
Newsletter No. 020-09/10, January 8, 2010

Philip Price
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(1) Effort Statement for PRC 140:

As a reminder, time and effort documentation will need to be completed for employees who are paid with Stabilization funds, PRC 140. Most individuals in that category will be considered single cost objective, and semi-annual certifications are the appropriate documentation in that case. We have received a number of questions regarding the appropriate "cost objective" for the certification statements. Our suggestion is to include "ARRA Education Stabilization Funds - Title VIII of ESEA" as the cost objective. If you have questions, please contact Stephanie English at 919.807.3686 or senglish@dpi.state.nc.us.

(2) Unspent Driver Training Funds at June 30, 2010:

Please analyze your Driver Training funds and report the amount you anticipate reverting to the State at June 30, 2010 on the attached Excel form. This form must be signed by the Finance Officer and Superintendent and faxed to the School Allotments Section at 919.807.3723 no later than March 22, 2010. Contact Sharon Ramseur at 919.807.3675 with questions or by email at sramseur@dpi.state.nc.us.

(3) Textbook Credit Balances:

Allotment Revision 12 that was processed on November 18, 2009, included increases for some LEAs to the textbook credit balances due to adjustments for the Charter School 1st month Average Daily Membership. The batch containing these increases was not released to post to the Textbook statements until January 4, 2010. The adjustments will appear on your January 2010 statement. If you have any questions, please contact School Allotments at 919.807.3739.

Attachment(s): To get the attachment(s) referenced in the newsletter, please email Debby Jackson and let her know which attachment(s) 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. 021-09/10, February 19, 2010

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1) FY 10-11 Planning Allotments:

The FY 10-11 State and one Federal Planning Allotment net viewed on Thursday, February 18, 2010. FY 10-11 Allotted ADM and related Planning support documents have been posted to the School Allotments web link www.ncpublicschools.org/fbs/allotments/planning/. Please look for the files with the 2010 update date. Please contact School Allotments if you have any questions at 919.807.3739.

2) Monitoring visits in 2009-10:

Federal program monitoring is in full swing, with staff members from the Monitoring & Compliance Section accompanying Program Monitoring staff on on-site visits. More information, including a tentative schedule, can be found on the NCDPI Consolidated Monitoring webpage at www.ncpublicschools.org/program-monitoring/monitoring/. The monitoring schedule is currently being updated, and updates will be posted to the web page soon. For your convenience, a copy of the current schedule is attached.

Fiscal monitoring covers all federal programs, and includes a review of time and effort documentation, invoices for contracted services, documentation of equipment purchased with federal funds, and internal control policies. Contact Stephanie English at senglish@dpi.state.nc.us or 919.807.3686 if you have questions.

**3) Individuals with Disabilities Education Act 2004 (IDEA)
Parentally-Placed Private School Children with Disabilities:**

Each LEA must expend an amount that is equal to the proportionate share of the LEA's IDEA, Part B (611) Grant during the grant period on the provision of special education and related services for eligible parentally-placed private school children with disabilities enrolled in private elementary and secondary schools located in the LEA. The proportionate share amount is calculated in the LEA's IDEA, Part B (611) Grant and expended from program report code (PRC) 060. If the funds are not expended by the end of the fiscal year, the LEA must obligate the remaining funds to eligible parentally-

placed private school children with disabilities during a carry-over period of one additional year.

In order to verify expenditures, it is recommended that LEAs assign a fourth digit to the "purpose dimension" for eligible parentally-placed private school children with disabilities, or utilize one of the optional fields available to BUD users. During fiscal monitoring activities, LEAs will be required to provide documentation of the proportionate share expenditure for eligible parentally-placed private school children with disabilities. For additional information, please contact your LEA exceptional children program director or Valerie Herndon at vherndon@dpi.state.nc.us, 919.807.3996.

4) State Public School Fund Allotment Overdraft Reports:

DPI will netview the Company 8000 (Prior Year) Allotment Overdraft (JHA356EG) report on Monday, February 22, 2010. We will also netview the Company 1000 (Current Year) Allotment Overdraft (JHA356EG) report on Wednesday, February 24, 2010. DPI has noticed that some LEAs still have expenditures located within the following closed state PRCs:

- PRC 033 - ABC Incentive Award
- PRC 045 - Compensation Bonus (Legislated)
- PRC 052 - Literacy Coaches
- PRC 072 - Improving Student Accountability Standards
- PRC 080 - Math Science Teacher Supplement
- PRC 093 - High Priority Schools

Please review your latest January 2010 Allotment Balance Reconciliation (JHA351EG) report for the expenditures located within the above closed state PRCs and send your manual 202s to Roxane Bernard at rbernard@dpi.state.nc.us or Richard Smith at rsmith@dpi.state.nc.us to refund or reclass the expenditures to valid PRCs.

State PRC 028 - Staff Development remains open only for ABC Transfers into this PRC. All ABC transfers are processed by School allotments.

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Newsletter No. 022-09/10, February 26, 2010

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1) Transportation Budget Rating Simulator:

The 2010 SIMULATOR database is now available for download at www.ncbussafety.org.

The simulator shows your LEA's existing budget rating and allows you to see the impact of the budget rating when updated with buses, students, and expenditure data from 2009-2010. The budget rating helps determine transportation funding for 2010-2011.

Questions? Derek Graham, Section Chief, Transportation dgraham@dpi.state.nc.us.

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Newsletter No. 023-09/10, March 5, 2010

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1) Revised FY 09-10 Estimated Lottery Distribution:

The original FY 09-10 Estimated Lottery Distribution was based on the same effective tax rate as the calculation for the Low Wealth Supplemental funding for FY 09-10. G.S. 115C-546.2 states that the Lottery Funding must be allocated on the most current data available. The Revised FY 09-10 Estimated Lottery Distribution has been changed to reflect the most current effective tax rate data. The excel worksheet of the revised distributions is attached. Please contact the School Allotments section if you have questions at (919) 807-3739.

2) Estimated FY 11 LEA Adjustment:

The LEA Adjustment for FY 2010-11 in the Continuation Budget is \$304,774,366. Attached is an excel file that distributes this adjustment by LEA and Charter based on Allotted ADM (\$206.53 per ADM). The FY 11 Planning Allotments were not adjusted for this reduction for the LEAs. The dollars per ADM has been adjusted the \$206.53 per ADM in the Charter School FY 11 Planning Allotment. Remember that this estimate is subject to change during the General Assembly Session this summer. If you have any questions, please contact the School Allotments Section at (919) 807-3739.

3) MSA & Cash Management Training:

MSA and Cash Management Training will be offered on Tuesday, March 23, 2010, for LEAs. There is no registration fee for the class, but you must register in order to attend. Class description: DPI Systems Training & Monthly Reports. This class is designed for those who work in an LEA finance office to include all finance staff. The class consists of "Hands-on" training with the main emphasis on the MSA/DBS General Ledger System, a brief lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training is located at DPI in Raleigh in Room #564 from 9:00 a.m. - 4:00 p.m. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at rbernard@dpi.state.nc.us. If you have questions, please call Roxane Bernard at 919.807.3725 or Richard Smith at 919.807.3729. You will be notified by email that you have been successfully enrolled for the training class on the above date.

4) UID Staff Update/Reminder:

March marks the second month that the UID Staff System has been in full operation mode. Thank you for adding the UID Staff process to the end of your payroll process. It is important to complete the 8 step monthly process to ensure that each staff member is assigned an UID. The workload associated with this process should continue to decrease every month you complete it. If you have any questions regarding the process or run into any problems do not hesitate to let us know. Please direct any questions or problems to the DPI Help Desk at 919-807-4357 or help@dpi.state.nc.us.

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To Finance Officers and Staff
From: Alexis Schauss
Date: March 9, 2010

New Reporting Application on ARRA Expenditures

Accountability and Transparency are an integral part of the 2009 Recovery Act. In order to have comprehensive disclosure of the use of the ARRA funds, Financial and Business Services has developed an application which breaks down the ARRA expenditures as follows:

- by LEA/charter school or Education Center
- by ARRA grant
- by object.

Access to this new reporting application can be found at:

www.ncpublicschools.org/fbs/arra/allotments/

This application is updated monthly and all recipients of ARRA funds should review the information. This information is reported to the federal government on a quarterly basis. The Excel workbook which previously reported the expenditures has been removed from the website. If your LEA website had a link to this expenditure report, you will need to redirect to the new application.

If you have any questions about the information, please contact Alexis Schauss at aschauss@dpi.state.nc.us.

TO: Finance Officers and Staff
FROM: Philip Price
DATE: March 10, 2010

The U.S. Department of Education has released a notice of final priorities, as well as the application package, for the Investing in Innovation (i3) grant. Brustein & Manasevit will review the final priorities and provide a summary and analysis this week. For details on the grant, as well as links to the final priorities and applications, please visit www2.ed.gov/programs/innovation/index.html. If you have any questions or comments, please do not hesitate to contact us.

TO: Finance Officers

DATE: March 11, 2010

American Recovery and Reinvestment Act (ARRA) Management Directives:

Since the passage of the American Recovery and Reinvestment Act, the Department of Public Instruction (DPI) has been providing guidance as it has become available. Also, we have passed along the ARRA Management Directives provided by the Office of Economic Recovery and Investment (OERI). In our regional meeting, and workshops that we have had with you regarding the usage of the ARRA funds, we expressed the need to follow the ARRA guidelines and Management Directives regarding the recovery funds. We shared our views and concerns with using the recovery funds for purchases and contracted services and the additional need for tracking and adhering to the reporting requirements. We recommended you use these recovery funds to pay personnel and use your other federal funding from your annual Title I (PRC 050) and IDEA (PRC 060) allocations to pay for contracts, contracted services and other purchases, so you would not be subject to the reporting requirements of the ARRA Management Directives. We also discussed the need to ensure you are following your local purchasing, procurement and contracting policies for use with not only ARRA funds, but all funding provided through the state.

As we discussed with LEA staff since the ARRA Act was passed, funding provided by the Act would be looked at very closely by the DPI, the public, and the US Governmental Accountability Office (GAO). The GAO is in our state to review the implementation, utilization of funds and adherence to policies, procedures and other requirements imposed by the State as part of the ARRA Act. The GAO has been meeting with our department since the Spring of 2009, they have reviewed our state level procedures and monitoring processes as well as making onsite visits to local education agencies and other state agencies. We met with the GAO staff last week and they shared some of their onsite visit observations and discussions regarding the procurement, contracting, reporting and use of the ARRA funding. The LEAs they visited appeared not to be following the LEA board policies and procedures, OERI Management Directives for purchased services, goods, contracting provisions, competitive bidding or reporting guidelines as outlined. Bids are not documented and documentation of receipt of goods are not attached with invoice of expended ARRA funds. LEAs have been cited for extending and sole sourcing of contracts with ARRA funds, rather than competitively bidding.

The DPI in its monitoring visits will be reviewing your local procedures and your adherence to all state, federal and local policies, not only as they pertain to ARRA funding, but all funding distributed by the DPI. In addition, the compliance supplements will have additional procedures for the auditors to review and ensure compliance with the federal and state directives and regulations. You are required to

follow all federal, state and local board policies, rules and regulations required to expend ARRA funds. Failure to follow such requirements may result in findings and audit exceptions that may require a payback of federal or state funding, along with providing a corrective action plan.

Attached you will find the Management Directives #3, #3(a) and #3(b), associated with purchasing and procurement with ARRA funds and a Q & A for questions we have received. These directives and others put out by the OERI may be found at the OERI website www.NCRecovery.gov under the "About", "Documents", and then "Directives" tabs.

Below are a few of the requirements the GAO has discussed with us that can be found in Management Directive #3, you are required to:

1. Use the Statewide Interactive Procurement System (IPS) for purchases over \$5,000, to allow opportunities for formal and informal solicitations if recovery funds are being used for payments of goods and services.
2. Use local newspapers for soliciting bids, proposals, and construction projects, including design services exceeding \$5,000.
3. Use of ARRA funding for travel. Must be used in service area or county in which the project is located, unless it is specifically mandated for use by the Recovery Act activities, the awarding federal agency specifically requires travel or use of the funds to meet the grant performance requirements.
4. Reporting of Historically Underutilized Business (HUBs) Participation for goods, services and construction projects must report accordance with the Directive (See Attached form).
5. Posting vacant positions with the Employment Security Commission.
6. Follow the Contract Provisions.

This and all the information related to ARRA requirements is on our newly designed website www.ncpublicschools.org/fbs/arra/.

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

Newsletter No. 024-09/10, March 12, 2010

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(1) Benefit Rates for FY 2010-11:

Below are benefit rates provided to you through the web link www.ncpublicschools.org/fbs/allotments/planning/ on February 19, 2010, when the planning allotment notice was provided.

- Hospitalization \$4,929 per position per year.
- Retirement 10.51% of total salaries.
- Social Security 7.65% of total salaries.

Below are the other items that should be of interest to you for planning your FY 2010-11 budget planning. Please refer to www.ncpublicschools.org/fbs/allotments/planning/ for understanding your planning allotment information.

- State Planning
 - State Public School Fund Budget
 - Statewide Average Salary
 - LEA Average Salary
 - Poverty
 - EC Headcount
 - State Planning Allotment Formula **Includes the benefit rate chart for FY 2010-11.**
 - State Planning Allotment
 - State Planning Allotment for Low Wealth and Small County
 - Low Wealth and Small County Planning Summary
 - Low Wealth Formula Calculation

If you have any questions, please feel free to contact Paul LeSieur at plesieur@dpi.state.nc.us (919) 870-0769, or Lydia Prude at lprude@dpi.state.nc.us (919) 807-3718.

Driver Education Continuation Review

Driver Education was not part of your planning allotments for FY 2010-11. There was a continuation review requested as part of the budget bill of the 2009 session of the General Assembly. Section 6.6E.(c), required the Department of Transportation to do a review of the Driver Education Program. The Continue Review Program is intended to assist the General Assembly in determining whether to continue, reduce, or eliminate funding for the program. If the funding is eliminated, LEAs would not be able to provide Driver Education service to students after June 30, 2010.

The DPI was contacted and required to provide the General Assembly a report to justify continued use of Highway Funds to continue the funding for public schools. This report was provided to the General Assembly on March 1, 2010. The DPI recommended to continue the funding for public schools to either contract the services or provide the services as an in house program outside of the instructional day. We are not able to guarantee there will be funds available to public schools after June 30, since the General Assembly will be the final say on the future of the funding from the Highway Fund for Driver Education. The General Assembly convenes May 12, 2010.

LEAs should make sure they list this as one of the priorities to communicate to their legislative delegation for inclusion in the budget for the up coming year, along with other critical funding need to maintain the educational services you provide to public school students daily.

If you have any questions, please feel free to contact Paul LeSieur at plesieur@dpi.state.nc.us (919) 870-0769.

(2) Best 1 of 2 Average Daily Membership:

In order to assist you with your budgeting and planning process, we have prepared 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. The data and introductory letter can be found at www.ncpublicschools.org/fbs/accounting/data/. If you have questions or concerns, please contact Ozella Wiggins at owiggins@dpi.state.nc.us or 919 807-3757.

(3) REMINDER: Unspent Driver Training Funds at June 30, 2010:

Please analyze your Driver Training funds and report the amount you anticipate reverting to the State at June 30, 2010 on the attached Excel form. This form must be signed by the Finance Officer and Superintendent and faxed to the School Allotments Section at (919) 807-3723 no later than March 22, 2010. Contact Sharon Ramseur at (919) 807-3675 with questions or by email at sramseur@dpi.state.nc.us.

(4) New Forms for PSBCF:

Beginning February, 2010, applications for funding through the Public School Building Capital Fund must be submitted no later than one year following the final payment to the Contractor or Vendor. Please use the revised Application forms, available on line at www.schoolclearinghouse.org, which notes this time limitation. (This does not apply to debt payment / bond payment, for which applications are to be made during the fiscal year in which payment is due.) Also, there is a new form for the Final Report, available at the above website. For additional information, contact Kenneth Phelps at the School Planning Section, DPI, at kphelps@dpi.state.nc.us or 919-807-3561.

(5) Approval of PSBCF Applications:

In order to expedite processing of Public School Building Capital Fund requests (Lottery and ADM Fund), the approved Application Form will not routinely be returned to the LEA. The Memorandum of Approval (only) will be sent electronically to County Finance Officers and LEA Finance Officers. For questions or additional information, contact Kenneth Phelps at the School Planning Section, DPI, at kphelps@dpi.state.nc.us or 919-807-3561, or via fax at 919-807-3558.

(6) Transportation TD-10 Report:

Transportation directors are being mailed and e-mailed data on the number of buses being operated for 2009-2010 for review and updating. This directly impacts funding for 2010-2011. The report is due March 31, 2010. Questions should be directed to Derek Graham, 919/807-3570.

(7) MFR Error Messages Issued Report (PGA10RP4-E):

DPI has recently updated the logic within the MFR Error Message Issued report (PGA10RP4-E) regarding the invalid account codes for Child Nutrition (PRC 035). Previously, some LEAs had invalid account codes that did not appear on the MFR Error report. Since the MFR update, those invalid account codes are currently and correctly appearing as invalid account codes within the current MFR Error report that was netviewed to the LEAs on Thursday, March 11, 2010.

Please review the latest chart of accounts located on DPI's website at www.ncpublicschools.org/fbs/finance/reporting/coa2010.

If you would like to add an account code to the chart of accounts, please send a COA Revision Request form (located at the above website) to Roxane Bernard at rbernard@dpi.state.nc.us.

(8) MSA & Cash Management Training:

MSA and Cash Management Training will be offered on Tuesday, March 23, 2010, for LEAs. There is no registration fee for the class, but you must register in order to attend. Class description: DPI Systems Training & Monthly Reports. This class is designed for those who work in an LEA finance office to include all finance staff. The class consists of "Hands-on" training with the main emphasis on the MSA/DBS General Ledger System, a brief lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training is located at DPI in Raleigh in Room #564 from 9:00 a.m. - 4:00 p.m. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at rbernard@dpi.state.nc.us. If you have questions, please call Roxane Bernard at 919.807.3725 or Richard Smith at 919.807.3729. You will be notified by email that you have been successfully enrolled for the training class on the above date.

(9) Correction - Unemployment Concerns/Issues:

A communication was sent from DPI with instruction to direct unemployment concerns/issues to the DPI Human Resources office. Please be advised that unemployment concerns/issues are to be directed to Eileen Townsend or Traci Waters in School Support, Insurance Section at 919-807-3522.

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Newsletter No. 025-09/10, March 26, 2010

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1) BIO-DIESEL BLITZ:

DPI Transportation Services invites LEAs to participate in the 2010 Bio-diesel Blitz! In working toward the requirement to use bio-diesel in the state's school bus fleet, DPI will allot \$0.50 per gallon for LEAs that choose to purchase B-20 bio-diesel during April and May. This will offset the price differential between diesel and bio-diesel. Go to www.ncbussafety.org/Biodiesel.html to see participating counties. Contact: Derek Graham (919) 807-3570.

2) EARLY COLLEGE TRANSPORTATION:

DPI Transportation Services will accept requests for the SECOND SEMESTER Early College Transportation as a CONTINGENCY REQUEST. Requests must be estimated through the end of the school year. Documented transportation costs must be supported by school bus route reports from TIMS, driver time sheets and a summary of funds expended for transporting students to the Early College program. Only expenditures for mileage that would not otherwise have been expended (such as shuttle routes, routes operating on days when other schools are not in session, etc.) will be considered. Contact: Steve Beachum (919) 807-3570.

3) Survey of Missed Days for Inclement Weather - Due April 7, 2010:

Please follow the link to the Zoomerang Survey of Missed Days for Inclement Weather: www.zoomerang.com/Survey/WEB22AEN97REGS.

This Survey of Days Missed for Inclement Weather is to be completed earlier than normal by all LEAs at the request of the Governor and State legislators. The data should be reported for the period from July 1, 2009 through March 26, 2010. Please complete and submit by April 7, 2010. If your LEA misses additional days after March 26th due to inclement weather, you will have an opportunity to submit a final revised survey during May or June. If you have questions about the survey, please contact Andrew Cox at acox@dpi.state.nc.us or 919-807-3708.

4) Federal Grants - 2010-2011 Application Due Dates and Contacts:

A list of 2010-2011 application due dates and program contacts has been uploaded to the DPI website at www.ncpublicschools.org/docs/fbs/finance/federal/fedgrant.pdf. Budgets are to be received by the same date through BUD, or mailed with the application.

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Newsletter No. 026-09/10, April 9, 2010

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(1) FBS SUMMER CONFERENCE:

The FBS Summer Conference will be held one day, July 22, 2010 @ the Sheraton Imperial Hotel and Convention Center, Research Triangle Park, NC. Additional information about the conference will be sent to you soon.

If you have questions contact Doris McCain or Paul LeSieur at 919-807-3700.

(2) NEW TRANSPORTATION POLICIES:

Three new policies were adopted April 1 by the North Carolina State Board of Education, dealing with:

- (1) Charter Motorcoaches for School Trips (Effective September 1, 2010);
- (2) School Bus Driver Certification for Activity Bus Drivers (Effective July 1, 2010 / July 1, 2015);
- (3) School Bus Driver Inspectors (Effective August 1, 2011).

The policies are posted at

www.ncbussafety.org/documents/Policies/PoliciesAdopted1April2010.pdf

Contact: Derek Graham (919/807-3570)

(3) Workers Compensation Administration:

During training meetings in early March, there was considerable discussion about how LEAs should calculate split-funded employees.

Split-Funding must be determined by WCAs on every First Notice of Loss (FNOL) submitted to CorVel. Some LEAs calculate the split-funding of an injured employee based on current school year funding, while others calculate funding based on 52-weeks prior to injury. I've reviewed state statutes, and provide the following information to you for direction on how split-funding calculations should be made.

NC GS 115C-337 requires the State and LEAs to be liable for their proportionate part of an injured employee's compensation on the basis of the "Average Weekly Wages" of the employee, as defined within the NC Workers' Compensation Act. In accordance with NC GS 97-2(5), "Average Weekly Wages" shall mean the earnings of the injured employee, in the employment in which he/she was working at the time of the injury, during the 52-weeks immediately preceding the date of injury.

The definition of "average weekly wages," as defined within the NC Workers' Compensation Act, suggests that the calculation of split funding should be based on 52-weeks prior to injury.

WCAs should determine wages based on 52-weeks prior to injury. In most cases, the WCA will determine the gross paid from the end of the last month paid (because employees are paid on a monthly basis) and go back 52-weeks.

For example: Employee is injured 11/28/2009. To calculate 52-weeks of gross pay, WCA will go from 10/31/08-10/31/09.

Once 52-weeks of gross pay is determined, the WCA must then determine what percentage of pay is state and what percentage of pay is local. (This is determined from the various codes found in your payroll system.)

When the state or local gross amounts are determined, one is subtracted from the other; divided by gross and percentage is determined.

For example: \$30,000 is calculated as gross paid, of the \$30k, \$400 was paid from local funds, as determined by WCA when reading the "bucket" codes and adding up the dollars.

\$30,000 gross - \$400 local = \$29,600 state

\$29,600/\$30,000 = 98.66

98.66% @ state funded

1.34% @ locally funded

Once these percentages are calculated, they are to be included on the FNOL submitted to CorVel.

If you have any questions please contact Eileen Townsend at etownsen@dpi.state.nc.us or 919-807-3522.

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Newsletter No. 028-09/10, April 27, 2010

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(1) 2010-11 Comparison - SBE - Governor's proposed Budgets:

Governor Purdue recently released her budget recommendations for 2010-11. We have attached a comparison of the Governor's recommendations and the State Board of Education's request. We will update this file as the budget continues through the legislative process. <http://www.ncpublicschools.org/fbs/>

(2) EDDIE Goes Live April 29:

After two years of planning and testing, NCDPI is ready to unveil the Educational Directory and Demographical Information Exchange (EDDIE). The new system is scheduled to go live Thursday, April 29, and replaces the retiring School Name and Address (SNA) file.

In order to facilitate a timely transition from SNA to EDDIE, the IT staff will permanently retire SNA on Thursday, April 22 after 5 p.m. When EDDIE goes live on April 29, personnel will be redirected to the new site. A new page on the Financial and Business Services Web site - <http://www.ncpublicschools.org/fbs/accounting/eddie/> - will provide instructions and documentation for EDDIE.

EDDIE will give users more options for retrieving district- and school-level data such as administrative contacts, school types, grade levels and addresses. In addition, EDDIE will provide district and school data to NCDPI applications in Accountability, NC WISE and NC School Report Cards. Finally, the data pulled from EDDIE will be used to meet federal reporting requirements.

Users will have the option to create customized reports, selecting from school-level data elements such as such as: calendar type; schedule type; program type; federal National Center for Education Statistics (NCES) number; schools that will open in the future; and schools that have closed (and more).

Selected district staff will also have the opportunity to apply for new school numbers online, authorize multiple content editors and acquire archived school data.

Questions about using EDDIE should be directed to NCDPI Service Desk at dpi.incidents@its.nc.gov.

(3) MSA & Cash Management Training for LEAs:

MSA and Cash Management Training will be offered on Tuesday, May 25, 2010, for LEAs. There is no registration fee for the class, but you must register in order to attend. Class description: DPI Systems Training & Monthly Reports. This class is designed for those who work in an LEA finance office to include all finance staff. The class consists of "Hands-on" training with the main emphasis on the MSA/DBS General Ledger System, a brief lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training is located at DPI in Raleigh in Room #564 from 9:00 a.m. - 4:00 p.m. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at rbernard@dpi.state.nc.us. If you have questions, please call Roxane Bernard at 919.807.3725 or Richard Smith at 919.807.3729. You will be notified by email that you have been successfully enrolled for the training class on the above date.

Attachment(s): To get the attachment(s) referenced in the newsletter, please email Debby Jackson and let her know which attachment(s) 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. 029-09/10, April 30, 2010

Philip Price
Chief Financial Officer
Department of Public Instruction
6326 Mail Service Center
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Email: pprice@dpi.state.nc.us

1) MSA & Cash Management Training for LEAs:

MSA and Cash Management Training will be offered on Tuesday, May 25, 2010, for LEAs. There is no registration fee for the class, but you must register in order to attend. Class description: DPI Systems Training & Monthly Reports. This class is designed for those who work in an LEA finance office to include all finance staff. The class consists of "Hands-on" training with the main emphasis on the MSA/DBS General Ledger System, a brief lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training is located at DPI in Raleigh in Room #564 from 9:00 a.m. - 4:00 p.m. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at rbernard@dpi.state.nc.us. If you have questions, please call Roxane Bernard at 919.807.3725 or Richard Smith at 919.807.3729. You will be notified by email that you have been successfully enrolled for the training class on the above date.

Attachment(s): To get the attachment(s) referenced in the newsletter, please email Debby Jackson and let her know which attachment(s) 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. 030-09/10, May 3, 2010

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

Status of Driver Education for FY 2010-11:

Based on the current information we have, we believe Driver Education will be funded in FY 2010-11. Based on the information we have received from the Governor's Office and the General Assembly, we do not recommend that you take any action related to terminating your driver education program for next fiscal year.

Please continue to plan your Driver Education Program as you would any other year. If something does change we will inform you immediately.

If you have any questions, please feel free to contact Paul LeSieur at plesieur@dpi.state.nc.us or 919.807.3701.

Educational Directory and Demographical Information Exchange, (EDDIE):

The transition from the School Name and Address file (SNA) to Educational Directory and Demographical Information Exchange, (EDDIE) is now complete. Users may access EDDIE at <http://apps.schools.nc.gov/eddie>. User documentation for EDDIE is available and may be viewed at <http://www.ncpublicschools.org/fbs/accounting/eddie/>.

Superintendents and charter school directors are asked to subscribe to EDDIE as soon as possible to review district and school data. Superintendents (or their designees) will also approve EDDIE subscriptions for their staff.

Because new fields have been added to EDDIE, some data may not have transferred to the correct fields. Corrections to the fields must be completed by May 28th so that accurate information is reflected in CEDARS, the state's longitudinal data system. This system will feed district and school information to DPI applications in Accountability, NC WISE and NC School Report Cards.

Questions about using EDDIE should be directed to NCDPI Service Desk at dpi.incidents@its.nc.gov.

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. 031-09/10, May 7, 2010

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

(1) FY 09-10 Closing Reminders:

The fiscal year end will soon arrive and School Business would like to provide the LEAs with some fiscal year end reminders:

- a) Please review your MFR Error Message and DBS/MFR Match (JHA899EG) reports carefully. Once DPI closes FY 09-10 (June 30, 2010), School Business cannot key any manual 202 for FY 09-10. Please send your manual 202s for corrections to Roxane Bernard at rbernard@dpi.state.nc.us or Richard Smith at rismith@dpi.state.nc.us.
- b) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056. Otherwise use Local Fund 2 PRC 706.
- c) Cannot record expenditures within the BUD system for State Textbooks. Your LEA will need to record your State Textbook expenditures through journal entries.
- d) If the only reimbursement from state PRC 055 is for 1-5110-055-415 Regular Curricular - Textbooks (Associated to Learn & Earn On-Line), your LEA will need to record those expenditures no later than May 31, 2010, in order to receive an allotment for those expenditures for FY 09-10.

If you have any questions, please contact Roxane Bernard at 919.807.3725 or rbernard@dpi.state.nc.us.

(2) MSA & Cash Management Training:

MSA and Cash Management Training will be offered on Tuesday, May 25, 2010, for LEAs. There is no registration fee for the class, but you must register in order to attend. Class description: DPI Systems Training & Monthly Reports. This class is designed for those who work in an LEA finance office to include all finance staff. The class consists of "Hands-on" training with the main emphasis on the MSA/DBS General Ledger System, a brief lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training is located at DPI in Raleigh in Room #564 from 9:00 a.m. - 4:00 p.m. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at rbernard@dpi.state.nc.us. If you have questions, please call Roxane Bernard at 919.807.3725 or Richard Smith at 919.807.3729. You will be notified by email that you have been successfully enrolled for the training class on the above date.

(3) REMINDER: Status of Driver Education for FY 2010-11:

Based on the current information we have, we believe Driver Education will be funded in FY 2010-11. Based on the information we have received from the Governor's Office and the General Assembly, we do not recommend that you take any action related to terminating your driver education program for next fiscal year.

Please continue to plan your Driver Education Program as you would any other year. If something does change we will inform you immediately.

If you have any questions, please feel free to contact Paul LeSieur at plesieur@dpi.state.nc.us or 919.807.3701.

Attachment(s): To get the attachment(s) referenced in the newsletter, please email Debby Jackson and let her know which attachment(s) 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. 032-09/10, May 12, 2010

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

(1) Changes in Motor Fleet Mileage Rates Effective May 1, 2010:

On April 30, 2010, the Department of Administration and Office of State Budget and Management issued a statewide memorandum governing the mileage usage rate for state motor fleet vehicles. Consistent with this directive, effective May 1, 2010, mileage reimbursement rates will be decreased by three cents per mile. Departments and agencies should also apply the 30 cents per mile rate for employees who elect to use personal vehicles when a state-owned vehicle is available.

(2) Important Information to Know about the Budget:

Please review the information on the following link concerning the budget:
www.ncpublicschools.org/docs/superintendents/home/funding.pdf

(3) School Bus First Observer - Free training:

This is a 1 hour security awareness training program for school bus drivers and other transportation employees. There are over 3500 certified SCHOOL BUS FIRST OBSERVERS in North Carolina. If you would like to have drivers trained this summer, please let me know. We will make every effort to accommodate your request. If you have flexibility whether the training is provided in the morning or afternoon on a particular date, we will have a better chance of fulfilling your request. Descriptions of the training sessions can be found at www.ncbussafety.org/ under TRAINING. Contact: Derek Graham, DPI Transportation Services. dgraham@dpi.state.nc.us

(4) Days Missed for Inclement Weather Survey:

All LEAs and Charter Schools are REQUIRED by Legislation to complete the Days Missed Survey for school year 2009-2010. If you submitted a survey during the interim collection period, you will still need to submit a survey during this final collection. Please complete the online survey and submit by June 30, 2010. The survey can be found at the Zoomerang link www.zoomerang.com/Survey/WEB22ALJFSCBNR. If you have questions about the survey, please contact Ozella Wiggins at owiggins@dpi.state.nc.us or (919) 807-3757.

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. 033-09/10, May 14, 2010

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

(1) BUD Updates:

1. We are currently piloting BUD Release 8.1.0. The pilot process is going very well and we anticipate having the release out to all LEAs by the middle of next week. Installation instructions will be sent via this newsletter once we are ready to send the release. In anticipation of year end closeout for FY 2010, once you receive notification that the release has been sent, please install as soon as possible. Please remember that once the pilot process starts, LEAs cannot receive communication forms until they are on the new release.
2. When LEAs send items to DPI using BUD, if your FTP server is down, you will receive an FTP transfer failed error message. The items that you were attempting to send will be "stored" in your BUDOUTBOX. In preparing for year end closeout, we want to be sure we receive all of your adjustment batches and federal budgets and amendments for processing. Please make sure that your BUDOUTBOX is empty by taking the following options from the BUD main menu: 60, 2, 10 or use FAST PATH SOBX. You want to see a message that says "there are no objects to be displayed". If you see items in the out box, please take the following options from the main menu: 60, 2, 8 or FAST PATH SEND. This will initiate the send all files to DPI program. If you receive the FTP transfer failed error message, please have your IT staff restart the FTP server, then attempt to send again via the above steps. If the send is successful, you will receive a message that the transfer was successful. It is very important for you to verify that the BUDOUTBOX is empty. This insures that all of your items have been sent successfully to DPI.

If you have any questions about any of these steps, please contact Denise Jackson at 919-807-3614 or djackson@dpi.state.nc.us.

(2) Reminder: Legislative Request:

The North Carolina General Assembly is requesting further data on inclement weather days from LEAs and Charters. They are requesting data on delayed starts and early closings. Please complete the following survey, that deals with delayed starts and early closings as well as individual schools being closed due to inclement weather, while others were not over the last 10 years. Please complete the survey by Friday, May 21,

2010 in order for us meet the General Assembly deadline. Please contact Ozella Wiggins 919.807.3757, if you have any questions.

www.zoomerang.com/Survey/WEB22AN7Y8CZ8H

(3) FY 09-10 Closing Reminders

The fiscal year end will arrive soon and School Business would like to provide the LEAs with some fiscal year end reminders:

- a) Please review your MFR Error Message and DBS/MFR Match (JHA899EG) reports carefully. Once DPI closes FY 09-10 (June 30, 2010), School Business cannot key any manual 202 for FY 09-10. Please send your manual 202s for corrections to Roxane Bernard at rbernard@dpi.state.nc.us or Richard Smith at rsmith@dpi.state.nc.us.
- b) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056. Otherwise use Local Fund 2 PRC 706.
- c) Cannot record expenditures within the BUD system for State Textbooks (1-5110-130-412). Your LEA will need to record your State Textbook expenditures through journal entries.
- d) If the only reimbursement from state PRC 055 is for 1-5110-055-415 Regular Curricular - Textbooks (Associated to Learn & Earn On-Line), your LEA will need to record those expenditures no later than May 31, 2010, in order to receive an allotment for those expenditures for FY 09-10. There will be another allotment processed in June to cover expenditures through May 31, 2010.

If you have any questions, please contact Roxane Bernard at 919.807.3725 or rbernard@dpi.state.nc.us.

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. 034-09/10, May 20, 2010

Philip Price
Chief Financial Officer
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Email: pprice@dpi.state.nc.us

(1) School Allotment Reminders:

ABC Transfer Request - May 31, 2010 is the last day to submit an ABC Transfer Request for FY 09-10.

Other Allotment Revision Request - June 9, 2010 is the last day to submit approvals, additional allocation requests, or allotment adjustments for FY 09-10. If your LEA is expecting an allocation that has not been received, please follow up with the Federal Program Staff or School Allotments to have these issues resolved before June 9, 2010.

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

Special Small School Request - The Special Small School request form and instructions for FY 2010-11 is on the following web link: www.ncpublicschools.org/fbs/allotments/forms/. We are requesting that this form be turned in by June 14, 2010. Funding for these positions is dependent upon final action by the General Assembly. If you have any questions, please contact Sharon Ramseur, School Allotments at 919.807.3675 or 919.807.3739.

Federal Grant Expiration Dates - The Federal Grant expiration dates have been updated on the School Allotments web site on the following web link: www.ncpublicschools.org/docs/fbs/allotments/general/fedexpirationdates.pdf

Please carefully review this document to avoid reverting Federal Funds. If you have any questions, please contact Tonga Le, School Allotments, at 919.807.3747 or 919.807.3739.

Learn and Earn Online Textbooks - To receive an allocation for the purchase of Learn and Earn online textbooks, all valid expenditures must be coded to PRC 055 - Learn and Earn, object code 415 by the May 2010 data file pick-up. If you have any questions, please contact Chona Alejandro, School Allotments at 919.807.3684 or 919.807.3739.

McKinney-Vento Homeless Allocation - PRC 026 - Some LEAs and Charters received additional McKinney-Vento Homeless funds in Allotment Revision 24. Below is additional information concerning this allocation from the Program Administrator.

The North Carolina Department of Public Instruction (NC DPI) and the NC Homeless Education Program (NCHEP) at The SERVE Center at UNCG identified surplus funds for the McKinney-Vento Program from the 2008 fiscal year. The State Board of Education approved the request from NCHEP for these funds to be

disseminated to identified LEAs and Charter Schools in a one-time allocation. Each LEA who did not receive the 2009-2011 McKinney-Vento Subgrant and 2009 ARRA funds, or the mini-grant from NCHPEP has received funding. No initial paperwork (including applications and proposals) were required by an LEA / Charter School to be eligible for the funding.

The funds are now available in identified LEA BUD accounts - PRC 026. The LEAs must complete their budget in BUD and NCHPEP will approve them.

For Charter Schools, even those with no students identified as homeless, must submit the application and a paper budget to NCHPEP by emailing lphillip@serve.org or faxing it to 336-315-7457. Charter Schools will receive a confirmation of their paperwork being received and their budget being approved.

The guidelines for the funding have been provided to LEAs and Charter Schools in the notifications that were provided to the homeless liaisons during compliance meetings and in emails this past month. Each homeless liaison had been directed to inform their finance office of the funds available and provide the appropriate information needed for submitting budgets. Please work with your homeless liaisons for completing your budgets.

If additional information is needed, please contact Lydia Prude at 919.218.6416 or lprude@dpi.state.nc.us. The funds must be encumbered by September 30, 2010 and are a one time allotment of funds.

(2) Important - Data needed for every school and LEA in NC by May 28th:

The following data needs to be entered in EDDIE. Go to the FBS website www.ncpublicschools.org/fbs/accounting/eddie/ to read about EDDIE, and then use the link on that page to access EDDIE.

School Data needed ASAP for school year 2009-10:

- **Official School Name**
- **Program Type** (choose one)
 - Magnet
 - Early College
 - Cooperative Innovative High
 - Hospital
 - None
- **Calendar** (choose one)
 - Traditional
 - Year Round
 - Modified
- **Schedule** (choose one)
 - Semester

- Block
- Quarter
- **Grade Levels and Principals / Directors** – check to make sure they are correct!

LEA (not Charter School) Data needed ASAP for school year 2009-10:

- **Superintendent** - name and contact information
- **Staff** – scroll over to the right to the LEA Reports box and click on Staff Information Report/Maint.

(3) June 2010 Kindergarten Breakfast Claim

The Kindergarten Breakfast Program is supported by State Funds and all claims for reimbursements must be issued to the district before the end of the fiscal year, which is June 30th. In order to ensure that funds will be available, all districts needing to claim reimbursement for kindergarten breakfast needs to have their claim submitted in the CN Technology System no later than June 23, 2010.

In previous years, districts have included meal counts for breakfast, lunch and after-school snack which are reimbursed through federal funds. The system is not designed to process state reimbursement separately from federal reimbursement, so please make sure to include ONLY the number of kindergarten breakfast served during the month of June. The other meals that were served (breakfast, lunch and after-school snack) MUST be included on a revised claim that should be submitted after July 1, 2010 and before July 10, 2010.

For any questions regarding this, please contact Janet Johnson at 919.807.4043 or jwjohnson@dpi.state.nc.us or Sherry Peele at 919.807.3620 or speelee@dpi.state.nc.us.

 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. 035 09/10, May 29, 2010

Philip Price
Chief Financial Officer
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6326 Mail Service Center
Raleigh, NC 27699-6326
Email: pprice@dpi.state.nc.us

(1) House Appropriations Subcommittee on Education:

You may review the House Subcommittee Report and Special Provisions as of today at the following link:

www.ncleg.net/gascritps/DocumentSites/browseDocSite.asp?nID=101&sFolderName=\2010%20Session\2010-05-27%20Meeting\Subcommittee%20Report%20and%20Special%20Provisions

(2) Reporting Matching Expenditures for Abstinence Grant (PRC 057):

Your help is urgently needed! Matching expenditures for the Abstinence Until Marriage (AUM) grant (PRC 057) were to be reported quarterly, with the final match report for 2008-09 to be submitted by July 15, 2009. To date, we have received reports from 24 LEAs, and are far short of meeting the state's match requirements. Please submit your 2008-09 report of matching expenditures, as requested in the Finance Officers newsletter sent on July 2, 2009.

The requirements of the Abstinence Until Marriage (AUM) grant (PRC 057) include a requirement for matching expenditures at the LEA level of 3 non-federal dollars for every 4 federal dollars. Additional information, including reporting forms and information regarding the types of matching expenditures to be reported, can be found on the DPI website at www.ncpublicschools.org/fbs/finance/federal/. The DPI program administrator for the AUM grant is Nakisha Floyd (nfloyd@dpi.state.nc.us). Please contact Stephanie English in the Monitoring & Compliance (senglish@dpi.state.nc.us or 919.807.3686) with questions related to the reporting of matching expenditures.

(3) FY 2010 Close Out Deadlines:

- UERS Data files, including MFR file, must be ready for transmission JUNE 30, 2010 (midnight).
- All Installment Accruals must be ready for transmission JUNE 30, 2010 (midnight).
- DPI will begin pulling data at 12:01 a.m. Thursday, July 1, 2010.

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 by 7:00 AM

Thursday, July 1, 2010 to verify that DPI successfully received your data. This person must remain on-site until receiving an email 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 Ally Barfield at abarfield@dpi.state.nc.us by Friday, June 11, 2010.

REMINDER:

Beginning June 14, 2010, DPI will be receiving and processing BUD batches twice a day. Please receive your BUD files daily and immediately make corrections to any denied batches.

(4) FBS Summer Conference

The FBS Summer Conference will be held July 22, 2009 @ the Sheraton Imperial Hotel and Convention Center, Research Triangle Park, NC. See the attached memorandum with additional information about the hotel registration.

If you have questions contact Doris McCain or Paul LeSieur at 919.807.3700. www.ncpublicschools.org/fbs/conferences/

(5) Clarification on Disability Payments for Child Nutrition Personnel:

The first six months, payments for any Child Nutrition employee entitled to short term disability should be processed through the Child Nutrition payroll system and posted to account code 5-7200-035-189. Once the employee goes into the seventh month, the expense should be paid from state funds using 1-7200-009-186.

Should a Child Nutrition employee request additional time, beginning with the thirteenth month, they would need to refer to the NC Retirement System; ultimately the State Treasurer's office would make the determination as to whether benefits would continue.

This clarification is based on the Financial Policies and Procedures manual. Please make sure that all employees receiving benefits are being properly recorded in the general ledger.

Should you have any questions, please contact Paul LeSieur in Financial and Business Services at 919.807.3700 or PLesieur@dpi.state.nc.us or Janet Johnson in Child Nutrition Services at 919.807.4043 or jwjohnson@dpi.state.nc.us.

Attachment(s): To get the attachment(s) referenced in the newsletter, please email Debby Jackson and let her know which attachment(s) 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. 036 09/10, June 11, 2010

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

(1) Child Nutrition Information Needed:

In preparation for a federal audit of the Child Nutrition ARRA funds, Child Nutrition Services at the NCDPI needs the following information to be provided by each LEA's finance office by **Friday June 18, 2010**.

1. Child Nutrition Small Purchase Threshold (The maximum amount that can be expended before the CN program is required to use formal bidding process.)
2. Child Nutrition Fixed Asset Threshold (The amount that requires the equipment to be placed on the fixed asset listing and depreciated.)

Please submit the information to Janet Johnson at jwjohnson@dpi.state.nc.us. If you have any questions, please do not hesitate to contact Janet at 919-807-4043.

(2) LEA Contact for Close-Out:

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 Thursday morning, July 1, 2010 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 onsite contact person with their telephone number and their e-mail address to Ally Barfield at abarfield@dpi.state.nc.us by Friday, June 18, 2010.

(3) REMINDER:

Beginning June 14, 2010, DPI will be receiving and processing BUD batches twice a day. Please receive your BUD files daily and immediately make corrections to any denied batches.

(4) 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 e-mail Ally Barfield at abarfield@dpi.state.nc.us by Friday, June 25, 2010. Simply put "**No accruals - LEA (plus your three digit LEA number)**" in the subject line. We appreciate your help.

(5) 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.

A Word on Record Keeping: Retained records should employ good record keeping, which requires that the records be precise and thorough. A good rule of thumb is to keep records so that if someone else were to look at them years later, a transaction would have clear support and explanation to any questions that may ensue. The American Recovery and Reinvestment Act (ARRA) funds have additional compliance requirements that must be adhered to. Therefore, ensure that your records contain documentation to support these items:

- Must bid all contracts for goods and services except for IEP services.
- Must place bids in the Interactive procurement system (IPS) and local newspaper if over \$5,000. Cannot circumvent \$5,000 limit by splitting up orders or bids.
- Cannot rollover contracts, must bid again.
- Must maintain bid documentation to prove bids were appropriately procured.
- Must monitor contractors for appropriate use of funds after contracts are awarded.

- Must maintain by grant jobs saved and jobs created for contracts and report to the Division of School Business Services.
- Must advertise positions with the Employment Security Commission.

Thus, record keeping is about not only keeping records, but also about keeping clear and detailed documentation that shows transparency and great care with the trust of the public and its funds. Your records should serve as a monetary roadmap of every dollar spent.

If you have questions, contact Stephanie English (senglish@dpi.state.nc.us or 919-807-3686).

(6) Reminder to Monitor Administration Expenditures:

Six Federal PRCs [Vocational Education (017), Safe & Drug Free Schools (048), Title I (050), Migrant Education (051), 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 Keisha Davis (919-807-3682 or lhaldavis@dpi.state.nc.us) in the Monitoring & Compliance Section if you have questions.

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.

The Newsletters for Finance Officers and Personnel Administrators are posted online, click on the Resources link on the FBS home page: www.ncpublicschools.org/fbs/

Newsletter No. 001 10/11, July 1, 2010

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

(1) Revised Final Budget Comparison:

Attached is the final version of the Budget Comparison. Should you have questions please do not hesitate to contact us.

(2) Annual TD 1 Transportation Report:

The 2009-2010 TD-1 Form is now posted at www.ncbussafety.org under "Reports and Forms." This report must be signed by the finance officer and the superintendent. An electronic copy should be emailed from the transportation department. Deadline is August 1. Questions should be directed to DPI Transportation Services 919.807.3570.

(3) Attention: Unemployment Coordinators:

House Bill 1676: House Bill 1676 was ratified June 28 and signed by the governor. This bill is an act to restore a balance to the law on unemployment compensation for substitute teachers as recommended by the Joint Legislative Education Oversight Committee.

GS 96-8(10) is amended by adding a new sub-subdivision to read: "No substitute teacher or other substitute school personnel shall be considered unemployed for days or weeks when not called to work unless the individual is or was employed as a full-time substitute during the period of time for which the individual is requesting benefits. For the purposes of this subsection, full-time substitute is defined as a substitute employee who works more than 30 hours a week on a continual basis for a period of six months or more."

If you have questions contact Eileen Townsend at 919.807.3522 or etownsen@dpi.state.nc.us.

(4) REMINDER! Days Missed for Inclement Weather Survey (Final):

All LEAs and Charter Schools are REQUIRED by Legislation to complete the Days Missed Survey for school year 2009-2010. If you submitted a survey during the interim collection period, you will still need to submit a survey during this final collection. Please complete the online survey and submit by June 30, 2010. The survey can be found at the Zoomerang link www.zoomerang.com/Survey/WEB22ALJFSCBNR. If you have questions about the survey, please contact Ozella Wiggins at owiggins@dpi.state.nc.us or 919.807.3757.

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

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Newsletter No. 002 10/11, July 16, 2010

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

(1) Important Retirement Rate Instructions for FY 2010-11:

To comply with the final North Carolina budget signed June 30, 2010 which sets the employer matching retirement rate at 10.51% with 1.36% of this rate to be held in reserve pending authorization of federal funds, DPI has developed procedures outlined in the attached document. The process will begin with the July closeout checks and will continue until further notice from DPI. These procedures will be discussed during the UERS Financial and Salary Update session of the Financial Business Services Summer Conference. Questions? Contact Ally Barfield at 919.807.3715 or abarfiel@dpi.state.nc.us .

(2) FY 2010 13th Month MFR File - Reminder:

This is a reminder that we will pull your preliminary FY 2010 13th month MFR File on Monday evening, July 19, 2010.

The 13th month information is very important because the information represents your "Per Pupil" calculation and the information is reported in the NC School Report Cards.

Please do the following before building the 13th Month MFR file (Please make sure that you are signed into FY 10):

- (1) Book the Period 12 zero-out entry to your GL in June (Period 12).
- (2) Correct all of your MFR errors, including local account codes.
- (3) Review the AFR/MFR Recommendations located on the Financial and Business Services web page:
www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf.

If you have questions about your MFR file, please contact Roxane Bernard at 919.807.3725 or rbernard@dpi.state.nc.us.

(3) EDDIE Update:

The Education Directory will be sent to the printer next month and EDDIE is the source for the contact information for all LEAs (including staff information), schools and charter schools. To ensure correct information is published in the Education Directory, all changes must be made by July 30, 2010.

Does your LEA or charter school have at least one subscribed EDDIE user? Check the Subscribed User List posted at www.ncpublicschools.org/fbs/accounting/eddie/. Please make sure someone is entering your data in EDDIE.

What can EDDIE Subscribed Users do?

- Close Schools - enter the school closing date (i.e. 07/01/2010) in EDDIE.
- New Schools - get approved and assigned a school number - complete the New School Add Request in EDDIE.
- Change School Name - enter the new name in EDDIE.
- Change Principal or Director - enter the new person's name and email address in EDDIE.
- Change School Grade Levels - check the boxes in EDDIE.
- And much more!

EDDIE can be viewed by anyone, including the public, but only subscribed users can make changes.

(4) PRC 140:

PRC 140 Stabilization estimated allotment by LEA for fiscal year 2010-2011 is attached. Please advise the School Allotments Section at 919.807.3739 of any questions.

(5) 2010 Financial & Business Services Summer Conference:

July 22nd at the Sheraton Imperial Hotel & Convention Center, Research Triangle Park, NC. If you have not registered you should do so today. Online conference registration ends on Monday, July 19. You can register online: www.zoomerang.com/Survey/WEB22AQSUTXLT5.

Attachment(s): To get the attachment(s) referenced in the newsletter, please email [Debby Jackson](mailto:Debby.Jackson) and let her know which attachment(s) 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. 003 10/11, July 30, 2010

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

(1) FY 2010 13th Month MFR File - Reminder:

This is a reminder that we will pull your next FY 2010 13th month MFR File on Monday evening, August 16, 2010. If you made changes since the last 13th month pull, please rebuild your MFR file and make sure your LEA is signed into FY 10.

The 13th month information is very important because the information represents your "Per Pupil" calculation and the information is reported in the NC School Report Cards.

Please do the following before building the 13th Month MFR file (Please make sure that you are signed into FY 10):

- (1) Book the Period 12 zero-out entry to your GL in June (Period 12).
- (2) Correct all of your MFR errors, including local account codes.
- (3) Review the AFR/MFR Recommendations located on the Financial and Business Services web page:
www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf

If you have questions about your MFR file, please contact Roxane Bernard at 919.807.3725 or rbernard@dpi.state.nc.us.

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

MSA and Cash Management Training will be offered on Wednesday, August 25, 2010, for LEAs. There is no registration fee for the class, but you must register in order to attend. Class description: DPI Systems Training & Monthly Reports. This class is designed for those who work in an LEA finance office to include all finance staff. The class consists of "Hands-on" training with the main emphasis on the MSA/DBS General Ledger System, a brief lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training is located at DPI in Raleigh in Room #564 from 9:00 a.m. - 4:00 p.m. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at rbernard@dpi.state.nc.us. If you have questions, please call Roxane Bernard at 919.807.3725 or Richard Smith at 919.807.3729. You will be notified by email that you have been successfully enrolled for the training class on the above date.

(3) BUD Batch Update:

DPI is now receiving BUD batches. Remember, you cannot pay back federal overspent programs through the BUD system.

Salary related prior year transfers within the same PRC must be submitted to the Salary Administration Analysts on a paper 202. If you have questions, contact either Tiandra Alli at talli@dpi.state.nc.us or Sue Holly at sholly@dpi.state.nc.us.

(4) ACTION REQUIRED! Waiver Eligibility Change in Calendar Law!

House Bill 593 (Session Law 2010-114) rewrites the calendar law, General Statute 115C-84.2(d), to include delayed starts and early releases in the definition of "good cause" when determining eligibility for LEA-Based Calendar Waiver Requests due to Weather Related Causes.

Attached is a copy of House Bill 593 as well as the final "missed days" survey submitted by each school district for the 2009-10 school year. In order to comply with this legislation to determine which school districts are now eligible to be granted a waiver to the opening and closing dates of August 25th and June 10th respectively, we need your 10 year history of school closings as well as delayed starts and early releases (defined as two or more hours in the H.B. 593).

Please complete the following Zoomerang survey by August 13th, 2010.

<http://www.zoomerang.com/Survey/WEB22AZ23PYBHY>

If DPI has not received a completed survey by 5 o'clock p.m. on August 13th, 2010, data that is listed on the enclosed "missed days" survey report will be the number DPI uses to determine your eligibility.

If DPI receives more than one survey from your district, we will use the number from your latest submitted survey no matter if the latest number is larger or smaller than previous submissions.

Thank you for your prompt attention to this matter. If you have questions regarding this requirement, please contact Ozella Wiggins at owiggins@dpi.state.nc.us or 919.807.3757.

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

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

Newsletter No. 004 10/11, August 11, 2010

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

(1) Child Nutrition State Revenue Match Requirement:

This is to inform you that beginning with FY 2010-11 each LEA is required to expend at least \$45,000 in State funds to ensure we meet the required State Revenue Match.

The FY 2010-11 Allotment Policy Manual will be modified to reflect this change.

Each LEA shall expend at least \$45,000, out of your Central Office Administration, PRC 002 allocation or any other State funded PRC which allows coding to purpose code 7200 for child nutrition expenses. The following purpose object combinations are in PRC 002 for meeting this mandate:

- Child Nutrition Director and/or Supervisor 7200 113,
- Manager 7200 176, and
- the matching benefit codes 7200 211, 221, and 231, or
- utilize the Interfund Transfers to Child Nutrition code 8400 715

As well, like personnel paid from federal funds, personnel coded to purpose code 7200, must have Time and Effort reporting records in place.

We want to thank you for your cooperation in meeting the Child Nutrition SRM for FY 2009-10.

If you have any questions, please feel free to contact Paul LeSieur at plesieur@dpi.state.nc.us or 919.807.3701.

(2) Child and Family Support Team Funding for FY 2010-11:

The General Assembly action during this recent session required a \$2.5 million dollar recurring cut from the Child and Family Support Team program. Last year \$1.2 million was cut and was taken from the School Social Worker allocation, PRC 043.

This year the General Assembly required the State Board of Education to take action on the reduction. The State Board voted to eliminate funding for one of the schools funded from PRC 042 School Nurse and PRC 043 School Social Workers in each of the 21 LEAs receiving this funding.

The decision is up to the Superintendent and Local Board of Education of each of these LEAs receiving funding, to determine which school will not have full time positions funded with CFST funding.

This does not mean that services can not continue at the school, other sources of funds may be used to support this worthwhile community based initiative started in FY 2005-06.

LEAS receiving these allocations will receive their allocations less one position for School Nurse in PRC 042 and funding for one School Social Worker.

If you have any questions, please feel free to contact Paul LeSieur at plesieur@dpi.state.nc.us or 919.807.3701.

(3) TIMS Service Indicators:

Superintendents were mailed a copy of the 2010 transportation service indicator report, taken from the Transportation Information Management System (TIMS). It is also available online at www.ncbussafety.org/ under "TIMS".
Contact: Derek Graham 919.807.3570.

(4) FBS Summer Conference Presentations:

The summer conference presentations have been posted:
www.ncpublicschools.org/fbs/conferences/presentations/.

(5) Senate Bill 1251-Reduction in Force Public Schools, Community Colleges and Universities

The North Carolina General Assembly ratified Senate Bill 1251 (www.ncleg.net/Sessions/2009/Bills/Senate/PDF/S1251v3.pdf), which allows employees of a local school administrative unit who have completed a contract term of employment of 10 or 11 months to be covered for a period of up to 12 months following a job elimination as a result of a reduction, in total or in part, in the funds used to support the job or its responsibilities. The employee had to be covered by the Plan at the time of separation from service. Once the law is passed, it will be retroactive to May 1, 2010.

Health Benefits Representatives should begin to identify any former employees who were subject to a reduction in force on or after May 1 and had only 10 or 11 months of service.

Once the bill is signed into law, the former employees will need to be notified of their eligibility to elect the reduction in force (RIF) health coverage benefit. The RIF benefit will be retroactive to the first of the month following the employee's last day of coverage on the State Health Plan.

The State Health Plan is monitoring this bill for signature by the Governor and will notify you when it is signed. After the bill is signed, the State Health Plan will provide instructions on how to submit the RIF information to Blue Cross Blue Shield of North Carolina for those former employees who wish to elect the RIF coverage.

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Newsletter No. 005 10/11, August 12, 2010

Philip Price
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Education Jobs Fund

Yesterday the Education Jobs Fund was enacted providing additional funds to LEAs and charter school for school based personnel.

Attached are two documents: Or view them online: www.ncpublicschools.org/fbs/.

- (1) "EduJobs Q&A": Provides information on the allocation and use of the funds. We will add to this Q&A as information comes available.
- (2) "FY 10-11 EduJobs Estimated Allocation \$298mil": Provides the estimated funding we expect each LEA and charter school to receive.

Teresa Matthews
Financial and Business Services
919.807.3600
tmatthew@dpi.state.nc.us

Newsletter No. 006 10/11, August 13, 2010

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

1) FY 2010 13th Month MFR File - Reminder:

This is a reminder that we will pull your next FY 2010 13th month MFR File on Monday evening, August 16, 2010. If you made changes since the last 13th month pull, please rebuild your MFR file and make sure your LEA is signed into FY 10.

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- (3) Review the AFR/MFR Recommendations located on the FBS web page:
www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf

If you have questions about your MFR file, please contact Roxane Bernard at 919.807.3725 or rbernard@dpi.state.nc.us.

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

MSA and Cash Management Training will be offered on Wednesday, August 25, 2010, for LEAs. There is no registration fee for the class, but you must register in order to attend.

Class description: DPI Systems Training & Monthly Reports. This class is designed for those who work in an LEA finance office to include all finance staff. The class consists of "Hands-on" training with the main emphasis on the MSA/DBS General Ledger System, a brief lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others.

The training is located at DPI in Raleigh in Room #564 from 9:00 a.m. - 4:00 p.m. There are only a certain number of seats in the training room, so limited space is available on a first come, first served basis.

If you would like to attend this class, please email Roxane Bernard at rbernard@dpi.state.nc.us. If you have questions, please call Roxane Bernard at 919.807.3725 or Richard Smith at 919.807.3729. You will be notified by email that you have been successfully enrolled for the training class on the above date.

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Newsletter No. 007 10/11, August 20, 2010

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

(1) FY 10-11 LEA Adjustments:

The LEA Adjustments required by SB 897 were processed in Allotment Revision 7 on Wednesday, August 18, 2010. Allotment Revision Reports were sent by FTP on Thursday, August 19, 2010. The Position and MOE allotments were processed in the revision at the LEA's Average Salary to match the allocation in the Initial Allotments; therefore, the dollars associated with the positions/MOE's reduced will vary from the reports submitted. The dollar amounts associated with guaranteed positions/MOE's are used as budget guide. If you have any questions, please email Lydia Prude at lprude@dpi.state.nc.us.

(2) Important Retirement Rate Instructions:

The Federal Government has authorized the additional funds for NC which will restore the employer matching retirement expense remitted to ORBIT to the full legislated 10.51%. With the August ORBIT submission, ORBIT will expect not only the full 10.51% matching expense for the August wages but also the 1.36% portion of the July employer matching retirement expense that was held in reserve. To accomplish this, DPI has outlined instructions in the attached document. Questions? Contact Ally Barfield at 919.807.3715 or abarfiel@dpi.state.nc.us.

(3) Missed Days Due to Inclement Weather Data Review:

School Business has updated the 10 year history of missed days, and the attached file reflects the data submitted by the LEAs from July 30, 2010 through August 13, 2010. This updated report includes full days missed and school closings of more than two (2) hours, as stated in the 2010 legislation in HB 593.

Please review your LEA's data to ensure it is accurate. This is the only time that adjustments to previous year data will be accepted to determine eligibility in future years. If any data needs to be updated for your LEA, please contact Ozella Wiggins at owiggins@dpi.state.nc.us to make the necessary changes. No changes will be accepted after September 30, 2010.

(4) LEA Based Calendar Waiver Submissions:

If your LEA is eligible for an LEA Based Calendar Waiver Due to Inclement Weather, please submit a waiver request form (attached) to us no later than September 30. The form can also be found on our web site:

www.ncpublicschools.org/docs/fbs/accounting/forms/waiverlea.pdf.

(5) Final FY 2010 13th Month MFR File (Tuesday, August 24, 2010):

This Tuesday, August 24, 2010 will be the last time we will pull your FY 2010 13th month MFR file. If you made changes since the last 13th month pull, please rebuild your MFR file and make sure your LEA is signed into FY 10.

The 13th month information is very important because the information represents your "Per Pupil" calculation and the information is reported in the NC School Report Cards.

Please do the following before building the 13th Month MFR file (Please make sure that you are signed into FY 10):

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- (3) Review the AFR/MFR Recommendations located on the Financial and Business Services web page:
www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf

If you have questions about your MFR file, please contact Roxane Bernard at 919.807.3725 or rbernard@dpi.state.nc.us.

(6) PRC 339 - ARRA-Energy Efficiency Block Grants:

We have assign PRC 339 - ARRA Energy Efficiency Block Grants. The funds are from the Recovery Act for Energy Efficiency and to promote Green Job Growth to assist public schools and community colleges. PRC 339 is a local PRC under the Federal Grants/Funding Sources not Allotted by DPI. We suggest your LEA flag these funds on your general ledger as federal within the local PRC.

If you have questions, please contact Roxane Bernard at 919.807.3725 or rbernard@dpi.state.nc.us.

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Newsletter No. 008 10/11, August 26, 2010

Philip Price
Chief Financial Officer
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6326 Mail Service Center
Raleigh, NC 27699-6326
Email: pprice@dpi.state.nc.us

(1) Important Retirement Rate Instructions:

The Federal Government has authorized the additional funds for NC which will restore the employer matching retirement expense remitted to ORBIT to the full legislated 10.51%. With the August ORBIT submission, ORBIT will expect not only the full 10.51% matching expense for the August wages but also the 1.36% portion of the July employer matching retirement expense that was held in reserve. To accomplish this, DPI has outlined instructions in the attached document. Questions? Contact Ally Barfield at 919.807.3715 or abarfiel@dpi.state.nc.us.

(2) BUDGETS FOR PRC 140:

All LEAs have received their 2010-11 allotments for Education Stabilization funds, PRC 140. However, **forty LEAs have not yet submitted budgets in BUD for these funds. Please submit your PRC 140 budget immediately, and no later than September 3.** Contact Stephanie English (senglish@dpi.state.nc.us or 919.807.3686) or Paul LeSieur (plesieur@dpi.state.nc.us or 919.807.3701) if you have questions.

(3) EC MOE forms available on DPI website:

Two forms related to the IDEA Maintenance of Fiscal Effort calculation are available on the DPI website at www.ncpublicschools.org/fbs/finance/federal/ as the first two bullets under "Additional Information." Instructions from the Exceptional Children Division for use of these forms are as follows:

1. Use the "IDEA Maintenance of Fiscal Effort" worksheet to recalculate your 2008-2009 MOE.
2. After June 30, 2010, calculate your 2009-2010 MOE. Enter that figure on your Title VI-B Grant application by September 30, 2010.
3. Email the completed MOE worksheet (which includes the recalculated 2009 MOE and the 2010 MOE) by Friday, October 8, 2010 to Kelly Breest at kbreest@dpi.state.nc.us.

The second form, "MOE Justification," MUST be submitted if your 2009-10 MOE figure is less than the recalculated 2008-09 figure. If applicable, this form should be emailed to kbreest@dpi.state.nc.us with your MOE calculation form by Friday, October 8, 2010.

Questions concerning these forms should be directed to Laura Snyder, lsnyder@dpi.state.nc.us or 919.807.3992.

(4) Education Jobs Bill

The Question and Answer document has been updated on our website under What's New at www.ncpublicschools.org/fbs/.

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

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