
Newsletter No. 021-10/11, January 7, 2011

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

As we continue to hear about disturbing budget forecasts for next school year, I thought it might be helpful to have a few web links to a few documents that describe the revenue/shortage we are facing.

The Fiscal Research Division of the North Carolina General Assembly has a number of documents that will be of interest:

- Link to the Fiscal Research Home Page: <http://www.ncleg.net/FiscalResearch/>
- Link to a December 15, 2010 Power point presentation titled: General Fund Revenue and Budget Outlook FY 2011-12
http://www.ncleg.net/fiscalresearch/frd_reports/frd_reports_pdfs/SessionBriefings/2010_House_Briefing_12-14-10FINAL.pdf
- Link to the monthly updated economic forecast. It is a good idea to check back to this link on a regular basis. General Fund Revenue & Economic Outlook
http://www.ncleg.net/fiscalresearch/generalfund_outlook/generalfund_outlook.shtml

(1) Goodbye to Allotment Staff:

Please join the School Allotments Section in wishing well to Sheila Tharrington, Senior Allotment Analyst and ToNga Le, Allotment Analyst, as they leave DPI to pursue careers at an LEA. Sheila will leave the agency today and ToNga will leave on Friday, January 14, 2011. Their contribution to School Allotments and DPI will be greatly missed.

(2) Higher of 1 or 2 month Adjustments:

The School Allotments Section will process the higher of 1 or 2 month reduction adjustments in Allotment Revision 19 on January 12, 2011. ADM increase adjustments that have been requested will be processed at that time as well. If you have any questions, please contact the School Allotments Section at 919.807.3739.

Please continue to fax ABC transfers to 919.807.3723. Any other questions on categories handled by Sheila or ToNga, please contact Lydia Prude at lprude@dpi.state.nc.us or call 919.807.3739.

(3) Impact Aid Webinars Scheduled for North Carolina:

Impact Aid is a federal program that provides funding for a portion of the educational costs of federally-connected students. It is an in-lieu-of-tax program - in other words, it is the federal government paying its "tax bill" to local school districts as a result of the presence of a military installation.

Impact Aid is the only federal education program where the funds are sent directly to the school district. The funds go directly into the school district's general fund for operations such as purchase of textbooks, computers, utilities, and payment of staff salaries.

In order to be eligible for Section 8003 of the Impact Aid Program, a school district must:

- * have at least 400 federal students in their Average Daily Attendance;

OR

- * at least 3% of all children in the school district's ADA must be federally-connected.

The US Department of Education has scheduled two Webinar dates for North Carolina, Tuesday, January 11, 2011 and Tuesday, January 18, 2011. Both Webinars are scheduled for 11:00 am, Eastern Standard Time. The webinar addresses the Impact Aid Program Section 8003 and steps to take for the application process. This webinar also talks about who is eligible to apply for the program. Any local educational agency (LEA) that serves significant proportions of federally connected children may apply for assistance.

Register for the webinar at

<https://educate.webex.com/mw03061/mywebex/default.do?siteurl=educate&service=7> under the "Upcoming" tab.

Please contact Stephanie English at senglish@dpi.state.nc.us or 919.807.3686 if you have questions.

(4) Unspent Driver Training Funds at June 30, 2011:

Please analyze your Driver Training funds and report the amount you anticipate reverting to the State at June 30, 2011 on the attached Excel Form. This form must be signed by the Finance Officer and Superintendent and faxed by March 21, 2011 to the School Allotments Section at 919.807.3723. Contact Sharon Ramseur with questions at 919.807.3675 or by email at sramseur@dpi.state.nc.us.

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

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

Newsletter No. 022-10/11, January 18, 2011

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

(1) School Calendar/Make-up Day Questions:

With the latest school closings due to inclement weather, we have received numerous questions about the school calendar and make-up days. Please see the attached School Calendar FAQ which will hopefully answer your calendar/make-up day questions. If you have questions that are not addressed in the FAQ, please contact Andrew Cox at 919.807.3708.

(2) Revised monthly reports.

JHA305EG - Budget Balance Reconciliation Report (LEAs)

- 1) We have posted your budgets and your amendments from BUD. They are now reported under the Y-T-D Budget column. The PRC total line will now reflect your Current Allotment plus Carryover.
- 2) If the PRC total amount equals zero, then it means that your LEA does not have an allotment or carryover for that PRC. The budget reflects a budget based on an expected Planning Allotment, since budgets are built in the Spring before actual allotments are confirmed as part of the Federal Narrative process. If you do not have carryover and did not receive an allotment, this budget must be reversed/zeroed out in BUD with a budget amendment.
- 3) If the 8200-399 is negative on your report, then your LEA has budgeted more than their allotment plus carryover. This usually happens when the allotment amounts goes out in installments (instead of getting 100% of your allotment at one time). This should correct itself when the LEA receives 100% of their allotment. If not, your LEA will need to do a budget amendment in BUD to correct. (Please note that 8200-XXX-399 is not an account code but a reconciling number to be use when processing budgets).

JHA705EG - Budget Balance Reconciliation Report (Charter Schools)

- 1) We have posted your budgets and your amendments from BUD. They are now reported under the Y-T-D Budget column. The PRC total line will now reflect your Current Allotment plus Carryover.
- 2) If the PRC total amount equals zero, then it means that your Charter School does not have an allotment or carryover for that PRC. The budget reflects a budget based on an expected Planning Allotment, since budgets are built in the Spring

before actual allotments are confirmed as part of the Federal Narrative process. If you do not have carryover and did not receive an allotment, this budget must be reversed/zeroed out in BUD with a budget amendment.

- 3) If the 8200-399 is negative on your report, then your Charter School has budgeted more than their allotment plus carryover. This usually happens when the allotment amounts goes out in installments (instead of getting 100% of your allotment at one time). This should correct itself when your Charter School receives 100% of their allotment. If not, your Charter School will need to do a budget amendment in BUD to correct. (Please note that 8200-XXX-399 is not an account code but a reconciling number to be use when processing budgets).

If anyone has questions regarding the above changes, please contact Roxane Bernard at 919.807.3725 or rbernard@dpi.state.nc.us or Richard Smith at 919.807.3729 or rsmith@dpi.state.nc.us.

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

MSA and Cash Management Training will be offered on Tuesday, February 22, 2011 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. You will be notified by email that you have been successfully enrolled for the training class on the above date.

(4) Title I School Improvement Funds - PRCs 105 and 142

Several school districts that received Title I School Improvement funds in 2009-10 (PRCs 105 and 142) were recently notified that they have lost access to those funds as of September 30, 2010, because they no longer have schools identified for "Improvement" under Section 1116(b) of No Child Left Behind.

Although there is no possibility to extend the deadline for the availability of these funds, DPI is allowing a window for LEAs to make accounting adjustments to move allowable expenditures. If your LEA expended other funds (state, local, or other federal) from July 1 - September 30, 2010, for activities allowable under Section 1116, in schools that were identified for improvement, you may move those expenditures to PRC 105/142. Please ensure that the expenditures are allowable and budgets are appropriately amended to avoid audit exceptions later on.

The deadline for these adjustments is January 31, 2011, after which time the unexpended funds will be reallocated.

Please contact Stephanie English at senglish@dpi.state.nc.us or 919.807.3686 if you have questions or concerns.

(5) The State Board of Education Highlights are available online at www.ncpublicschools.org/stateboard/meetings.

RttT Update:

Approval of NC's RttT Plan and Release of Funds - We know that many of you have concerns and questions about when the US Department of Education will finalize its approval of North Carolina's plan and when we can begin to spend our Race to the Top (RttT) funding. The US Department of Education has indicated that we should get a green light on our plan and spending by the end of January. At that point, funds should be released for spending. In the meantime, we encourage you to handle pending bills for work underway with your RttT plans through local or state dollars and reimburse those funds once the RttT funding is released. Please contact Adam Levinson (alevinson@dpi.state.nc.us; 919.807.3283) if you have questions on this process. On a related note, please be cautious in entering into contracts for professional development and other services. If RttT funds are used for these contracts, please be sure that the services purchased are specified in your approved local RttT plan and that you use competitive bidding unless the service falls under one of the waiver situations. If you have questions on this, please check with your regional lead.

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

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

Newsletter No. 023-10/11, January 21, 2011

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

Reminder:

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

MSA and Cash Management Training will be offered on Tuesday, February 22, 2011, 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. You will be notified by email that you have been successfully enrolled for the training class on the above date.

(2) Title I School Improvement Funds - PRCs 105 and 142L:

Several school districts that received Title I School Improvement funds in 2009-10 (PRCs 105 and 142) were recently notified that they have lost access to those funds as of September 30, 2010, because they no longer have schools identified for "Improvement" under Section 1116(b) of No Child Left Behind.

Although there is no possibility to extend the deadline for the availability of these funds, DPI is allowing a window for LEAs to make accounting adjustments to move allowable expenditures. If your LEA expended other funds (state, local, or other federal) from July 1 - September 30, 2010, for activities allowable under Section 1116, in schools that were identified for improvement, you may move those expenditures to PRC 105/142. Please ensure that the expenditures are allowable and budgets are appropriately amended to avoid audit exceptions later on.

The deadline for these adjustments is January 31, 2011, after which time the unexpended funds will be reallocated.

Please contact Stephanie English at senglish@dpi.state.nc.us or 919.807.3686 if you have questions or concerns.

RttT Update:

Race to the Top (RttT) 2011-12 Submission Process - As indicated in last week's message, we are planning for how we will help you finalize your complete local RttT Detailed Scopes of Work (DSW) as we head into the 2011-12 school year. Based on your positive feedback about last fall's regional meetings, we will once again offer a series of statewide informational webinars, followed by regional meetings at which we will sit with you to review your plans, clarify updated requirements, and support you in finalizing your complete DSW for submission to the NCDPI. The anticipated calendar of events is as follows:

- 1) One week after USED approval of the Nov. 22 DSW (estimated Feb. 7): DPI Finance informational webinar featuring guidance on local RttT budgeting and the RttT monitoring process.
- 2) March and April: DPI statewide informational webinars by RttT Area (or *pillar*), including updated information regarding the state DSW in each area and implications for local DSWs.
- 3) June: Regional Review & Planning Meetings to review current local plans and support development and/or refining of local DSWs for the 2011-12 submission.
- 4) Aug. 3: Local DSWs for 2011-12 submitted to and reviewed by DPI staff.
- 5) Sept. 1: All LEA/charter DSWs for 2011-12 finalized, posted to RttT website.

As always, if you have any questions regarding your local RttT DSW or the review and planning process, please contact Maria Pitre-Martin at mpitre@dpi.state.nc.us or 919.835.6127.

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

Newsletter No. 024-10/11, January 28, 2011

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

(1) Statistical Profile Online Application:

Financial and Business Services has transformed the print version of the Statistical Profile into an interactive online application. The application is now posted at: www.ncpublicschools.org/fbs/resources/data/.

Temporarily, you may also access the new Statistical Profile application under "What's New" on the main FBS website: www.ncpublicschools.org/fbs/.

The new Profile application includes the same tables that were in the hard copy book, but it also includes multiple years of data in one site. All tables can be personalized and exported to Excel. We will be updating the tables on a continuous basis as the data becomes available, providing you with access to the information in a more timely manner. This application is a work in progress and we will be working to make improvements. If you have comments or suggestions about the new application, please contact Andrew Cox at acox@dpi.state.nc.us.

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

MSA and Cash Management Training will be offered on Tuesday, February 22, 2011, 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. You will be notified by email that you have been successfully enrolled for the training class on the above date.

WELCOME:

Heidi Kerns is our newest Finance Officer. She is Finance Officer for Rutherford County. Welcome Heidi Kerns!

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

Newsletter No. 025-10/11, February 4, 2011

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 remind 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. 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

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

Thank you to the LEAs who have already met this requirement.

We appreciate your cooperation in meeting the Child Nutrition SRM for FY2010-11

If you have any questions, contact Stephanie English at senglish@dpi.state.nc.us or 919.807.3686.

(2) DWI Vehicle Proceeds:

Many of you received an email from Derek Graham regarding payments from the DWI Vehicle Contractor. DPI will be working with the vendor to get checks re-issued as needed. Thank you for your prompt responses. Contact: Derek Graham dgraham@dpi.state.nc.us.

(3) Reporting Waste, Fraud, and Abuse of ARRA funds, and Whistleblower Protection:

The Office of Economic Recovery and Investment (OERI) is charged with ensuring **transparency, accountability and efficiency in NC's handling of ARRA funds.** Management Directive #5 was issued on June 17, 2009 to address responsibilities for reporting allegations of fraud, waste and abuse of ARRA funds.

Per Directive #5, "Any non-federal employer receiving covered funds... is required by the appropriate inspector general to post notice of the rights and remedies provided under Section 1533 of the ARRA."

OERI has provided posters for this purpose on their website at ncrecovery.gov. These include a Whistleblower poster at www.recovery.gov/Contact/ReportFraud/Documents/WhistleblowerPoster.pdf and a federal Fraud Hotline poster at www.recovery.gov/Contact/ReportFraud/Documents/RecoveryAct%20FraudHotlinePoster-RATBLogo.pdf. Additionally, allegations of fraud may be reported online at www.ncrecovery.gov/reportFraud/reportFraud.aspx, or by phone at 919.733.1433 (OERI) or 919.807.3686 (DPI). Other information on the DPI Fraud Hotline may be found at www.ncpublicschools.org/internalaudit/fraud/.

To avoid audit findings, please ensure that you post the notice at each worksite where Recovery Act funds are used.

If you have any questions, contact Stephanie English at senglish@dpi.state.nc.us or 919.807.3686.

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

MSA and Cash Management Training will be offered on Tuesday, February 22, 2011, 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. You will be notified by email that you have been successfully enrolled for the training class on the above date.

WELCOME:

David Millush is the interim Finance Officer for Carteret County. Welcome David Millush!

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

TO: Finance Officers

FROM: Philip Price

RTT Budget:

The RttT allotments have been distributed. It is now time to do the Budgets. Yesterday (2/11/11) we conducted two webinars to review the details of the process. You can access a copy of the webinars at the following link:
<https://www1.gotomeeting.com/register/473945689>

Process for Submitting RttT Budget:

Please complete each of the following steps, based on the scenario that applies to you, to gain initial access to your allotted RttT funding.

As you complete your budgets or revisions to your Race to the Top Detailed Scopes of Work, we are requiring you to submit one of the following emails.

Scenario 1: No change to Approved Detailed Scope of Work (DSW)

1. Enter your detailed RttT budget in the BUD system. Your budget must clearly align to your local Detailed Scope of Work (DSW). Prior to your budget posting, NC DPI staff must validate that your budget ties to your approved DSW.
2. E-mail the following to RacetoptheTop@dpi.state.nc.us:
 - a. **NOTE: Please put "RttT Initial Budget Submission - <Your LEA/Charter Name>" - No Change to DSW"** in the subject line.
 - b. **In the body of the email, please indicate, "Budget entered into BUD ties to approved DSW. No change to DSW."**
 - c. CC cpond@dpi.state.nc.us and debjacks@dpi.state.nc.us.

Scenario 2: Change to Approved Detailed Scope of Work (DSW)

1. If you are changing the activities that appear in your approved DSW, you must submit an amended DSW. Please use the current DSW as the basis for this amended version, noting any changes in the DSW spreadsheet in red type.
2. Enter your detailed RttT budget in the BUD system. Your budget must clearly align to your amended local Detailed Scope of Work (DSW). Prior to your budget posting, NC DPI staff will need to validate that your budget ties to your approved DSW.

3. Email the following to RacetoptheTop@dpi.state.nc.us:
 - a. **NOTE: Please put "RttT Initial Budget Submission - <Your LEA/Charter Name> - Amended DSW" in the subject line.**
 - b. **In the body of the email, please indicate, "Amended DSW attached. Budget entered into BUD ties to amended DSW."**
 - c. CC cpond@dpi.state.nc.us and debjacks@dpi.state.nc.us.
4. **Attach amended DSW excel file saved as/titled "RttT LEA/Charter DSW #2 - <Your LEA/Charter Name>"**

If you have questions or concerns about how to submit or want to confirm that your information is received, please contact NCDPI at RacetoptheTop@dpi.state.nc.us. We encourage you to work with your NC DPI Regional Lead for any support that you need in amending your DSW.

Newsletter No. 025-10/11, February 11, 2011

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

(1) Race to the Top PRC 156:

We have added federal PRC 156 Race to Top to the Chart of Accounts. The Chart of Accounts for this PRC will be adjusted as necessary in the near future. Please ensure that expenditures are in alignment with your submitted budgets and Detailed Scope of Work (DSW).

If you have any questions about PRC 156 Chart of Accounts, please contact Roxane Bernard at 919.807.3725 or rbernard@dpi.state.nc.us.

(2) Contracting and Purchasing using ARRA Funds:

Recent internal and external audits have revealed that there continues to be confusion and omissions regarding purchasing and contracting guidelines when utilizing ARRA funds. The Office of Economic Recovery and Investment (OERI) issued Management Directive #3 on May 5, 2009, with additional clarifications in #3a (October 5, 2009) and #3b (January 5, 2010). www.ncrecovery.gov/Compliance/OERIDirectives.aspx

As a way of outlining the contracting guidelines and requirements contained in OERI's Management Directive #3, we have compiled a Contracting Checklist for use when using ARRA funds, including Race to the Top (RttT). This checklist is attached, and posted on the web at www.ncpublicschools.org/fbs/arra/allotments/, under "Notes".

Additionally, there are guidelines related to the sole source technology purchases with RttT funds at <http://it.ncwiseowl.org/blog/One.aspx?portalId=11753536>.

You are also reminded that dividing or planning procurements to avoid the requirements of OERI Directives may result in audit findings and require refunds. Transparency and competition are critical underlying principles for the use of all ARRA funds.

If you have questions or concerns, please contact Stephanie English at senglish@dpi.state.nc.us or 919.807.3686.

(3) Procedures for Contracting with Food Service Management Companies:

Federal Regulations govern the process of out-sourcing the Child Nutrition Programs to a for-profit management company. Should a LEA or Charter School choose to out-source the Child Nutrition Program to a Food Service Management Company, the process and time line for doing so is attached. Should you have questions, please contact Lynn Harvey at lharvey@dpi.state.nc.us or Janet Johnson at jwjohnson@dpi.state.nc.us.

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

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

Newsletter No. 026-10/11, February 21, 2011

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

(1) 2011 FBS Summer Conference:

Mark Your Calendar for the "2011 FBS Summer Conference" which will be Thursday, July 28, 2011 @ the Sheraton Imperial Hotel and Convention Center, Research Triangle Park, NC. It will be held in conjunction with Superintendent's Quarterly Meeting.

(2) Change in Indirect Cost Guidelines Regarding Contracted Services

Beginning July 1, 2011, expenditures from federal funds in object code 311 will no longer generate indirect cost. This change was requested by the US Department of Education, and will affect both the way in which indirect cost rates are calculated and the manner in which subrecipients recover indirect cost from federal programs. By excluding contracted services in object code 311 from the denominator of the calculation, the rate will be slightly higher. However, the costs that the rate may be applied will be slightly lower, since expenditures in object 311 will no longer qualify.

As you build your 2011-12 federal budgets in BUD, please be aware that BUD has not yet been modified to exclude object code 311 from indirect cost calculations. Therefore, a manual adjustment to the approved indirect cost rate may be necessary in order for BUD to calculate the proper amount to be budgeted for indirect cost. Regardless of the calculation in BUD, indirect cost may only be recovered on qualifying expenditures, which excludes expenditures in object codes 311 and 5XX.

In addition, contracts in object code 311 in Race to the Top funds are excluded from the recovery of indirect cost as well, beginning immediately. Please keep this in mind when budgeting PRC 156 in BUD.

If you have questions, please contact Stephanie English at senglish@dpi.state.nc.us or 919.807.3686.

(3) State Public School Fund Allotment Overdraft Reports:

We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the current year, FY 2010-2011, as of the January 2011 processing period, on Tuesday, February 15, 2011 and the prior year report, Company 8000, for FY 2010-2011, as of the January 2011 processing period, will be netviewed on Tuesday, February 22, 2011. Please submit your refunds effective February 2011 (processing period 8) by Wednesday, March 2, 2011, to avoid additional penalties.

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: Sue Holly at 919.807.3735, sholly@dpi.state.nc.us or Tiandra Alli at 919.807.3736, talli@dpi.state.nc.us.

(4) Allotment Overdraft Penalties:

Thank you for your timely payment of the penalties due on the Allotment Overdraft reports. 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 to confirm the correct amount of penalties to pay.

(5) School Bus Replacement Financing:

For LEAs that are receiving replacement school buses for 2010-2011 and will be financing the purchase of those buses, information is now available at www.ncbussafety.org/finance. Information has been communicated through transportation directors. (Note: only 59 of our 14,000 school buses are being replaced this year.) Contact Derek Graham dgraham@dpi.state.nc.us.

(6) 2011-2014 McKinney-Vento Homeless Education grant application:

The 2011-2014 McKinney-Vento Homeless Education grant application has been posted online at the North Carolina Homeless Education Program (NCHPEP) website at www.serve.org/hepnc. The deadline for submission is March 15, 2011 at 5:00 PM. Local education agencies that have identified at least 50 or more homeless students are eligible to apply for the grant. All questions related to the sub-grant may be directed to Lisa Phillips, NCHPEP State Coordinator at lphillip@serve.org.

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

Newsletter No. 027-10/11, March 4, 2011

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

(1) Reminder - Salary Increase Survey Due by Friday, March 11th:

We have been asked by the General Assembly to provide an analysis of all salary increases granted public school employees during the period July 1, 2010 and December 31, 2010.

DPI will use payroll records to provide this information for:

- Teachers,
- Instructional support,
- Assistant principals and
- Principals

(those coded to objects codes 114, 116 and 121 through 135). You do not need to include these employees on the spreadsheet.

We need you to provide the information for employees:

- Coded to 111 through 118 and 141 and above, and
- Who are wholly or partially state funded. Locally and federally funded personnel do not need to be reported.

Notes:

- Object codes 18X are not included. For instance, you are not required to report local supplement increases or longevity.
- Use the columns for Hourly Rates for employees paid by the hour. For salaried employees, use the Monthly Salary columns.
- If you are unsure about which columns to complete, fill out as much as you can and include your concerns in the last column.

Please complete by March 11th, and submit to nlefler@dpi.state.nc.us. If your LEA does not have anything to report, please send an email to nlefler@dpi.state.nc.us so that we know that we have 100% response.

(2) ESC - Notices for Unemployment 2010 Year-end Tax Bills:

ESC is continuing to send out late notices for Unemployment 2010 year-end tax bills. Please disregard. However, if you receive a notice and need assistance please contact Traci Waters, Unemployment Specialist at 919.807.3521 or twaters@dpi.state.nc.us.

(3) Instructional Support Positions That are Eligible for NBPTS Pay:

Reminder: Instructional Support personnel that are eligible to receive National Board differential pay must be coded to specific budget codes for School (Guidance) Counselor, Career Development Coordinator, Media Coordinator or Full-time Mentor. These are the only instructional support budget codes/positions that should certify the NBPTS differential. DPI has been monitoring instruction support positions that are coded to receive the NBPTS differential. If your LEA has any instructional support position that is not one of the above that you are coding for the NBPTS differential, you may now see an audit exception. If these budget code/positions result in an audit exception, vouchers will have to be reclassified to the correct budget code and/or adjustments to salaries will have to be made. If you have any questions, please contact Tiandra Alli at 919.807.3736, talli@dpi.state.nc.us or Sue Holly at 919.807.3735, sholly@dpi.state.nc.us.

(4) Budget Planning Documents:

Please refer to the DPI website for updated planning documents to aid you in budget preparations - <http://www.ncpublicschools.org/fbs/allotments/planning/>. Files on ADM projections, average salary and headcount are located on this page.

(5) Vendor Meeting:

Attached are the minutes from the vendor meeting held on February 24th, 2011.

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

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

Newsletter No. 028-10/11, March 14, 2011

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

North Carolina Virtual Public Schools Equivalent ADM and Transfer Amount:

The NC Virtual Public Schools Equivalent ADM and Transfer Amount for each LEA is located at www.ncpublicschools.org/fbs/allotments/ncvps/. If you have questions contact School Allotments at 919.807.3739.

Federal BUD Training:

Federal Budget Training (BUD) for traditional LEAs has been scheduled for Tuesday, April 19 and on Tuesday, May 10. Both sessions will cover the same material. Each session will be held at the DPI Education Building. The class time will be from 9:00 AM - 4:00 PM. Please send an email to dpi.incidents@its.nc.gov if you have questions or to register for the training.

Annual Stop Arm Violation Count:

On March 17, 2010 in North Carolina, a motorist passed a school bus - stopped with lights flashing to load/unload children - 2302 times! To support continued initiatives to educate the public about these senseless acts, each LEA is asked once again to participate in a one day count on March 23, 2011. Details have been sent to transportation directors and are available at www.ncbussafety.org. Please ensure that someone from your LEA is coordinating this count. Contact: Derek Graham 919.807.3570.

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

Newsletter No. 029-10/11, March 21, 2011

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

(1) School Support - Legislative Issues / Data:

Attached are two documents that detail issues and potential impact on LEAs in transferring current state budget responsibilities to the LEAs. The information for Workers Comp and School Bus Replacement are attached. We plan to have similar information on Tort Claims in the coming days. If you have questions contact Eileen Townsend (919.807.3522), or Derek Graham (919.807.3571).

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

MSA and Cash Management Training will be offered on Wednesday, May 4, 2011, 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. You will be notified by email that you have been successfully enrolled for the training class on the above date.

(3) Employees collecting Unemployment:

When reviewing your quarterly list of potential charges on the Employment Security Website, we recommend that you check your list of Unemployment charges against the names of employees receiving lost time benefits under **Workers' Compensation**. If you find an employee is collecting both benefits, please contact DPI Insurance Section for guidance.

DPI contact: Traci Waters, DPI Insurance Section, 919.807.3521 or twaters@dpi.state.nc.us.

(4) FY 11-12 Budget Planning:

The two following documents have been added to the web to assist in Budget Planning. FY 11-12 Low Wealth Supplemental funding Planning Allotments (subject to change).

www.ncpublicschools.org/docs/fbs/allotments/support/current/lowwealthplanning.xls

State Budget Information and Planning Formulas

www.ncpublicschools.org/docs/fbs/allotments/planning/state/formula.xls

Please contact School Allotments at 919.807.3739 if you have any questions concerning these two documents.

(5) REMINDER: Unspent Driver Training Funds at June 30, 2011:

Please analyze your Driver Training funds and report the amount you anticipate reverting to the State at June 30, 2011 on the attached Excel Form. This form must be signed by the Finance Officer and Superintendent and faxed no later than Friday, March 25, 2011 to the School Allotments Section at 919.807.3723. Please contact Sharon Ramseur with questions at 919.807.3675 or by email at sramser@dpi.state.nc.us.

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

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

Newsletter No. 030-10/11, March 25, 2011

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

Annual Vacation Leave Earning Rates Update:

The State Personnel Commission has increased the vacation leave earning rates for permanent state government, community college and UNC system employees. This action, in turn, affects local school district employees by way of the requirements in NCGS 115C-302.1(c) and 115c-316(a)(1). This change was effective Jan. 1, 2011. To be consistent throughout the state, the monthly annual leave earning rates should be rounded to 2 decimal positions as follows:

- Less than 5 years - 1.17
- 5 but less than 10 years - 1.42
- 10 but less than 15 years - 1.67
- 15 but less than 20 years - 1.92
- 20 years or more - 2.17

The rate attachment originally sent on 2/28/2011 has been updated to include the new monthly accrual rates in days rounded to 2 decimal positions. Please make sure your payroll systems reflect the attached values. See attached revised attachment.

MSA & Cash Management Training (LEAs only):

MSA and Cash Management Training will be offered on Wednesday, May 4, 2011, 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. You will be notified by email that you have been successfully enrolled for the training class on the above date.

PRC 575 - Golden Leaf STEM Initiative Project:

We have assigned PRC 575 - Golden Leaf STEM Initiative Project. The funds come from the Golden LEAF Foundation. PRC 575 is a local PRC under Local Grants and Donations.

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

Transportation Services Informational Videos:

Transportation Services is working on a series of informational videos. The first on school bus transportation can be viewed on-line at www.ncbussafety.org/video/Bus.wmv.

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

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

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

Newsletter No. 031-10/11, April 1, 2011

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

SB 389 - Child Nutrition Program:

The attached [letter](#) was sent to superintendents from Dr. June Atkinson on March 30. We want you to also be informed about this issue. If you have specific questions, you may contact Ben Matthews at 919.807.3501 or email him at bmatthews@dpi.state.nc.us.

MSA & Cash Management Training (LEAs only):

MSA and Cash Management Training will be offered on Wednesday, May 4, 2011, 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. 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 send an email to Debby Jackson and let her know which attachment(s) you need.

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

Newsletter No. 032-10/11, April 8, 2011

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

(1) Governor Takes Funds to Balance the Budget:

Senate Bill 109 calls on the Governor to increase General Fund availability for fiscal year 2011-12. You might have seen a recent press release that \$11 million was being taken from four DPI funds to meet this mandate. All of the reductions are associated with cash balances that have accrued over time in various trust funds. \$19,023 is coming from the School Technology Fund (from interest earned on the cash balance which has not yet been allocated to the schools). Teaching Fellows cash is being reduced by \$5,516,272 (from repayments of principal and interest by teaching fellows who did not complete the requirements of the scholarship/loan program). The Textbook Services Fund is giving up \$3,891,895 of cash balance that was earned on the 1.75% markup of textbook sales. These funds are used to support the textbook warehouse, the textbook commission, the cost of shipping textbooks, excess cost of braille and large print textbooks if the appropriation is not sufficient to cover their costs, and a minimal amount of textbook inventory. DPI does not anticipate an impact on services as long as an appropriation is made for textbooks and textbooks are purchased through the warehouse. Cash being taken from the School Bus Fund of \$2,473,975 was generated from the sale of surplus vehicles, used motor oil, and scrap tires, as well as, payments by LEAs for using schools buses for non-to-and-from school purposes. These funds are used exclusively to replace school buses and service vehicles. With the decreased appropriation for school bus purchases, these funds are being used more quickly as older buses with more mileage have to be removed from the bus fleet. DPI is the least comfortable with the taking of the School Bus Fund cash.

(2) New Retirement and Health Benefit Rates:

Senate Bill 265 (<http://ncleg.net/Sessions/2011/Bills/Senate/PDF/S265v6.pdf>), which establishes the retirement and health benefit rates for 2011-12 and 2012-13, was ratified and sent to the Governor on April 6. The current rate, Governor's proposed rates, and the rates per Senate Bill 265 are:

	Current	Governor Proposed		Senate Bill 265	
	2010-11	2011-12	2012-13	2011-12	2012-13
Retirement	10.51%	11.62%	12.73%	10.61%	10.91%
Health Benefit	\$ 4,929	\$ 5,161	\$ 5,404	\$ 4,952	\$ 5,211

(See above link for individual rates)

(3) Impact Of Federal Government Shutdown:

If the Federal Government shutdown occurs at midnight on Friday, April 8, 2011, we do not anticipate an immediate impact on federally funded operations at the LEAs and DPI. DPI will continue to closely evaluate and monitor this situation. Should a shutdown occur, DPI will provide an update and operational guidance to the LEAs no later than April 15, 2011. If you have questions, please contact Philip Price at pprice@dpi.state.nc.us or Sarah Harris at sharris@dpi.state.nc.us.

(4) Net Cost of Eliminating Positions/RIF Employees:

When filled positions are eliminated to address budget reductions, there is a cost (specifically in the first year) that negates the total amount of the reduction's impact on the total Budget. Attached is a chart that will help you calculate the net savings from a RIF position.

(5) RttT reminders regarding Bud submissions and contracting:

Please review the attached RttT reminders regarding Bud submissions and contracting. If you have questions contact Sam Fuller at sfuller@dpi.state.nc.us.

(6) SB99:

Please review attached SB99 regarding the tax structure for unemployment insurance. We will advise if act becomes law. If you have questions contact Eileen Townsend at etownsen@dpi.state.nc.us.

(7) Workers' Compensation Reform Bill:

Attached is a copy of the Workers' Compensation Reform Bill, filed by Rep. Dale Folwell on April 5th. This bill represents the interest and efforts of many in NC, concerned about the ongoing benefits and growing costs currently provided within our workers' compensation law. This bill will be heard in committees and will likely have many changes within the next few weeks. We wanted you to have a copy of this bill and we will keep you posted as information is presented to us. If you have questions contact Eileen Townsend at etowsne@dpi.state.nc.us.

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

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

Newsletter No. 033-10/11, April 18, 2011

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

(1) State Budget Information and Planning Formulas:

A file, "State Budget Information and Planning Formulas", has been posted to our website at www.ncpublicschools.org/fbs/ under What's New and www.ncpublicschools.org/fbs/allotments/planning/.

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

(2) Learn and Earn On-Line Textbooks:

If you are requesting reimbursement for Learn and Earn On-Line textbook expenditures, you will need to record FY 2010-2011 expenditures no later than May 31, 2011. Final reimbursement via an allotment for Learn and Earn On-Line textbook expenditures will post in June 2011.

Charter Schools use the 1-5110-036-415 Regular Curricular - Textbooks (Associated to Learn & Earn On-Line) and 1-5120-036-415 CTE-Textbooks (Associated to Learn & Earn On-Line) account codes and the LEAs use the 1-5110-055-415 Regular Curricular - Textbooks (Associated to Learn & Earn On-Line) and 1-5120-055-415 CTE-Textbooks (Associated to Learn & Earn On-Line) account codes.

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

(3) Budget Information:

For additional budget information go DPI website at www.ncpublicschools.org/budget/.

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

Newsletter No. 034-10/11, May 2, 2011

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

Learn and Earn On-Line Textbooks:

If you are requesting reimbursement for Learn and Earn On-Line textbook expenditures, you will need to record FY 2010-2011 expenditures no later than May 31, 2011. Final reimbursement via an allotment for Learn and Earn On-Line textbook expenditures will post in June 2011.

Charter Schools use the 1-5110-036-415 Regular Curricular - Textbooks (Associated to Learn & Earn On-Line) and 1-5120-036-415 CTE - Textbooks (Associated to Learn & Earn On-Line) account codes.

LEAs use the 1-5110-055-415 Regular Curricular - Textbooks (Associated to Learn & Earn On-Line) and 1-5120-055-415 CTE - Textbooks (Associated to Learn & Earn On-Line) account codes.

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

Transportation Budget Rating Simulator:

DPI Transportation Services has posted four instructional videos designed to help you more effectively install and use the transportation budget rating simulator. The videos are linked from our web page at: www.ncbussafety.org/simulator.html. If you have questions contact Derek Graham dgraham@dpi.state.nc.us.

Permissive Use - Coordinate Early Intervening Services (CEIS):

Attached is a memorandum with a 2011-2012 CEIS Permissive Use Form. The due date is May 31, 2011. If you have questions related to the permissive use of CEIS funds, please contact Laura Snyder at 919.807.3992 or lsnyder@dpi.state.nc.us or Ira Wolfe at 919.807.3976 or iwolfe@dpi.state.nc.us.

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

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

Newsletter No. 035-10/11, May 6, 2011

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

Days Missed for Inclement Weather Survey:

All LEAs and Charter Schools are REQUIRED by Legislation to complete the Days Missed Survey for school year 2010-2011. Please complete the online survey and submit by June 15, 2011. The survey can be found at the following link:

www.zoomerang.com/Survey/WEB22CCAGWDLB2/ or on the Financial Business Services website at www.ncpublicschools.org/fbs/ under "What's New".

If you have questions about the survey, please contact Ozella Wiggins at owiggins@dpi.state.nc.us or 919.807.3757.

Open New Schools and Close Schools in EDDIE:

If your LEA has a new school opening in 2011-12, it should be in EDDIE. Use the Future Schools Report to make sure it is there. If it is not, an EDDIE subscribed user can enter the new school information to request a school number. If you see a school on the Future Schools Report that will not open in 2011-12, please send an email to Nicola Lefler nlefler@dpi.state.nc.us and let us know if the school will open another year or if the assigned number should be canceled. Please include the school name and number on the email.

If your LEA has a school closing at the end of this year which will not re-open in 2011-12, the closing date field on that school's EDDIE information page should have 07/01/2011 filled in.

For information about EDDIE, go to www.ncpublicschools.org/fbs/accounting/eddie/. If you have questions contact Nicola Lefler at nlefler@dpi.state.nc.us.

Learn and Earn On-Line Textbooks:

If you are requesting reimbursement for Learn and Earn On-Line textbook expenditures, you will need to record FY 2010-2011 expenditures no later than May 31, 2011. Final reimbursement via an allotment for Learn and Earn On-Line textbook expenditures will post in June 2011.

Charter Schools use the 1-5110-036-415 Regular Curricular - Textbooks (Associated to Learn & Earn On-Line) and 1-5120-036-415 CTE-Textbooks (Associated to Learn & Earn On-Line) account codes and the LEAs use the 1-5110-055-415 Regular Curricular - Textbooks

(Associated to Learn & Earn On-Line) and 1-5120-055-415 CTE-Textbooks (Associated to Learn & Earn On-Line) account codes.

If you have 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.

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

Newsletter No. 036-10/11, May 13, 2011

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

(1) Impact of Senate Targets on Public Schools:

For your review and information an Impact of Senate Targets on Public Schools has been posted to the FBS website under "What's New" www.ncpublicschools.org/fbs

(2) State Public School Fund Allotment Overdraft Reports:

We re-netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the current year, FY 2010-2011, as of the April 2011 processing period, on Thursday, May 12, 2011 and the prior year report, Company 8000, for FY 2010-2011, as of the April 2011 processing period, will be netviewed on Monday, May 16, 2011. Please submit your refunds effective May 2011 (processing period 11) by Thursday, June 2, 2011, to avoid additional penalties.

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: Sue Holly at 919.807.3735, sholly@dpi.state.nc.us or Tiandra Alli at 919.807.3736, talli@dpi.state.nc.us.

(3) Allotment Overdraft Penalties:

Thank you for your timely payment of the penalties due on the Allotment Overdraft reports. 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 to confirm the correct amount of penalties to pay.

(4) Learn and Earn On-Line Textbooks:

If you are requesting reimbursement for Learn and Earn On-Line textbook expenditures, you will need to record FY 2010-2011 expenditures no later than May 31, 2011. Final

reimbursement via an allotment for Learn and Earn On-Line textbook expenditures will post in June 2011.

Charter Schools use the 1-5110-036-415 Regular Curricular - Textbooks (Associated to Learn & Earn On-Line) and 1-5120-036-415 CTE-Textbooks (Associated to Learn & Earn On-Line) account codes and the LEAs use the 1-5110-055-415 Regular Curricular - Textbooks (Associated to Learn & Earn On-Line) and 1-5120-055-415 CTE-Textbooks (Associated to Learn & Earn On-Line) account codes.

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

(5) Licensure/Salary 2010- 2011 Year-End Processing Deadline - June 6, 2011:

To prevent unnecessary, last minute audit exceptions, Licensure has been asked to process requests that affect the 2010-2011 school year salaries by June 6, 2011.

If you have any requests that are pending in Licensure that will affect any 2010-11 school year salaries, please send an email to Christy Layne at clayne@dpi.state.nc.us by Monday, June 6, 2011.

(6) Teacher Count Calculations - FY 2011:

Teacher count for principal salaries will be calculated when the 11th pay period salary loads. This is the final determination for principal salaries and will be retroactive to July 1, 2010. Only State funded teachers and instructional support, assistant principals and teachers and instructional support paid from Federal PRC 140 will be counted. In order for the teacher, instructional support person, or assistant principal to be included in the calculation, THEY MUST HAVE 5 MONTHS OR MORE WORK HISTORY WITHIN THAT SPECIFIC SCHOOL.

Reminder: If the school had a teacher to retire during the year that had 5 or more months of work experience during the year, they will be included in the teacher count calculation for that specific school.

If you have questions on teacher count calculations, please contact Tiandra Alli at talli@dpi.state.nc.us or Susan Holly at sholly@dpi.state.nc.us.

(7) The Goal: No ARRA Funds Left Unspent:

A recent review of LEA and Charter School balances in ARRA programs revealed that 80% or more of most ARRA funds have been spent as of April 30, 2011. However, a significant number of subrecipients have remaining balances greater than 25% of the allotted funds in one or more of the three largest funds: Stabilization (PRC 140), Title I (PRC 141), and IDEA VI-B (PRC 144). Remember that these funds must be spent or encumbered by September 30,

2011, with obligations liquidated by December 30, 2011. Also remember that salaries cannot be encumbered.

Please be diligent in monitoring your remaining balances, to assure that all funds are spent appropriately and timely. If you have questions, please contact Stephanie English at senglish@dpi.state.nc.us or 919.807.3686.

(8) North Carolina Educator Evaluation System Update:

Please review the attached memorandum regarding a North Carolina Educator Evaluation System Update.

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

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

Newsletter No. 037-10/11, May 20, 2011

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

(1) School Allotment Reminders:

ABC Transfer Request - May 31, 2011 is the last day to submit an ABC Transfer Request for FY 10-11.

Other Allotment Revision Request - June 8, 2011 is the last day to submit approvals, additional allocation requests, or allotment adjustments for FY 10-11. 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 8, 2011. 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 2011-12 is on the following web link: www.ncpublicschools.org/fbs/allotments/forms/. We are requesting that this form be turned in by June 13, 2011. 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 Angela McNeill, School Allotments, at 919.807.3732 or 919.807.3739.

(2) FY 11-12 Federal Planning Allotments

We plan to upload the Federal Planning Allotments by Wednesday, May 25, 2011. The BUD system will not allow budgets to be sent for Federal Grants that require a planning allocation without federal planning. We know that some of the applications are due and request that those budgets be a priority once the planning allocations are sent. If you have any question, please call School Allotments at 919-807-3739.

(3) Child Nutrition Program - Survey:

The Program Evaluation Division of the North Carolina General Assembly has been directed to study the Child Nutrition Program (SL 2010-115) and to report evaluation findings to the General Assembly. As part of this evaluation, you will be receiving a brief online survey asking you about indirect costs associated with the program. Watch for an email on or about May 25 with additional instructions and a link to the survey. We appreciate your help with this study.

(4) IDEA, Capacity Building and Improvement Grant (SLIVER) FY 2011-12 (PRC 044):

Effective the 2011-12 fiscal year, the SLIVER Grant (PRC 044) will expire and the application will only document 'usage of carryover funds' and/or 'grant closure'. No additional funding will be allocated to the program. A budget for usage of carryover funds is required and must reflect the grant application budget narrative. The Budget Utilization and Development (BUD) System for PRC 044 has been enabled to allow submission of the carryover funds budget. Please ensure your budget via BUD denotes "estimated carryover" and not "approved allotment". The due date for the application and budget to DPI has been extended to June 10, 2011. Also, please note the regular funds allocated this current year (2010-11) must be obligated by September 30, 2012 and liquidated by December 31, 2012. The special allocation (extra funding) received this school year must be obligated by September 30, 2011 and liquidated by December 31, 2011. If you have any questions, please contact your local exceptional children program director or Valerie Herndon, DPI/Exceptional Children Division, at vherndon@dpi.state.nc.us, 919.807.3996.

(5) DWI Seized Vehicles - Potential Revenue. Informational Webinar June 15:

When the DWI seizure law went into effect in the late 1990's many LEAs lost money in the process of storing those vehicles at the LEA because the law did not permit the LEA to charge \$10 per day storage. That was changed. Cleveland County is the only LEA handling seized vehicles locally, generating some income for the LEA.

DPI will be re-bidding the regional contracts this fall. In preparation for this, we want to make sure that all LEAs have the opportunity to opt out and to manage their own DWI seized vehicles. An informational webinar will be held on Wednesday, June 15th at 1:30 PM. More details will be provided closer to that date.

Derek Graham dgraham@dpi.state.nc.us

(6) Learn and Earn On-Line Textbooks

If you are requesting reimbursement for Learn and Earn On-Line textbook expenditures, you will need to record FY 2010-2011 expenditures no later than May 31, 2011. Final reimbursement via an allotment for Learn and Earn On-Line textbook expenditures will post in June 2011.

Charter Schools use the 1-5110-036-415 Regular Curricular - Textbooks (Associated to Learn & Earn On-Line) and 1-5120-036-415 CTE-Textbooks (Associated to Learn & Earn On-Line) account codes and the LEAs use the 1-5110-055-415 Regular Curricular - Textbooks (Associated to Learn & Earn On-Line) and 1-5120-055-415 CTE-Textbooks (Associated to Learn & Earn On-Line) account codes.

If you have 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.

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

Newsletter No. 038-10/11, May 27, 2011

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

Financial and Business Services Summer Conference:

Attached is invitation letter to the Financial and Business Services Summer Conference. If you have questions about the conference contact Alexis Schauss or Doris McCain at 919.807.3700.

Notice:

Several items under What's New have been updated dated 5/24/11.
www.ncpublicschools.org/fbs/

Lottery Funding:

We hope to receive some of the 4th quarter lottery revenue during June so that it can be distributed before the end of the fiscal year. If that occurs, the following deadlines will apply: Applications for payment of Classroom Teachers and purchase of technology must be received by School Planning by 9 a.m. on June 9, 2011. Applications for other purposes (construction, debt service, etc.) must be received by School Planning by 9 a.m. on June 21, 2011. Applications received after these deadlines will be processed in fiscal year 2011-12. Lottery revenue transferred in FY 2011-12 cannot be used to support classroom teachers in FY 2010-11. If you have questions contact Kenneth Phelps, School Planning Section, DPI at 919.807.3561 or kphelps@dpi.state.nc.us. Fax 919.807.3558

Impact of Proposed Senate Budget on Small County Allotment:

Attached is an excel spreadsheet indicating the Impact of the Proposed Senate Budget on Small County Allotment. This communication has also been posted to the FBS website under "What's New" at www.ncpublicschools.org/fbs/.

Learn and Earn On-Line Textbooks:

If you are requesting reimbursement for Learn and Earn On-Line textbook expenditures, you will need to record FY 2010-2011 expenditures no later than May 31, 2011. Final reimbursement via an allotment for Learn and Earn On-Line textbook expenditures will post in June 2011.

Charter Schools use the 1-5110-036-415 Regular Curricular - Textbooks (Associated to Learn & Earn On-Line) and 1-5120-036-415 CTE-Textbooks (Associated to Learn & Earn On-Line)

account codes and the LEAs use the 1-5110-055-415 Regular Curricular - Textbooks (Associated to Learn & Earn On-Line) and 1-5120-055-415 CTE-Textbooks (Associated to Learn & Earn On-Line) account codes.

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

NON-PUBLIC SCHOOL STUDENT FEE FOR NCVPS CLASSES TO BE COLLECTED:

Districts have an option to enroll non-public school students into North Carolina Virtual Public School (NCVPS) courses through the visiting student policy. In addition, NCVPS has a process for enrolling non-public school students into the registration system. There is a check box that should be checked when a non-public school student is enrolled to identify those who need to submit payment for their classes. NCVPS pulls a list of these students to determine those districts/students who need to pay and submits to the Department of Public Instruction. It is the districts responsibility to collect and submit these fees to DPI per the process outlined below.

School finance officers, District Learning Coordinator's (DLC's) and District Learning Advisor's (DLA's) should be using the following information below to invoice non-public school students who have enrolled in NCVPS courses. The fees must be submitted to DPI within 10 days of the student receiving a seat in the course. Please visit this link to get to the actual forms you may use to collect this money: www.ncvps.org/index.php/parents/homeprivate-school/

The recommendation from the SBE for fees is outlined in the documents below.

In addition, we have supplied school districts with sample invoices.

1. Process for www.ncvps.org/docs/parent/homeSchool/process.doc
2. Student Invoice (Sample) www.ncvps.org/docs/parent/homeSchool/STUDENT_SAMPLE.doc
3. Student Invoice (FINAL) www.ncvps.org/docs/parent/homeSchool/STUDENT_FINAL.doc
4. Remittance Invoice (sample) www.ncvps.org/docs/parent/homeSchool/REMIT_SAMPLE.doc
5. Remittance Invoice (FINAL) www.ncvps.org/docs/parent/homeSchool/REMIT_FINAL.doc

Please make sure your district is collecting these fees as students are enrolled and following the above process.

If you have questions please contact Tammy Pearson at 919.513.8550 or tammy.pearson@ncpublicschools.gov.

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

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

May 31, 2011

TO: Finance Officers

FROM: Philip Price

Senate Budget Update:

The latest version of the Budget has been posted to the main page of the NC General Assembly web-page www.ncleg.net/homePage.pl.

Attached* is a comparison chart outlining how this Budget impacts the State Public School Fund. Some key changes from the Senate's original version are:

- Does not reduce teacher assistants
- Includes class size reduction in grades 1-3
- Does not cut Small County Supplemental Funding
- Does not change the current National Board pay differential (12% is calculated based on Master's Pay)
- No cut or provision related to funding one district per county
- Retirement rate reduced to 13.12% (previously 13.62%)
- Allows no restrictions in what can be returned for the LEA Adjustment
- Increase in the LEA Adjustment \$124,217,542 (to \$428,991,908). See attached file* for impact.
- Reduction to Instructional Supplies of \$41,970,358
- Cut to transportation of \$10,340,115 (while increasing instructional days for FY 2011-12 to 185 days)
- Cut to Central Office remains at \$17,211,294
- Assistant Principal reduction to 1 month per 98.53 in ADM (currently 1:80)
- State Board can grant Flexibility but with 3 exceptions:
 - No funds can be moved to central Office
 - Teachers can only be converted to move funds to teacher assistants
 - Teacher assistant funds can only be transferred to fund teachers
- Furlough of State paid teachers is not allowed unless the Governor implements a furlough.

*The files are available online: www.ncpublicschools.org/fbs/

Newsletter No. 039-10/11, June 1, 2011

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

1) Budget/State Board Follow-up Webinar:

You may want to participate in the Webinar with your Superintendent to be held Friday, June 3, at 11 a.m. to discuss the latest budget information and actions from the June State Board of Education meeting. In an effort to conserve, since each call is a charge, we ask that you limit the number of calls.

To register, please go online to <https://www1.gotomeeting.com/register/788097145>. After registering you will receive a confirmation email containing information about joining the Webinar. System Requirements:

- PC attendees: Windows 7, Vista, XP or 2003 Server
- Macintosh attendees: Mac OS X 10.4.11 (Tiger) or newer

2) Liability Insurance for Public School Personnel:

If the current Senate Budget is ratified, the State Board of Education, through the Department of Public Instruction, will provide a master policy for liability insurance to cover public school personnel.

1. Coverage includes liability insurance for professionals and non professionals. LEAs must continue to purchase liability insurance to cover their public school entity and individual board members.
2. Limits of coverage are \$2,000,000 per occurrence per individual member/\$3,000,000 aggregate per individual member.
3. Coverage will be effective when an LEA's current coverage expires and will be tailored to meet the occurrence or claims-made contract of the LEA.
4. Defense Cost are included in addition to the limit of liability.
5. Sexual Misconduct Molestation coverage is provided.
6. Corporal Punishment Coverage is provided.
7. Reimbursement of Legal Expenses for Criminal Allegations is provided.
8. Civil Rights Cases will be covered.

It is suggested that you provide this information to your liability insurer, so professional liability coverage provided to individual employees is not duplicated. If this is included in the Final Budget, LEAs will be responsible to contact Eileen Townsend to initiate coverage. Eileen Townsend can be contacted at etownsen@dpi.state.nc.us or 919.807.3522.

3) Evaluation of Child Nutrition Program in NC (Reminder):

The General Assembly's Program Evaluation Division has been directed to evaluate the Child Nutrition Program in North Carolina (SL 2010-115). A major focus of the study is indirect costs, and this survey asks about what is happening in your LEA. This project has been mandated by the legislature and 100% response rate from all LEAs is required.

All of your answers will be kept confidential: we will not identify you or your LEA by name, and no one outside of the Program Evaluation Division will see your individual responses linked to your name or your LEA. You may follow the link at the end of this email to read more about our assurance.

Please click on the link below to get to the survey. It should take about 5 minutes to complete and must be completed in one session. If you exit the survey or turn off your computer before clicking 'Submit' on the last page then all your responses will be lost! A pdf version is attached to this message in case you prefer to complete it in hard copy then enter your responses in the online survey. However, we must receive your completed online survey: the pdf version is just for your convenience.

www.surveymethods.com/EndUser.aspx?B99DF1EBBEF8E5E9B9

Please complete this survey no later than 5:00 on Friday, June 3, 2011. If you have any questions about the survey, please contact Carol Ripple, Principal Evaluator (919.301.1413, carol.ripple@ncleg.net).

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

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

Newsletter No. 040-10/11, June 3, 2011

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

FY 2011 Close Out Deadlines:

UERS Data files, including MFR files, must be ready for transmission by JUNE 30, 2011 (midnight)

All Installment Accruals must be ready for transmission by JUNE 30, 2011 (midnight)

DPI will begin pulling data at 12:01 a.m. Friday, July 1, 2011.

FY 2011 Close Out Reminders:

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

- a) Please review your MFR Error Message and DBS/MFR Match (JHA899EG) reports carefully. Once DPI closes FY 10-11 (June 30, 2011), School Business cannot key manual 202s for FY 10-11. Please send your current manual 202s for corrections to Roxane Bernard at roxane.bernard@dpi.nc.gov or Richard Smith at richard.smith@dpi.nc.gov.
- b) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- c) Cannot record expenditures within the BUD system for State Textbooks (1-5110-130-412). Your LEA will need to record your State Textbook expenditures through journal entries.
- d) DPI will begin receiving and processing BUD batches twice a day starting Monday, June 13, 2011. Please receive your BUD files daily and immediately make corrections to any denied batches.
- e) Please use small batches when transmitting BUD batches. Please keep batches containing June vouchers separate from those containing vouchers cut in May or earlier; this may reduce the potential impact of any errors.

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

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 Friday morning, July 1, 2011 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. If you have not already, please e-mail your on-site contact person's name, telephone number and e-mail address to Ally Barfield at Ally.Barfield@nc.dpi.gov by Friday, June 17, 2011.

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 Ally.Barfield@nc.dpi.gov by Friday, June 24, 2011. Simply put "No accruals - LEA (plus your three digit LEA number)" in the subject line. We appreciate your help.

REMINDER: Days Missed for Inclement Weather Survey:

All LEAs and Charter Schools are REQUIRED by Legislation to complete the Days Missed Survey for school year 2010-2011. Please complete the online survey and submit by June 15, 2011. The survey can be found at the following link: www.zoomerang.com/Survey/WEB22CCAGWDLB2/ or on the Financial Business Services website at www.ncpublicschools.org/fbs/ under "What's New". If you have questions about the survey, please contact Ozella Wiggins at owiggins@dpi.state.nc.us or 919.807.3757.

What's New:

Information is continuously being added to the FBS website under "What's New". You should frequently check the website for updated information.

Please note new email addresses for DPI staff.

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

Newsletter No. 042-10/11, June 17, 2011

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

We have converted to a new email system and there has been a change in our email addresses. The new migration is designed to reroute messages to the new email. Should you have questions our new email addresses are as follows:

Philip Price Philip.Price@dpi.nc.gov
Teresa Matthews Teresa.Matthews@dpi.nc.gov
Debby Jackson Debby.Jackson@dpi.nc.gov

(1) Summary of Education Legislation

Attached is a document that highlights the legislation impacting education. The full version of the legislation can be found at www.ncleg.net/. There is a proposed Budget Technical Corrections Bill (HB22), but in its current version there is no affect on LEAs or charter schools. If you have received a draft version of this document previously, please replace with the attached as some items have changed.

Based on calls that we have received, we would like to highlight the following:

Class size in grade K-3 - requirements have NOT been changed even though the allotment ratio has been reduced by 1. Class size in K-3 remains as LEA average 1:21, maximum class 1:24.

Lottery Capital funds - may NOT be used for classroom teachers in 2011-12

Furloughs: LEAs are NOT permitted to furlough state funded employees unless ordered by the Governor

Calendar: effective July 1, 2011 school calendars must include 185 days and 1,025 hours. There is no extension of the number of days in a 10 month contract (remains at 215), therefore the 5 additional instructional days are converted from the workdays. The calendar no longer requires protected work days. The ability to apply for a waiver will be determined by the State Board of Education.

More at Four: Effective July 1, 2011, the More at Four Pre-kindergarten program will be transferred away from the Department of Public Instruction and to the Division of Child Development.

Because the relevant provisions included in the biennial budget become effective July 1 and do not allow a period of planning for the transfer of the program between departments, it remains uncertain as to how individual programs at the local level will be impacted. The Department of Public Instruction and Department of Health and Human Services are currently planning meetings specific to the transfer.

There are many decisions that must be made specific to program implementation that will be impactful at the local level, including how the \$32 million cut to program funds will be implemented, what per child funding rates will be, how reimbursements will be handled, and what mechanism for local program oversight and decision making will remain in place.

As this process unfolds, you will be kept informed of specific information that will allow for informed decision making at the local level.

(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 Friday morning, July 1, 2011 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. If you have not already, please e-mail your on-site contact person's name, telephone number and e-mail address to Ally Barfield at Ally.Barfield@dpi.nc.gov by Monday, June 20, 2011.

(3) 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 Ally.Barfield@dpi.nc.gov by Friday, June 24, 2011. Simply put "No accruals - LEA (plus your three digit LEA number)" in the subject line. We appreciate your help.

(4) State Public School Fund Allotment Overdraft Reports:

We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the *current year*, FY 2010-2011, as of the May 2011 processing period, on Monday, June 13, 2011 and the *prior year* report, Company 8000, for FY 2010-2011, as of the May 2011 processing period, was netviewed on Wednesday, June 15, 2011.

Please submit your refunds with the effective June 2011 processing period 12 by Thursday, June 30, 2011, to avoid additional penalties.

If you have questions, please contact the following persons:

- Total Dollar Allotment Overdraft:
 - Roxane Bernard at (919) 807-3725, roxane.bernard@dpi.nc.gov;
- Audit Exceptions - State Overpaid and Month Allocated Versus Months Used:
 - Sue Holly at (919) 807-3735, susan.holly@dpi.nc.gov or
 - Tiandra Alli at (919) 807-3736, tiandra.alli@dpi.nc.gov.

(5) Allotment Overdraft Penalties:

Thank you for your timely payment of the penalties due on the Allotment Overdraft reports. 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 roxane.bernard@dpi.nc.gov to confirm the correct amount of penalties to pay.

(6) FY 2011 Close Out Deadlines

UERS Data files, including MFR files, must be ready for transmission by June 30, 2011 (midnight)

All Installment Accruals must be ready for transmission by June 30, 2011 (midnight)

DPI will begin pulling data at 12:01 a.m. Friday, July 1, 2011.

(7) FY 2011 Close Out Reminders

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

- a) Please review your MFR Error Message and DBS/MFR Match (JHA899EG) reports carefully. Once DPI closes FY 10-11 (June 30, 2011), School Business cannot key manual 202s for FY 10-11. Please send your current manual 202s for corrections to Roxane Bernard at roxane.bernard@dpi.nc.gov or Richard Smith at richard.smith@dpi.nc.gov. (Please note new email addresses)
- 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.

If you have any questions, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov or Richard Smith at richard.smith@dpi.nc.gov. (Please note new email addresses)

(8) 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 LaKeisha.HallDavis@dpi.nc.gov) in the Monitoring & Compliance Section if you have questions.

(9) Eleventh and Twelfth Month Installments for FY 2011-12

Due to the passing of the budget (HB 200), local education agencies that process the accrual and payment of eleventh and twelfth salary installments for state and federal funds, the retirement contribution is 13.12%, effective July 1, 2011.

(10) PAST DUE! Days Missed for Inclement Weather Survey:

As of Thursday, June 16, we have only received approximately half of the required survey responses. Please respond to this survey IMMEDIATELY!

All LEAs and Charter Schools are REQUIRED by Legislation to complete the Days Missed Survey for school year 2010-2011. Your survey was due on June 15, 2011. The survey can be found at the following link: www.zoomerang.com/Survey/WEB22CCAGWDLB2/ or on the Financial Business Services website at www.ncpublicschools.org/fbs/ under "What's New". If you have questions about the survey, please contact Ozella Wiggins at ozella.wiggins@dpi.nc.gov or 919.807.3757.

(11) DUE TODAY! Reduction-in-Force Survey:

As of Thursday, June 16, we have only received 13 responses.

The North Carolina General Assembly has requested we provide the number of people (not positions) that have been RIF'd since March 1, 2011 as well as the number of people (not positions) that you have not yet cut, but expect to cut for the 2011-12 school year, based on the current financial situation in our state. Please complete the following Zoomerang survey by next Friday, June 17, 2011.

www.zoomerang.com/Survey/WEB22CEH5POOND/. If you have questions, please contact Andrew Cox at andrew.cox@dpi.nc.gov.

(12) DWI Vehicle Seizures and Local Revenue:

On the following page you will find links to the DWI Vehicle Seizure Law, a recording of Wednesday's webinar and the PowerPoint presentation used in that session. Please direct any questions to Steve Beachum or Derek Graham at 919.807.3570. If your LEA is interested in handling DWI seizures, we will need to know by mid-July - at least a non-binding indication of interest. Web site: www.ncbussafety.org/NCLaws_DWI.html

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

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

Newsletter No. 043-10/11, June 24, 2011

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

(1) Time line for final BUD batches for 2010-11 and Correction Window of denied batches:

Please read this statement completely. Failure to follow all directions may result in not having BUD batches submitted to DPI.

Midnight Thursday, June 30, 2011 is the deadline for submitting any new BUD batches for the 2010-11 fiscal year.

DPI will receive these batches on Friday July 1, 2011.

LEAs that have denied batches that DPI receives on Friday July 1, will be given an opportunity to correct these denied BUD batches, starting the afternoon of July 1st and ending at 1pm on Saturday July 2, 2011.

DPI will load salary vouchers on the evening of Friday July 1 and pull any BUD batches that were on hold waiting the salary load and any corrected batches submitted July 1 on Saturday morning July 2.

LEAs that have denied batches from the Saturday morning, July 2 pull will have the opportunity to correct these denied batches until 1pm on Saturday July 2.

Please provide Tiandra Alli (tiandra.alli@dpi.nc.gov) and Sue Holly (susan.holly@dpi.nc.gov) with the name of the individual responsible for submitting BUD batches during this time as well as a direct line phone number (i.e. cell phone) and not a switchboard number in case there are any problems with the batches submitted by Tuesday, June 28. If we are not able to get in touch with someone at your LEA during this window of correction, you will NOT be given another opportunity to submit.

IF an LEA has a denied batch submitted at year-end (either June 30, July 1 correction, or a batch that was on hold for salary) that needs to be corrected, a file will be sent to enable you to make corrections after processing each pull. Your LEA MUST run SURF to receive this file before making any corrections to the denied batches. If you do not run SURF, you WILL NOT be able to submit corrected batches.

Thanks for helping us make this a smooth year-end.

Contact Andrew Cox at andrew.cox@dpi.nc.gov or 919.807.3708 with questions.

(2) State Public School Fund Allotment Overdraft Reports:

We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the *current year*, FY 2010-2011, as of the May 2011 processing period, on Monday, June 13, 2011 and the *prior year* report, Company 8000, for FY 2010-2011, as of the May 2011 processing period, was netviewed on Wednesday, June 15, 2011. Please submit your refunds with the effective June 2011 processing period 12 by Thursday, June 30, 2011, to avoid additional penalties.

If you have questions, please contact the following persons: Total Dollar Allotment Overdraft: Roxane Bernard at (919) 807-3725, roxane.bernard@dpi.nc.gov; Audit Exceptions-State Overpaid and Month Allocated Versus Months Used: Sue Holly at (919) 807-3735, susan.holly@dpi.nc.gov or Tiandra Alli at (919) 807-3736, tiandra.alli@dpi.nc.gov.

(3) Allotment Overdraft Penalties:

Thank you for your timely payment of the penalties due on the Allotment Overdraft reports. 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 roxane.bernard@dpi.nc.gov to confirm the correct amount of penalties to pay.

(4) FY 2011 Close Out Deadlines:

UERS Data files, including MFR files, must be ready for transmission by June 30, 2011 (midnight)

All Installment Accruals must be ready for transmission by June 30, 2011 (midnight)

DPI will begin pulling data at 12:01 a.m. Friday, July 1, 2011.

(5) FY 2011 Close Out Reminders:

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

- a) Please review your MFR Error Message and DBS/MFR Match (JHA899EG) reports carefully. Once DPI closes FY 10-11 (June 30, 2011), School Business cannot key manual 202s for FY 10-11. Please send your current manual 202s for corrections to Roxane Bernard at roxane.bernard@dpi.nc.gov or Richard Smith at richard.smith@dpi.nc.gov. (Please note new email addresses)
- 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.

If you have any questions, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov or Richard Smith at richard.smith@dpi.nc.gov. (Please note new email addresses)

(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 LaKeisha.HallDavis@dpi.nc.gov) in the Monitoring & Compliance Section if you have questions.

(7) Public School Building Capital Fund (does not apply to Charter Schools):

If applications for funding are sent via fax, please remember to mail the signed original within a reasonable time. If a few LEAs continue to forget to mail the original application, we will have to stop accepting faxed applications from everyone.

On funding applications for debt service, please note the fiscal year in which the payment is being made. Also, please attach the applicable page from the amortization schedule, as required by the Procedures Manual, Section IX (page 10). The Manual can be found on the School Planning website, www.schoolclearinghouse.org/otherinf/ADMFund/ProceduresManual-PublicSchool_2003_.pdf.

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

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

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

Newsletter No. 001-11/12, July 8, 2011

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

(1) Total BUD Refunds Processed JHA150YE Report:

We net viewed the "Total BUD Refunds Processed" (JHA150YE report) on Thursday, July 7, 2011. This report represents the BUD adjustments that were processed with a Funds Requirement Date of June 29, 2011. This report includes the Process Date of the BUD adjustments, the Batch numbers, the Transaction Types and the BUD adjustment amounts.

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

(2) 185 Day Calendar Waiver Approvals:

Attached is a list of all LEAs and Charter Schools that have had their waiver requests approved as of July 7, 2011. This list is inclusive of all requests received by July 5, 2011. Superintendents in each LEA or Charter are in the process of being notified of these approvals. If your superintendent does not receive an approval notification by July 13, 2011, please let us know.

For those LEAs or Charter that have submitted a waiver request after July 5, 2011, notifications on approvals will start going out no later than July 15 if your request was based on professional development on the new essential standards and common core as part of your Race to the Top (RttT) Detailed Scope of Work (DSW). If your waiver request is not based on a RttT DSW, it will be submitted to the State Board of Education for review during their August meeting which takes place August 3-4, 2011.

Waiver request forms can be found here:

www.ncpublicschools.org/docs/fbs/accounting/calendar/185waiverrequestform.pdf.

If you have any questions on the waiver requests, please contact Ozella Wiggins at 919.807.3757 or ozella.wiggins@dpi.nc.gov.

(3) IRS Mileage Rate Change:

Please see the attached memo outlining the increase in mileage rates.

(4) NCVPS Allotment Formula:

The NCVPS Allotment Formula has been posted on DPI website under "What's New" at www.ncpublicschools.org/fbs/ and also on the Allotments-NCVPS page at <http://www.ncpublicschools.org/fbs/allotments/ncvps/>.

If you have questions please contact School Allotments at 919.807.3739.

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

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

Newsletter No. 002-11/12, July 14, 2011

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

(1) State Public School Fund Allotment Overdraft Reports:

We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for June 2011 today, July 14, 2011. Once BUDs are available to be processed, please submit your refunds as prior period refunds to avoid additional penalties.

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

(2) Allotment Overdraft Penalties:

Thank you for your timely payment of the penalties due on the Allotment Overdraft reports. When paying the penalties, please remember to mark the "Prior Year" field with a "Y" if the penalty due is from a prior year. Before paying your penalties, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov to confirm the correct amount of penalties to pay.

(3) Federal Overspent Programs:

Please wait until DPI sends your LEA a letter providing instructions on how to pay back any federal overspent programs from FY 10-11. Your LEA cannot pay back federal overspent programs through the BUD system.

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov or Barbara Chalk at 919.807.3716 or barbara.chalk@dpi.nc.gov.

(4) FY 2011 13th Month MFR File - Reminder:

This is a reminder that we will pull your FY 2011 13th month MFR File on Monday evening, July 18, 2011. Please make sure your LEA is signed into FY 11.

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 11):

- (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 roxane.bernard@dpi.nc.gov.

(5) DPI Vehicle Sales:

DPI will soon begin soliciting proposals for the State DWI Contract for towing, storage and the sale of seized DWI vehicles for the time period beginning December 1, 2011. Local boards of education have the statutory authority to opt out of the state wide contract and operate the DWI program themselves. Please reference the school bus website link below for information about the state DWI Vehicle Seizures program. At this link you will find NC laws and policies, requirements, annual reports and presentations about the program that will help you make an informed decision about whether or not to opt out of the state contract and receive a greater share of the associated revenue. www.ncbussafety.org/NCLaws_DWI.html In order for DPI to move forward in its efforts to solicit potential contractors, it is important that you let us know by August 31, 2011 your intent to opt out of the state contract and handle these vehicles yourself. Contact DPI Transportation Services 919.807.3570. Derek Graham or Steve Beachum.

(6) CEDARS Data Warehouse demonstration webinar scheduled for July:

The CEDARS Team at DPI is pleased to invite you to a webinar to introduce you to the newly established CEDARS Data Warehouse and reporting tools. CEDARS (the Common Education Data Analysis and Reporting System) is North Carolina's PK-13 State Longitudinal Data System (SLDS) and contains consolidated education data from more than 30 data sources at DPI.

This webinar is open to any LEA or charter school personnel who wish to attend, and will provide an overview of the types of data available in the CEDARS Data Warehouse and the kinds of built-in, web-based reporting tools that LEA/Charter personnel can use to access and analyze the data. We will also demonstrate a set of draft LEA/School views, or "dashboards," that the CEDARS Team has developed for LEA and school use.

Please forward this invitation to whomever in your organization you believe will benefit from the webinar. NC WISE coordinators, data managers, Curriculum & Instruction and/or Testing coordinators, program administrators, and any personnel responsible for data analysis and planning will benefit from this webinar. There is no limit to the number of people who may attend the webinars from each LEA.

To register for the webinar, please follow the link below:

www.ncpublicschools.org/cedars/reporting/webinars

If you have questions contact **Kayla M. Siler** at kayla.siler@dpi.nc.gov or 919.807.3824.

(7) Travel Reimbursement Rates:

Please see attached memo regarding the updated reimbursement rates to be used for state employee's in-state and out-of-state travel.

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

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

Newsletter No. 003-11/12, July 22, 2011

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

(1) Salary and Salary Schedule Update:

2011-12 Salary Schedules have been updated and published to the DPI Financial and Business Services website. www.ncpublicschools.org/fbs/finance/salary/

Reminder:

Public School employees are to receive the same rate of pay as they received in 2010-11, with the exception of assignment and teacher count changes for principals. Public school employees paid according to the salary schedules at the above link and receiving NBPTS certification or obtaining a master's, advanced or doctorate degrees shall not be prohibited from receiving the appropriate increase in salary.

Also, please be mindful that the salary calculator will not return the correct salary for principals until the teacher count is generated in the 3rd pay period. You should use the salary schedules posted at the above link to ensure the proper principal salary until that time.

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

(2) Statistical Profile – Historical Data:

The print versions of the Statistical Profile from 1975 to 2009 (the last year printed) have been digitized by the Division of Cultural Resources and are now available for viewing. You can either use the following link: http://digital.ncdcr.gov/u?p249901coll22_92200, or you may access the link under the Statistical Profile – Archived Documents heading at the following link: www.ncpublicschools.org/fbs/resources/data/.

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

(3) 185 Day Calendar Waiver Update and Reminder:

Attached is the Official List of Waiver Approvals of all LEAs and Charter Schools that have had their waiver requests approved as of July 21, 2011. Your Superintendent should have received a letter from DPI providing notification of your waiver status. If your Superintendent has not received this letter by July 27, 2011, please let us know. Please note, if your LEA requested to waive more than 25 instructional hours, we can only approve a waiver for up to 25 instructional hours, so although your waiver request was approved, your instructional hours waived were capped at 25 hours. The notification letter

sent to the Superintendent will include the total number of instructional days and instructional hours that were approved. Please pass this information along to all others in your LEA who may be interested in your waiver status.

Reminder: The deadline for submitting waiver requests is July 28, 2011. Please ensure your waiver request has been submitting by this date. Attached is a waiver request form and the Frequently Asked Questions document regarding the 185 Day Calendar Waiver.

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

(4) Lost Positions 2009-2012 Survey:

The North Carolina General Assembly, along with other organizations, has requested we provide the total number of lost positions over the last four years. In order to comply with the deadline established, please complete the following survey no later than August 17, 2011. www.zoomerang.com/Survey/WEB22CPSAAE6A4/

This is a required survey and it is not optional to complete.

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

(5) FY 2011 13th Month MFR File (LEAs) - Reminder:

On Wednesday, July 20, 2011, DPI netviewed the latest 13th month report. This is a reminder that we will pull the next FY 2011 13th month MFR File on Monday evening, August 15, 2011. If you made changes since the last 13th month pull, please rebuild your MFR file and make sure your LEA is signed into FY 11.

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

(6) State Public School Fund Allotment Overdraft Reports:

We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the 13th month 2011 on Thursday, July 21, 2011. Once BUDs are available to be processed, please submit your refunds as prior period refunds to avoid additional penalties.

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

(7) Federal Overspent Programs (LEAs):

Please wait until DPI sends your LEA a letter providing instructions on how to pay back any federal overspent programs from FY 10-11. Your LEA cannot pay back federal overspent programs through the BUD system.

If you have questions, please contact Roxane Bernard at 919.807.3725 or roxane.bernard@dpi.nc.gov or Barbara Chalk at 919.807.3716 or barbara.chalk@dpi.nc.gov.

(8) Federal Award Information:

Federal grant award notifications for 2011-12 are arriving at DPI. Federal award numbers and other information on these awards are available on the DPI website at www.ncpublicschools.org/fbs/finance/federal/.

As a reminder, Federal award numbers for ARRA funds can be found on the DPI website in the document titled "Overview of Funding Available through DPI" at www.ncpublicschools.org/fbs/arra/allotments/. Catalog of Federal Domestic Assistance (CFDA) numbers for federal programs can also be found at www.ncpublicschools.org/fbs/finance/federal/. These identifiers are required for providing appropriate identification in the Schedule of Expenditures of Federal Awards (SEFA).

Please contact Stephanie English at 919.807.3686 or senglish@dpi.nc.gov if you have questions or concerns.

(9) Vendor Meeting:

Attached is the agenda for the vendor meeting to be held during the Financial and Business Services Summer Conference, July 28th, 3pm to 4pm in the Auditorium at the Sheridan Imperial. LEAs are welcome to join.

(10) DPI Vehicle Sales:

DPI will soon begin soliciting proposals for the State DWI Contract for towing, storage and the sale of seized DWI vehicles for the time period beginning December 1, 2011. Local boards of education have the statutory authority to opt out of the statewide contract and operate the DWI program themselves. Please reference the school bus website link below for information about the state DWI Vehicle Seizures program. At this link you will find NC laws and policies, requirements, annual reports and presentations about the program that will help you make an informed decision about whether or not to opt out of the state contract and receive a greater share of the associated revenue.

www.ncbussafety.org/NCLaws_DWI.html In order for DPI to move forward in its efforts to solicit potential contractors, it is important that you let us know by August 31, 2011 your intent to opt out of the state contract and handle these vehicles yourself. Contact DPI Transportation Services 919.807.3570. Derek Graham or Steve Beachum.

Visit us on the web at www.ncpublicschools.org. See Attached OptOutForm.

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

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

Date: July 27, 2011
To: Finance Officers
From: Philip Price

No Furloughs

Section 29.18.(a)of S.L. 2011-145 does not allow for furloughs unless approved by the Governor. The bill does discuss respective employees, which has created questions related to being able to furlough local employees. We have received the following interpretation related to this reference (specifically for the language contained in Section 29.18):

“Whatever the meaning of “respective employees,” it appears beyond doubt that no one other than the Chief Justice (who oversees the judicial branch of government) or the Legislative Services Officer (who oversees legislative branch employees) can furlough anyone without an order from the Governor. So, in the end, it does not appear that locals can furlough anyone, State paid or locally paid, without the approval of the Governor. So, under this legislation LEAs can petition to furlough employees but must have the Governor’s approval to do so.”

Newsletter No. 004-11/12, July 29, 2011

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

(1) 185 Day Calendar Waiver Update as of July 28, 2011:

Attached is the Official List of Waiver Approvals and submitted requests of all LEAs and Charter Schools that have been received as of July 28, 2011. Your Superintendent should have received a letter from DPI providing notification if your waiver has been approved. If your Superintendent has not received their letter by August 3, 2011 please let us know. This only applies to those LEAs or Charter Schools that have already received approval according to the attached list. Charter School requests that have to be presented to the State Board of Education on August 4, 2011 will receive notification no later than August 9, 2011.

Please note, if your LEA requested to waive more than 25 instructional hours, we can only approve a waiver for up to 25 instructional hours, so although your waiver request was approved, your instructional hours waived were capped at 25 hours. The notification letter sent to the Superintendent will include the total number of instructional days and instructional hours that were approved. Please pass this information along to all others in your LEA or Charter School that may be interested in your waiver status.

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

(2) BUDGETS FOR PRC 140

Reminder that all LEAs and Charters with carryover funds for Education Stabilization, PRC 140, should input and submit their 2011-12 budgets in BUD for those funds immediately.

Contact Keisha Davis at lakeisha.halldavis@dpi.nc.gov or 919.807.3682 if you have questions.

(3) EduJobs (PRC 155) Indirect Cost Reminder:

Indirect cost is **not** an allowable expense in the Education Jobs Fund, PRC 155. Additional information concerning this funding source may be found on our website at www.ncpublicschools.org/fbs/arra/edujobs/. Please contact Stephanie English at Stephanie.English@dpi.nc.gov or 919.807.3686 if you have questions.

(4) FY 11-12 LEA Adjustment Forms

Today is the due date for the LEA Adjustment Forms. Please Fax the completed form to School Allotments at 919.807.3723 and email an electronic copy of the LEA Adjustment form to Lydia Prude at lydia.prude@dpi.nc.gov.

(5) FY 11-12 ABC Transfer Form:

The FY 11-12 ABC Transfer Form has been posted to the following web link: www.ncpublicschools.org/docs/fbs/allotments/forms/allotment/abctransfer.xls
Please contact Sharon Ramseur in the School Allotment Section at 919.807.3675 if you have any questions.

Thank you to all LEAs that stopped by the ABC Transfer - Web Based testing table yesterday at the Financial and Business Summer Conference. Your input is greatly appreciated.

(6) FY 11-12 Children with Disability Transfer Form:

The Children with Disability Transfer Form will be updated on the following web link: www.ncpublicschools.org/docs/fbs/allotments/forms/allotment/ectransfer.xls
Please remember that the funding for Children with disabilities follows the child during the first 60 days of schools for transfers between Charters and Charters and LEAs.

If you have any questions, please contact Sharon Ramseur at 919.807.3675.

(7) 2011 Transportation Service Indicators Report:

The 2011 Transportation Service Indicators Report is now available at www.ncbussafety.org. The direct link is www.ncbussafety.org/TIMS/index.html.

This report provides county-by-county information on school bus ride times, student distances to bus stop and school, etc. Contact Derek Graham at Derek.Graham@dpi.nc.gov with questions.

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

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

Newsletter No. 005-11/12, August 5, 2011

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

(1) Charter School Initial Allotment Reports:

These reports may be found on our website at www.ncpublicschools.org/fbs/allotments/charterschools/.

The Initial Allotment for charter schools was allotted in Revision 1. This included State-based, Children With Disabilities (CWD) and Limited English Proficiency (LEP) at 34% of total funds. Disadvantaged Student Services Funding (DSSF) was also allotted in Revision 1 at 100%.

The second 34% will be allotted after funds are recalculated based on 1st Month ADM and the final 32% will be allotted in March, 2012.

NCVPS transfer was processed at 34% in Revision 2.

If a charter school is eligible for Behavior Support (PRC 029), the funds will be allotted in PRC 029.

If you have any questions, please call Chona Alejandro at 919.807.3684.

(2) 185 Day Calendar Waiver Final Approval List:

Attached is the Final List of approvals for the 185 Day Calendar Waiver Requests. If your Superintendent has not received a letter of notification by August 9, 2011, please let us know. Please note, if your LEA requested to waive more than 25 instructional hours, we can only approve a waiver for up to 25 instructional hours, so although your waiver request was approved, your instructional hours waived were capped at 25 hours. The notification letter sent to the Superintendent will include the total number of instructional days and instructional hours that were approved. Please pass this information along to all others in your LEA or Charter School that may be interested in your waiver status.

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

(3) Reminder - Lost Positions 2009-2012 Survey:

The North Carolina General Assembly along with other organizations have requested we provide the total number of lost positions over the last four years. In order to comply with the deadline established, please complete the following survey, no later than August 17, 2011. www.zoomerang.com/Survey/WEB22CPSAAE6A4/.

This is a required survey and it is not optional to complete. If you have questions about the survey, please contact Andrew Cox at andrew.cox@dpi.nc.gov.

(4) House Bill 720 (Session Law 2011-379) Section 5 – Effective July 1, 2012:

General Statute 115C-302.1(b) is rewritten to say: Teachers shall be paid only for the days employed as of the set pay date. Payment for a full month when days employed are less than a full month is prohibited, as this constitutes prepayment. The initial pay date for teachers remains unchanged and shall be no later than August 31.

Please provide some sort of notification to all your personnel that will be impacted by this upcoming change if you have not already done so.

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

(5) FBS Conference Presentations:

Handouts and materials from the presentations at the FBS Conference can be found on our website at www.ncpublicschools.org/fbs/conferences/presentations/.

(6) SBE Highlights:

SBE Highlights keeps you informed about the decisions made and actions taken by the North Carolina State Board of Education. Highlights of last week's state board meeting can be found on our website at www.ncpublicschools.org/stateboard/highlights/.

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

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

Newsletter No. 006-11/12, August 12, 2011

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

(1) House Bill 720 (Session Law 2011-379) Section 5 – Effective July 1, 2012:

As we notified you last week, this legislature has rewritten General Statute 115C-302.1(b) to say: Teachers shall be paid only for the days employed as of the set pay date. Payment for a full month when days employed are less than a full month is prohibited, as this constitutes prepayment. The initial pay date for teachers remains unchanged and shall be no later than August 31.

There are still many unanswered questions regarding this legislation. We hear there will be some type of technical correction to the legislation, which may change the August 31 requirement for the first pay check. We also do not know if installments will still be an option when the legislation changes due to a technical correction.

Once we know more information and have answers to these questions, we will pass it along to you.

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

(2) LEA-Based Calendar Waivers Due to Inclement Weather – Due August 15:

If your LEA is eligible for a waiver from the opening and closing dates of August 25 and June 10 for the 2012-13 school year, based on missed days for the last ten years, waiver requests are due to the School Business Services Division by August 15. You can find a copy of the waiver request form titled 'by LEA – Weather Related' under the heading "Calendar Waiver Request Forms" here: www.ncpublicschools.org/fbs/accounting/forms/.

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

(3) FY 2011 13th Month MFR File (LEAs) - Reminder:

We will pull the next FY 2011 13th month MFR File on Monday evening, August 15, 2011. If your LEA has made changes since the last 13th month pull, please rebuild your MFR file and make sure your LEA is signed into FY 11.

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

(4) Revenue Purpose Code 4341:

Effective July 1, 2011, purpose code 4341 has been renamed from State Reimbursement-Kindergarten Breakfast to State Reimbursement-Reduced-Price Breakfast. The funds originally used for the program are now directed per SB 415 to be used to eliminate the cost of the reduced price breakfast.

If you have questions about the renamed revenue purpose code, please contact Janet W. Johnson at 919.807.4043 or janet.williamsjohnson@dpi.nc.gov.

(5) July 2011 Monthly Reports

On Wednesday, August 10, 2011, DPI netviewed the July 2011 Zero out reports and the Charter Schools July 2011 monthly reports. On Thursday, August 11, 2011, the LEA's July 2011 Monitoring letters and the July 2011 MFR reports were netviewed. Next Monday, August 15, 2011, the LEA's July 2011 State and Federal monthly reports will be netviewed.

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

(6) Cash Management Training – Charter Schools:

We will have a Cash Management training class for Charter Schools on Thursday, August 25, 2011 at the Department of Public Instruction in Raleigh, NC from 10:00 am - 3:30 pm. There is no registration fee for the class, but you must register in order to attend. There are only a certain number of seats in the training room, so limited space is available on a first come, first served basis.

If you would like to attend this class, please email Roxane Bernard at roxane.bernard@dpi.nc.gov.

If you have questions, please call Roxane Bernard at 919.807.3725. You will be notified by email that you have been successfully enrolled for the training class on the above date.

(7) Implementation of SB 415/Child Nutrition:

Earlier this week, Child Nutrition Administrators received the attached documents that describe the implementation of Senate Bill 415 for the 2011 - 2012 school year. As you may recall, SB 415 requires LEAs participating in the School Breakfast Program to eliminate the cost of reduced-price breakfast meals to students that qualify for reduced-price meals under the National School Lunch Act. The State appropriation may be adequate for some districts to cover the cost of reduced-price breakfast meals; it may be inadequate in others. This implementation plan provides possible options for each LEA to consider based on their individual priorities.

This communication contains:

- (1) an Implementation Plan,
- (2) an Allocation of available funds per LEA, and
- (3) Senate Bill 415
- (4) SBE Resolution Promoting School Breakfast
- (5) Q&A for Implementation of SB415

Please note that a portion of these funds has been allocated for Charter Schools, Non-public Schools and Residential Child Care Institutions that participate in the School Breakfast Program, so the entire State appropriation is not reflected in the LEA allocation.

We realize there will be many questions associated with this new procedure. We have attached a Q&A for Implementation of SB 415. If you have additional questions please submit your questions in writing to Janet Johnson at janet.williamsjohnson@dpi.nc.gov as opposed to calling with your questions. We need to address the questions, in writing, for everyone as consistently as possible.

We look forward to working with you in the coming year to promote school breakfast participation! In addition to the documents that describe the implementation of SB 415, a copy of the School Breakfast Resolution that was adopted by the State Board of Education on August 4 is also attached. The resolution encourages innovative approaches to providing school breakfast and allows breakfast to be served and/or consumed in the classroom as part of the instructional day as long as students are engaging in appropriate educational activities.

Thank you in advance for collaborating with your Child Nutrition Administrator to provide reduced-price breakfast meals at no cost to eligible students as a means of helping to reduce the incidence of childhood hunger in our state.

(8) Vendor Meeting:

Attached are the minutes from the vendor meeting held on July 28th, 2011 at the Financial and Business Services Summer Conference.

(9) Frequent Asked Questions/School Bus Routes:

FAQ's For Parents. With the opening of school comes parent questions about state laws regarding school bus routes. A set of Frequently Asked Questions and Answers is available in the "Parents and Children" section of the School Bus Safety Center at www.ncbussafety.org. Contact: Derek Graham 919.807.3570.

(10) PreK Survey:

DPI is researching the possibility of assigning school numbers to PreK Centers / Schools. Please let us know how many PreK only centers or schools are in your LEA by completing the PreK survey at www.zoomerang.com/Survey/WEB22CS6AXUKKJ/ on or before August 26, 2011. The PreK survey is also posted online at www.ncpublicschools.org/fbs/. This survey does not apply to charter schools. Contact Chris Pond at chris.pond@dpi.nc.gov with questions.

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

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

Newsletter No. 007-11/12, August 22, 2011

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

(1) FY 2011 13th Month MFR File (LEAs) - Reminder:

We will pull the final FY 2011 13th month MFR File on Monday evening, August 29, 2011. If your LEA has made changes since the last 13th month pull, please rebuild your MFR file and make sure your LEA is signed into FY 11.

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

(2) DSSF Plans:

The Appropriations Bill (HB 200) Section 7.8 restated the Disadvantaged Student Supplemental Funding (DSSF) provision and removed the requirement to submit a DSSF plan. Therefore, LEAs are not required to submit a plan to the Department of Public Instruction. Note that the requirements for the use of these funds have not changed and are as follows:

- a. Provide instructional positions or instructional support positions and/or professional development;
- b. Provide intensive in-school and/or after school remediation;
- c. Purchase diagnostic software and progress-monitoring tools; and
- d. Provide funds for teacher bonuses and supplements. The State Board of Education has established that a maximum of 35% of the funds may be used for this purpose.

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

(3) PreK Survey Reminder:

DPI is researching the possibility of assigning school numbers to PreK Centers / Schools. Please let us know how many PreK only centers or schools are in your LEA by completing the **PreK survey** on or before **August 26, 2011**. The survey can also be found on the FBS website under "What's New".

Contact Chris Pond at chris.pond@dpi.nc.gov with questions.

(4) E-Mail Address Changes:

This is a reminder to please let us know if your LEA has email changes so that we can keep our Finance Officer Newsletter listserv updated.

If you have questions please contact Debby Jackson at debby.jackson@dpi.nc.gov or 919.807.3603.

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

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

Newsletter No. 008-11/12, August 26, 2011

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

(1) FY 2011 13th Month MFR File (LEAs) - Reminder:

We will pull the final FY 2011 13th month MFR File next Monday evening, August 29, 2011. If your LEA has made changes since the last 13th month pull, please rebuild your MFR file and make sure your LEA is signed into FY 11.

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

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

MSA and Cash Management Training will be offered on Thursday, September 22, 2011, 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 roxane.bernard@dpi.nc.gov or call at 919.807.3725. You will be notified by email that you have successfully enrolled for the training class on the above date.

(3) 185 Day Calendar Waiver Final Approval List:

Attached is the updated final approval list of those LEAs and Charter Schools that received waivers of the 185 instructional days.

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

(4) LEA-Based Calendar Waivers Due to Inclement Weather – Past Due:

If your LEA is eligible for a waiver from the opening and closing dates of August 25 and June 10 for the 2012-13 school year, based on missed days for the last ten years, waiver requests were due to the School Business Division by August 15. You can find a copy of the waiver request form titled 'by LEA – Weather Related' under the heading "Calendar Waiver Request Forms" here: www.ncpublicschools.org/fbs/accounting/forms/.

We must have your waiver request by Tuesday, August 30.

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

(5) Central Contractor Registration (CCR):

Since October 2009, the Division of School Business has ensured that all LEAs and charter schools maintain a current Central Contractor Registration (CCR). This is an annual registration which must be renewed prior to expiration. Having a current registration is a requirement for compliance with ARRA. Please take time to see when your registration needs to be renewed and update when necessary to avoid a lapse in your registration. Information on the CCR can be found at www.bpn.gov/ccr/default.aspx. Concerns related to CCR can be directed to Gene Bruton, Monitoring and Compliance, at Gene.Bruton@dpi.nc.gov or 919.807.3726.

(6) Impact Aid Offers Webinar for Novice Applicants:

The US Department of Education is offering a webinar for Novice Section 8003 applicants on September 20 at 2:00 p.m. EST. Two earlier sessions were offered in August and because there was so much interest and attendance, a third Novice Section 8003 Webinar will be offered. The Novice Webinars are for those applicants/attendees who are new to Impact Aid or who would like to hear very detailed information on how to gather the information for your applications.

To register for the webinar, go to <https://educate.webex.com/mw0306lc/mywebex/default.do?siteurl=educate&service=7>, click on "Upcoming" to find and register for the session. You must register in advance. Retain your registration confirmation email with important password and phone information. You must phone into the webinar to hear the presentation.

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

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

Newsletter No. 009-11/12, September 1, 2011

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

(1) Contacts for Damage to Public Schools:

The NC Public School Insurance Fund has received many calls regarding damages caused by Hurricane Irene. We encourage all schools to contact Eileen Townsend or Cecil Bell with any questions related to insurance damage or your insurance coverage.

Schools wanting to contact FEMA should first contact their local County Emergency Management Coordinator. Those local representatives can direct schools to FEMA. There are also two names at the state level whom you may contact. Their information follows.

Emily Young or Joe Stanton: 800.858.0368 (24 hr. line)

The North Carolina Public School Insurance Fund will work directly with FEMA once an insured LEA or community college contacts FEMA.

Please remember to document all of your damaged property and take pictures to support your loss.

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

(2) Reminder - FY 2011 13th Month MFR File (LEAs) - Rescheduled:

DPI has rescheduled the final pull of the 13th month 2011 MFR reporting from Monday, August 29, 2011 to Thursday, September 8, 2011. This change was made necessary by the closing of some LEAs due to the damages of school property from Hurricane Irene.

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

(3) Reminder – No Pre-Paid Checks in FY2013:

If you have not already done so, please inform your employees that they will not receive a full pre-paid check in August 2012 as they have the last few years. 2011 House Bill 720 eliminated the ability of LEAs to prepay salaries and requires them to only pay for the days worked during the pay period. Please work with your employees to ensure they have made proper plans for this change.

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

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

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

Newsletter No. 010-11/12, September 9, 2011

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

(1) CWD Headcount 60-Day transfer form:

In accordance with 115C-238.29H, the funding for Children with Disabilities follows a student that transfers between an LEA and Charter school for the first 60 days of school. The student must be included on Dec 1, 2010 for federal funds transfer and April 1, 2011 for state funds transfer to meet the requirements for a transfer. The transfer form to request the funding is on the following web link: www.ncpublicschools.org/fbs/allotments/forms/.

These forms are due to the School Allotments Section on the 10th of the month following the month the child enrolls in the new school. Please contact School Allotments at 919.807.3739 if you have questions.

(2) Transportation Ridership Count:

Transportation directors have been notified that the school bus passenger count (TD-2 report) is scheduled for September 26-30, 2011 (the last full week in September). Hard copy reports should be postmarked by October 14th. The ridership count is a component of the transportation funding formula.

Questions should be directed to Steve Beachum or Derek Graham (919.807.3570).

(3) Transportation Refund Rates:

Each county transportation director received an email with county-specific refund rates to be used for extra use of yellow school buses. According to State Board of Education policy "When allotted state transportation funds are used to provide transportation services for these programs, the responsible program must reimburse this fund." The refunds need to be prorated among the appropriate object codes to ensure accurate transportation record keeping.

Questions should be directed to Steve Beachum or Kevin Harrison at DPI Transportation Services 919.807.3570.

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

MSA and Cash Management Training will be offered on Thursday, September 22, 2011, 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 roxane.bernard@dpi.nc.gov or call 919.807.3725. You will be notified by email that you have successfully enrolled for the training class.

(5) FY 12 ABC Transfers:

Where is my ABC Transfer? We plan to make our first ABC Transfer revision next week, in Allotment Revision 8. We were hoping to have them processed sooner but have had a very high volume of ABC Transfers. If you have submitted an ABC Transfer, we should have it. Please wait until after the Allotment Revision 8 report is received to follow-up on transfers submitted but not processed. **We will process ABC Transfers received by Thursday, September 8, 2011.** Thank you in advance for your patience. If you have other questions, please contact School Allotments at 919.807.3739.

(6) Federal Award Information:

Federal award numbers and other information for 2011-12 Federal grant awards are available on the DPI website at www.ncpublicschools.org/fbs/finance/federal/.

As a reminder, Federal award numbers for ARRA funds can be found on the DPI website in the document titled "Overview of Funding Available through DPI" at www.ncpublicschools.org/fbs/arra/allotments/. Catalog of Federal Domestic Assistance (CFDA) numbers for federal programs can also be found at www.ncpublicschools.org/fbs/finance/federal/. These identifiers are required for providing appropriate identification in the Schedule of Expenditures of Federal Awards (SEFA).

Please contact Stephanie English (919.807.3686 or Stephanie.English@dpi.nc.gov) if you have questions or concerns.

(7) Using Ed Jobs Funds (PRC 155) to meet IDEA Maintenance of Effort:

According to guidance from Washington, LEAs may use Ed Jobs funds (PRC 155) that it uses for the education of children with disabilities to meet their IDEA Maintenance of Effort (IDEA MOE). How these funds are recorded, however, depends on how the LEA meets its IDEA MOE requirement.

LEAs who meet their IDEA MOE requirement through the use of local funds only may treat any Ed Jobs funds that are provided to it and that it uses for the education of children with disabilities as local funds for the purpose of meeting the IDEA MOE requirement. An LEA that meets its IDEA MOE requirement through a combination of State and local funds may treat Ed Jobs funds that it uses for the education of children with disabilities as State funds for the purpose of meeting the IDEA MOE.

As a reminder, LEA Maintenance of Effort is reported to the EC Division via the IDEA Part B (611) grant through the EC Grants Management System, and is due no later than September 30, 2011. For questions on reporting IDEA MOE, please contact Valerie Herndon at 919.807.3996 or Valerie.Herndon@dpi.nc.gov. For additional questions, please contact Stephanie English at 919.807.3686 or Stephanie.English@dpi.nc.gov.

(8) NON-PUBLIC SCHOOL STUDENT FEE FOR NCVPS CLASSES TO BE COLLECTED:

Districts have an option to enroll non-public school students into North Carolina Virtual Public School (NCVPS) courses through the visiting student policy. In addition, NCVPS has a process for enrolling non-public school students into the registration system. There is a check box that should be checked when a non-public school student is enrolled to identify those who need to submit payment for their classes. NCVPS pulls a list of these students to determine those districts/students who need to pay and submits to the Department of Public Instruction. It is the districts responsibility to collect and submit these fees to DPI per the process outlined below.

School finance officers, E-Learning Coordinator's (ELC's) and E-Learning Advisor's (ELA's) should be using the following information below to invoice non-public school students who have enrolled in NCVPS courses. The fees must be submitted to DPI within 10 days of the student receiving a seat in the course. Please visit this link to get to the actual forms you may use to collect this money. www.ncvps.org/index.php/parents/homeprivate-school/.

The recommendation from the SBE for fees is outlined in the documents below. In addition, we have supplied school districts with sample invoices.

1. [Process for . . .](#)
2. [Student Invoice \(sample\)](#)
3. [Student Invoice \(FINAL\)](#)
4. [Remittance Invoice \(sample\)](#)
5. [Remittance Invoice \(FINAL\)](#)

Please make sure your district is collecting these fees as students are enrolled and following the above process. If you have questions contact Tammy Pearson at tammy.pearson@ncpublicschools.gov or 919.815.8550.

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

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

Newsletter No. 011-11/12, September 23, 2011

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

(1) BUDGETS FOR EDUCATION JOBS FUND (PRC 55)

Approximately 20 LEAs have not yet submitted 2011-12 budgets in BUD for carryover funds in PRC 155, Education Jobs Fund. Please submit your PRC 155 budget immediately, and no later than September 30. Contact Stephanie English at Stephanie.English@dpi.nc.gov or 919.807.3686 if you have questions.

(2) 2011 NSLP Equipment Assistance Grants

The Child Nutrition Services section has prepared a quick reference document to guide SFA's through the process of purchasing the equipment that has been awarded through the NSLP Equipment Assistance Grants. The process is similar to the one used with the 2009 ARRA Equipment Assistance Grants, with the difference being this grant (the NSLP Grant) does not have any special federal reporting requirements.

The purchase of the equipment will be handled through the school district using a federal budget code of 3-7200-053-541. It is our understanding that the allocation has been completed in the NCDPI Allotment system and the finance officer (or designee) can initiate the process of drawing down the grant funds in the BUD System effective immediately.

Please notify Janet Johnson in writing at janet.williamsjohnson@dpi.nc.gov when the information has been entered into the BUD system so that the transaction may be reviewed and approved. This notification will allow for a quicker approval process.

If you have questions, please contact Janet Johnson at janet.williamsjohnson@dpi.nc.gov or 919.807.4043.

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

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

Date: October 3, 2011

To: Finance Officers

From: Philip Price

New Professional Liability Protection Implemented by DPI:

NC General Assembly's 2011-12 Appropriations Act directed DPI to implement this new Excess Educator's Legal Liability Policy. See attached Flyer for information. For full details, go to www.professionalliabilitync.com.

This contract and website have been approved by the legislature.

Please provide all employees in your LEA with this information.

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

Newsletter No. 012-11/12, October 7, 2011

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

(1) Additional Education Jobs Funds Available:

On Wednesday, we learned that North Carolina has received an additional award of Education Jobs Fund grant in the amount of \$4,409,076. The entire amount of \$4,409,076 shall be awarded to LEAs/charter schools using the same formula as the original award from October 2010. No application is required and the Division of School Business will communicate the allocations by LEA and charter school within the next 2 weeks. These funds remain available for LEAs/charter school obligations through September 30, 2012. These funds are subject to the same conditions as the original Education Jobs Fund grant received last year. If you have any questions, contact Alexis Schauss @ alexis.schauss@dpi.nc.gov.

(2) ABC Transfer Reminders for FY 11-12:

1. Transfers from Textbooks are limited to the current year appropriation.
2. No Transfers are allowed to or from School Technology (PRC 015).
3. Transfers from Teachers Assistants (027) for Teachers must go into Dollars for K-12 Teachers (PRC 008).
4. Classroom Teachers (PRC 001) can only be transferred into Teacher Assistants (PRC 027)
5. School Numbers must be included on all transfers.
6. School Number of 000 is not acceptable.

If you have any questions, please contact Sharon Ramseur in the School Allotments Section at 919.807.3675.

(3) Release of MAC Funds:

DPI is planning to liquidate the current Escrow balances related to the Medicaid Administrative Claiming (MAC) program. In preparation for the release of the funds, we are completing a final reconciliation of the escrow accounts, and anticipate that this will be completed by mid-November. The release of these funds carries with it a transfer of the responsibility for potential repayment due to DMA audit findings. DMA has indicated that repayment, if indicated, is due to them in full within 30 days of notification, after which penalty and interest

will be accrued until full payment plus penalty and interest is received. Therefore, we urge you to be responsible with the management of your obligations related to the MAC program. Please contact Stephanie English at stephanie.english@dpi.nc.gov or Alexis Schauss alexis.schauss@dpi.nc.gov if you have questions or concerns.

(4) RttT DSW Amendments:

The approved RttT DSWs for each LEA/Charter is posted on the NCDPI website at www.ncpublicschools.org/rttt/lea-charter/ in an Excel downloadable file. For any future amendments to your LEA or charter school file, please **download** the Excel file version **from this website** to make your revisions.

If you have questions contact Chris Pond at chris.pond@dpi.nc.gov or Samiel Fuller at samiel.fuller@dpi.nc.gov.

(5) 2011-12 Salary Manual:

The 2011-12 Salary Manual has been posted online. You may access the new manual at the following link: www.ncpublicschools.org/fbs/finance/salary/. For a list of changes, please see the attached "Salary Manual Revisions" document. Please notify anyone in your LEA that may find this information helpful. If you have questions, please contact Sue Holly at susan.holly@dpi.nc.gov or Tiandra Alli at tiandra.alli@dpi.nc.gov.

(6) 2011-12 School Attendance and Student Accounting Manual:

The 2011-12 School Attendance and Student Accounting (SASA) Manual has been posted online. For a list of changes, please see that attached "Revision Changes" document. You may access the new manual at the following link: www.ncpublicschools.org/fbs/accounting/manuals/. Please notify anyone in your LEA that may find this information helpful.

If you have questions, please contact Sandra Johnson at sandra.johnson@dpi.nc.gov.

(7) LEA Based Calendar Waivers for Weather Related Causes – Approved:

All LEA-Based Calendar Waivers submitted for exemption from the August 25 starting date and the June 10 closing date for the 2012-13 school year were approved by the State Board of Education during their October 6, 2011 meeting.

A complete listing of those LEAs approved will be posted at the following link in the next few days: www.ncpublicschools.org/fbs/accounting/calendar/.

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

(8) TIMS Data Reporting Due November 1:

This is a reminder that the TD-TIMS data submission is due to the TIMS project office (at NCSU or UNC Charlotte) on or before November 1. TIMS implementation is required by General Statute 115C-240 and the data are used in the transportation funding formula.

Questions should be directed to Derek Graham at DPI (919.807.3571) or the TIMS project staff.

(9) Message from Lynn Harvey, Section Chief, Child Nutrition Services:

As you may recall, SB 415 requires LEAs participating in the School Breakfast Program to eliminate the cost of reduced-price breakfast meals to students that qualify for reduced-price meals under the National School Lunch Act. The State appropriation may be adequate for some districts to cover the cost of reduced-price breakfast meals; it may be inadequate in others. This implementation plan provides possible options for each LEA to consider based on their individual priorities.

Please review the following attachments:

- (1) an Implementation Plan,
- (2) an Allocation of available funds per LEA,
- (3) Senate Bill 415 (SL 21-342),
- (4) and Questions/Answers About SB 415, and
- (5) SBE Resolution Promoting School Breakfast

Please note that a portion of these funds has been allocated for Charter Schools, Non-public Schools and Residential Child Care Institutions that participate in the School Breakfast Program, so the entire State appropriation is not reflected in the LEA allocation.

We look forward to working with you in the coming year to promote school breakfast participation! In addition to the documents that describe the implementation of SB 415, a copy of the School Breakfast Resolution that was adopted by the State Board of Education on August 4 is also attached. The resolution encourages innovative approaches to providing school breakfast and allows breakfast to be served and/or consumed in the classroom as part of the instructional day as long as students are engaging in appropriate educational activities.

Thank you in advance for collaborating with your Child Nutrition Administrator to provide reduced-price breakfast meals at no cost to eligible students as a means of helping to reduce the incidence of childhood hunger in our state.

Lynn Harvey, Section Chief, Child Nutrition Services, 919-807-3506

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

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

Newsletter No. 013-11/12, October 17, 2011

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

(1) On-Line Textbooks:

There is no allotment or reimbursement of funds for online textbooks within state PRC 055 due to the legislated reduction of funds for FY 11-12. To record online textbooks during FY 11-12, prepare an ABC transfer of funds into state PRC 061 and record the online textbooks. Effective for FY 11-12, DPI has added the online textbooks object code 415 to PRC 061 and has removed the object code 415 from PRC 055. Please do not use or record online textbook account codes within PRC 055.

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

(2) Federal Grant Award Information:

Federal grant award numbers and other information for 2011-12 Federal grant awards are available on the DPI website at www.ncpublicschools.org/fbs/finance/federal/.

As a reminder, Federal grant award numbers for ARRA funds (including Race to the Top) can be found on the DPI website in the document titled "Overview of Funding Available through DPI" at www.ncpublicschools.org/fbs/arra/allotments/. Catalog of Federal Domestic Assistance (CFDA) numbers for other federal programs can also be found at www.ncpublicschools.org/fbs/finance/federal/. These identifiers are required for providing appropriate identification in the Schedule of Expenditures of Federal Awards (SEFA).

Please contact Stephanie English at 919.807.3686 or Stephanie.English@dpi.nc.gov if you have questions or concerns.

(3) Transportation Funding Data Review:

Finance officers and transportation directors were emailed directly, for review, the operational and financial data that will be used to calculate transportation budget ratings. Transportation directors are asked to confirm the numbers by responding to DPI **before October 20**.

Questions should be directed to Steve Beachum or Derek Graham 919.807.3570.

(4) DPI/CorVel Work Comp Sessions:

Below are 4 dates and locations for the upcoming DPI/ CorVel Work Comp sessions.

DPI and CorVel will present four informative WC Sessions. We encourage LEA's involved or managing workers' compensation claims to attend one of these sessions. The discussion will include new enhancements to the CareMC network, along with issues related to managing workers' compensation claims. Please see the attached agenda for further details.

November 2, 2011 @ 9:00 am

Rowan Salisbury Schools
110 South Long St. E Spencer
Salisbury, NC 28039

November 3, 2011 @ 9:00 am

Asheville Board of Education
85 Mountain Street
Asheville, NC 28801

please use parking area behind the bldg

November 7, 2011 @ 9:00 am

Dept of Public Instruction
301 North Wilmington St
Raleigh, NC 27601-2825
Location: State Board Room 7th floor

November 8, 2011 @ 9:00 am

Cape Fear Community College
411 North Front Street
Wilmington, NC 28401
Room: L107

Please advise the number of individuals participating in each session. Contact me via email with the name of the person(s) and which session they will be attending.

Note: To find directions from your point of origin, please sign onto your internet server and go to www.mapquest.com or www.yahoo.com to get your exact travel directions.

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

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

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

Newsletter No. 014-11/12, October 21, 2011

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

(1) Data Request: Vacancies of Certified Positions as of October 20th:

LEAs are required to report annually the number of vacant teaching positions they have on October 20th to the Department of Public Instruction. This information is compiled, reported and presented to stakeholders. Previous year's reports can be found on the website at www.ncpublicschools.org/recruitment/surveys/vacancy/.

Please go to the online survey at www.zoomerang.com/Survey/WEB22D49JCZWWW/ and provide the requested data. This survey is also posted on the Financial and Business Services web page under "What's New" www.ncpublicschools.org/fbs/.

The deadline for this information is November 10th. If you have questions about the survey, please contact Christopher Pond at 919.807.3721 or chris.pond@dpi.nc.gov.

(2) Installment Collapse (LEAs)

Effective 9/30/11, DPI posted the 11th & 12th installment payments for State funds in the current year in the special installment codes: 5110-001-120, 5110-001-210, and 5110-001-220. This procedure is known as the Installment Collapse. Because the installment payments are "cash" payments for July and August, but are not expenditures from your current year allotments, they are included only to reflect an accurate "cash" balance. These amounts were posted on your general ledger when the checks were written, but DPI did not post to the Cash Account on the MSA system until September. This process will not affect your bank reconciliation. A copy of the Installment Report (date run of October 3, 2011) detailing the installment amounts posted for your LEA will be forthcoming.

Also, effective September 30, 2011, DPI posted the State installment payments and accrual reversing entries to Prior Year State. We netviewed a copy of the Allotment Balance Reconciliation Report (JHA351EG) for Prior Year on Wednesday, October 19, 2011.

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

(3) On-Line Textbooks

There is no allotment or reimbursement of funds for online textbooks within state PRC 055 due to the legislated reduction of funds for FY 11-12. One option is to record online textbooks within state PRC 061. DPI has added the online textbooks object code 415 to PRC 061 and has removed the object code 415 from PRC 055. Please do not use or record online textbook account codes within PRC 055.

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

(4) SS-200 Full-Time Personnel Report and SS-300 Local Salary Supplement Report:

The SS-200 and SS-300 reports will be due on November 23, 2011. The information that will be requested in these reports will be the same as it has been in past years.

Please begin to gather the information that is needed to complete these reports. The columns and the fields will be the same, however the information will be completed online and the individual submitting these reports will need a North Carolina Identity Management identification (NCID) login. Look for a link to the SS200 and SS300 online application in the next week.

If you or your staff need an NCID, you must complete the process at the NCID website: <https://ncid.nc.gov> or contact your LEA NCID administrator for more information. DPI cannot assign an NCID.

Please share this with other staff in your LEA that may be involved with data collection for either of these two reports.

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

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

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

Newsletter No. 015-11/12, October 28, 2011

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

(1) SS-200 Full-Time Personnel Report and SS-300 Local Salary Supplement Report – Update:

Due to unforeseen circumstances, we were not able to release the online versions of the SS-200 and SS-300 reports this past week. We hope to release them this coming week. Links for both the SS-200 and SS-300 reports will be sent out to Finance Officers and Personnel Administrators as well as posted under the "What's New" section of the Financial and Business Service website upon release: www.ncpublicschools.org/fbs/.

The SS-200 and SS-300 reports will be due on November 23, 2011. The information that will be requested in these reports will be the same as it has been in past years. Please begin to gather the information that is needed to complete these reports. The columns and the fields will be the same, however the information will be completed online and the individual submitting these reports will need a North Carolina Identity Management identification (NCID) login. If you or your staff need an NCID, you must complete the process at the NCID website: <https://ncid.nc.gov> or contact your LEA NCID administrator for more information. DPI cannot assign an NCID. **Please share this with other staff in your LEA that may be involved with data collection for one of these two reports.** Charter Schools must complete the SS-200 report only. If you have additional questions, please contact Andrew Cox at andrew.cox@dpi.nc.gov.

(2) Reminder: Data Request: Vacancies of Certified Positions as of October 20th:

LEAs are required to report annually the number of vacant teaching positions they have on October 20th to the Department of Public Instruction. This information is compiled, reported and presented to stakeholders. Previous year's reports can be found on the website at www.ncpublicschools.org/recruitment/surveys/vacancy/.

Please go to the online survey at www.zoomerang.com/Survey/WEB22D49JCZWWW/ and provide the requested data. This survey is also posted on the Financial and Business Services web page under "What's New" www.ncpublicschools.org/fbs/.

The deadline for this information is November 10th. If you have questions about the survey, please contact Christopher Pond at 919.807.3721 or chris.pond@dpi.nc.gov.

(3) Reminder: Reporting Waste, Fraud, and Abuse of ARRA funds, and Whistleblower Protection:

The Office of Economic Recovery and Investment (OERI) is charged with ensuring transparency, accountability and efficiency in NC's handling of ARRA funds. Management Directive #5 was issued on June 17, 2009 to address responsibilities for reporting allegations of fraud, waste and abuse of ARRA funds.

Per Directive #5, "Any non-federal employer receiving covered funds... is required by the appropriate inspector general to post notice of the rights and remedies provided under Section 1533 of the ARRA."

OERI has provided posters for this purpose on their website at ncrecovery.gov. These include a Whistleblower poster at www.recovery.gov/Contact/ReportFraud/Documents/WhistleblowerPoster.pdf and a federal Fraud Hotline poster at www.recovery.gov/Contact/ReportFraud/Documents/RecoveryAct%20FraudHotlinePoster-RATBLogo.pdf.

Additionally, allegations of fraud may be reported online at www.ncrecovery.gov/reportFraud/reportFraud.aspx, or by phone at 919.733.1433 (OERI) or 919.807.3686 (DPI). Other information on the DPI Fraud Hotline may be found at www.ncpublicschools.org/internalaudit/fraud/.

To avoid audit findings, please ensure that you post the notice at each worksite where Recovery Act funds are used.

If you have any questions, contact Stephanie English at stephanie.english@dpi.nc.gov or 919.807.3686.

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

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

Newsletter No. 016-11/12, November 14, 2011

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

(1) Indirect Cost Rates for 2011-12

Restricted indirect cost rates for FY2011-12 are available for NetView beginning Friday, November 11, 2009. You can access your indirect cost reports the same as you do your DPI month-end reports.

Please note that this is the only notification you will receive regarding your restricted indirect cost rate for FY 2011-12. This restricted rate is for use in the fiscal year beginning July 1, 2011, and may be applied against grants operating with supplement but not supplant restrictions in the regulations.

Rates will be sent to BUD early next week.

Please contact Stephanie English (Stephanie.English@dpi.nc.gov) if you have any questions regarding your indirect cost reports.

(2) State Zero-Out:

The State Zero-Out reports for the month of September were netviewed again in error on November 9th. Please disregard this report. The State Zero-Out report for October will be netviewed late Thursday evening and you should have them today, Monday, November 14th.

If you have questions contact Richard Smith at Richard.smith@dpi.nc.gov or 919.807.3729.

(3) Unemployment end of year worksheets and information:

Unemployment end of year worksheets and information will be sent out to all Unemployment Coordinators at the first part of next week.

Finance Officers please note: LEAs will now be responsible for paying Food, Local and Federal unemployment expenses.

Information will be coming from Traci Waters, Unemployment Specialist, Dept of Public Instruction. If you have questions contact Traci Waters at Traci.waters@dpi.nc.gov or 919.807.3521.

(4) FY 12 Federal Allocations:

Washington has issued the 2nd installments for most of the FY 11-12 Federal Grants. Some of the estimated 100% allocations have been decreased as follows:

- PRC 017 - CTE Program Support - \$.5 million
- PRC 050 - Title I - \$5.7 million
- PRC 103 - Title II Improving Teacher Quality - \$.7million
- PRC 109 - Rural and Low Income - \$.3 million

The impact of these decreases will be reflected in the second installment allocations made this month.

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

(5) 60-Day CWD Headcount Transfers:

We are in the process of reviewing request for the transfer of funds for Children with Disabilities. This will be our first revision processed for transfers and some LEAs and Charters will have their PRC 032 and PRC 036 allocations increased or reduced by these transfers in an Allotment Revision month.

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

(6) SS-200 Full-Time Personnel Report and SS-300 Local Salary Supplement Report – Update:

Links for both the SS-200 and SS-300 reports have been posted under the “What’s New” section of the Financial and Business Service website: www.ncpublicschools.org/fbs/.

The SS-200 and SS-300 reports will be due on November 23, 2011. The information that will be requested in these reports will be the same as it has been in past years. Please gather the information needed to complete these reports. The columns and the fields will be the same, however the information will be completed online and the individual submitting these reports will need a North Carolina Identity Management identification (NCID) login. If you or your staff need an NCID, you must complete the process at the NCID website: <https://ncid.nc.gov> or contact your LEA NCID administrator for more information. DPI cannot assign an NCID. **Please share this with other staff in your LEA that may be involved with data collection for one of these two reports.** Charter Schools must complete the SS-200 report only. If you have additional questions, please contact Andrew Cox at andrew.cox@dpi.nc.gov.

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

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

Newsletter No. 017-11/12, December 8, 2011

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

(1) Cash Management Update – FEDERAL GRANTS/PRCs:

On September 30, 2011 the Drug Free Schools grant and most of the ARRA grants ended. Each of these federal grants have a 90 day liquidation period which started on October 1, 2011 and will end on December 31, 2011. December 31, 2011 is the last or final day that NCDPI can draw down funds for these federal grants. To ensure that all funds are requested for liquidation prior to the final draw down date, please follow the guidelines outlined on the attachment. Please contact Sarah Harris at sarah.harris@dpi.nc.gov or 919.807.3636 or Ed Stone at ed.stone@dpi.nc.gov or 919.807.3638 with questions.

(2) Fuel Price Update:

DPI Transportation Services monitors the state contract price of diesel fuel on a weekly basis. Last year's transportation budget (2010-2011) was appropriated at \$2.51 per gallon for diesel fuel. The actual average cost per gallon for the school year was \$2.79. The ending price for the 2010-2011 school year was \$3.28. On Monday, December 5, 2011 the price was \$3.11 per gallon. At this price, we are underfunded by \$16.6 million for 27 million gallons statewide. Note that this shortfall is in addition to the \$10.3 million legislative cut to transportation in the 2011-2012 budget. Contact Derek Graham @ derek.graham@dpi.nc.gov with questions.

(3) CTE Live Projects:

As a result of feedback from the field related to LEAs spending funds generated from CTE Live Projects for non-CTE resources we have attached a reminder regarding the legislation that protects the profits generated from those activities for only CTE uses. Please review the excerpts from CTE policy guides (Production Work Guidelines). If you have questions you may contact Jo Anne Honeycutt at 919.807.3764.

(4) DPI-CorVel Workers' Compensation Presentations:

The Power Point from the presentations is attached along with the following information:

Calculating AWW Salary for Use of Leave to Supplemental Weekly Compensation
Examples of letters (2) for use in Separation Due to Unavailability
Finding Training Videos on CorVel's Website.

A few reminders ---

- Separation Due to Unavailability, if used, must become a standard policy and procedure. It should be approved by your board attorney and local board of education. More information will be coming on this subject in the months following.
- Health Certificate and Post Hire Medical Questionnaire are in review. I will send more information on how to better utilize these forms in the following weeks.
- Second Opinion Ratings are still paid by the Employer.
- Under NCGS 97-25.6, Employer has broader communication rights for requesting medical information from the treating physician.
- Suitable Employment, NCGS 97-2(22) for new claims after 6/24/2011, is now defined both pre and post MMI. When an employee is returned back to work, a job is suitable if employee is capable of performing work.
- PLEASE provide job descriptions to your adjusters when returning employees back to work. Remember to review the job description for accurate details of job requirements.
- Know your claims. Review them regularly. Work with your adjusters to help us move claims to resolution.
- Remember to use the Incident/Injury report on CorVel's system early in the filing process. This effort helps to move your claims to a better level of service for the injured employee.

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

(5) Driver Education On-line Pilot Program Frequently Asked Questions – Note the following:

- (1) It is preferred that participants register between January 2, 2012 and January 31, 2012 through North Carolina Virtual Public Schools. *However, open registration beyond January 31, 2012 will be permitted as long as the LEA monitors that the participant completes the 30 hours of on-line course work and required driving by the end of the pilot program period, which is June 30, 2012.*
- (2) Each course will cost \$20.00 per student. The total cost per LEA will be deducted from the amount allotted to that LEA for driver education, and NCDPI will pay the Vendor on your behalf. Once a student is registered, **no refunds will be allowed.** *Education funds will be used to cover these costs – the LEA cannot charge the “up to” \$45 for the students in the pilot.*

If you have questions contact Kris Knower @ kris.knower@dpi.nc.gov or 919.807.3522.

(6) PLEASE NOTE TWO SIGNIFICANT CHANGES TO THE UNEMPLOYMENT YEAR-END PROCESS:

See attached information concerning changes to the Unemployment Year-end Process. If you have questions please contact Eileen Townsend at eileen.townsend@dpi.nc.gov or 919.807.3522.

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

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

Newsletter No. 018-11/12, December 16, 2011

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

(1) Average Daily Membership (ADM) Decrease Adjustments:

There has been a delay in the calculations of the 2nd month Average Daily Membership due reporting problems. Because of this delay, the reductions for decreasing ADM will be processed in January 2012. If you have any questions, please contact School Allotments at 919.807.3739.

(2) FY 11-12 New School Allocation Review:

The review of the opening of New Schools based on 5th Month FTEs and 2nd Month Average Daily Membership will occur in January 2012. Any adjustments required in the School Building allocations will be made at that time. If you have any questions, please contact School Allotments at 919.807.3739.

(3) Driver Education Pilot Program:

The deadline to apply to participate in this pilot program is December 23, 2011. Please use the attached form to apply. **Note:** The on-line program registration is through North Carolina Virtual Public Schools (NCVPS). However, the driver education pilot program will *not* affect your NCVPS formula for projected enrollment. This pilot program is just a pass through NCVPS. NCVPS is only the registration mechanism. If you have question contact Kris Knowler at kris.knowler@dpi.nc.gov or 919.807.3616.

(4) ROTC Salary Audit:

DPI Salary Administration has performed a periodic audit of JR ROTC instructors paid from STATE funds. It appears that some LEAs may not be paying their instructors according to the formula outlined in the Salary Manual.

Please reference Page D-7 in the [Salary Manual](#) for the correct formula to pay these instructors. If adjustments to current year salary need to be made, it is imperative that these changes are made **before** January 30, 2012. After this time you will be contacted by Salary Administration.

If you have any questions, please feel free to contact Tiandra Alli at 919.807.3736, Tiandra.Alli@dpi.nc.gov or Sue Holly at 919.807.3735, Susan.Holly@dpi.nc.gov.

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

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

Newsletter No. 018-11/12, December 30, 2011

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

(1) Vehicle Seizure Laws – Clarification:

Please see attached memo from Derek Graham clarifying the disposition of vehicles seized under the new RUN AND YOU'RE DONE law compared to the DWI vehicle seizure law. Much like vehicles seized for street racing, LEAs play no active role in handling vehicles seized according to the new law.

(2) Cash Management Training – Charter Schools

We will have a Cash Management training class for Charter Schools on Wednesday, January 18, 2012 at the Department of Public Instruction in Raleigh, NC from 10:00 am - 3:30 pm. There is no registration fee for the class, but you must register in order to attend. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at roxane.bernard@dpi.nc.gov. If you have questions, please call Roxane Bernard at 919.807.3725. You will be notified by email that you have been successfully enrolled for the training class on the above date.

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

MSA and Cash Management Training will be offered on Wednesday, January 25, 2012, 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 roxane.bernard@dpi.nc.gov or call at 919.807.3725. You will be notified by email that you have successfully enrolled for the training class on the above date

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

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