. For questions contact: Margaret Wall 919.807.3682 or [mwall@dpi.state.nc.us](mailto:mwall@dpi.state.nc.us) in the Monitoring & Compliance Section.

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

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