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## Newsletter No. 020-14/15, January 9, 2015

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### **(1) 2014-15 Salary Manual:**

The 2014-15 Salary Manual has been posted to the DPI Financial and Business Services website. You may access the new manual at the following link: [www.ncpublicschools.org/fbs/finance/salary/](http://www.ncpublicschools.org/fbs/finance/salary/). Please notify anyone in your LEA who may find the information in the Salary Manual helpful, that the new manual has been posted. Attached is a summary of revisions for the 2015 manual. If you have questions, please contact Sue Holly at [susan.holly@dpi.nc.gov](mailto:susan.holly@dpi.nc.gov) or Tiandra Alli at [tiandra.alli@dpi.nc.gov](mailto:tiandra.alli@dpi.nc.gov).

### **(2) NBPTS for Instructional Coaches in Title I Schools – Form to complete:**

Session Law 2014-100 changed GS 115C-296.2(b) and now authorizes instructional coaches, who are NBPTS certified, which are employed in a designated Title I school to receive a National Board of Professional Teaching Standards (NBPTS) supplement. The instructional coach must spend at least 70% of their work time as an instructional coach at the Title I school to qualify. If you have an instructional coach that meets this criteria, please complete the attached Instructional Coach form and return to the contacts on the form, in order to have the NBPTS salary differential certified in the salary system. We will NOT certify any instructional coach NBPTS differential without a completed form. If you have questions, please contact Sue Holly at [susan.holly@dpi.nc.gov](mailto:susan.holly@dpi.nc.gov) or Tiandra Alli at [tiandra.alli@dpi.nc.gov](mailto:tiandra.alli@dpi.nc.gov).

### **(3) Final Per Pupil Expenditure (PPE) Information:**

Final PPE Information has been loaded to the Online Statistical Profile. You may access the Online Statistical Profile at the following link: <http://apps.schools.nc.gov/statisticalprofile>. If you have any questions regarding the financial information in the tables of the Statistical Profile, please contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

#### **(4) TRANSPORTATION FUNDING:**

The price of fuel has created a favorable transportation budget situation for most LEAs. Even though there was a statewide across the board cut to transportation, it never materialized at the LEA level because of the fuel price situation. As the legislature looks at funding for 2015-2016, there will almost certainly be another statewide reduction if fuel prices stay low. They appropriated funds based on a per gallon cost of \$3.17 per gallon. DPI allotted funds based on a per gallon cost of \$2.87 and the average continues to fall. Finance officers are encouraged to re-familiarize themselves with future year transportation funding implications for current year expenditures. Information is contained in the document "NC Transportation Allotments / Funding Basics (April 2014)" which can be found on the transportation web page [www.ncbussafety.org/resources.html](http://www.ncbussafety.org/resources.html). Information has also been shared with transportation directors. Contact Derek Graham at [derek.graham@dpi.nc.gov](mailto:derek.graham@dpi.nc.gov) or 919.807.3571 with any questions you might have.

#### **(5) Web News:**

The following items have been posted to the FBS website:

State Salary Manual – Updated

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

Final ADM for 13-14

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

ADM & PMR for 14-15, Months 1 & 2

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

Memo – Change in IRS Mileage Rate for 2015

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

Charter Schools ADM Projection System (CSADM)

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

Charter School Financial Performance Framework and Guidance

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

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

Advisory Board Meeting Information

[www.ncpublicschools.org/charterschools/board/](http://www.ncpublicschools.org/charterschools/board/)

Virtual Pilot Program Applications – Updated

[www.ncpublicschools.org/charterschools/applications/2016-17/](http://www.ncpublicschools.org/charterschools/applications/2016-17/)

LEA Impact Statements for 16-17

[www.ncpublicschools.org/charterschools/applications/2016-17/](http://www.ncpublicschools.org/charterschools/applications/2016-17/)

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

Suggested Research Projects – Updated

[www.ncpublicschools.org/intern-research/projects/](http://www.ncpublicschools.org/intern-research/projects/)

How to become an Intern – Updated

[www.ncpublicschools.org/intern-research/howto/](http://www.ncpublicschools.org/intern-research/howto/)

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

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

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## Newsletter No. 021-14/15, January 30, 2015

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### **(1) TRANSPORTATION BUDGET RATING SIMULATOR:**

The Transportation Budget Rating Simulator is now available at [www.ncbussafety.org](http://www.ncbussafety.org) – under HIGHLIGHTS. This simulator will be used to calculate “SIMULATOR RATINGS” for 2015-2016 funding.

As a reminder, information about NC Transportation Allotments / Funding Basics (April 2014) is available on this page: [www.ncbussafety.org/resources.html](http://www.ncbussafety.org/resources.html).

(As explained in the SIMULATOR NOTES when running the program, fuel savings get ADDED to expenditures this year. Computer / Software / Equipment expenditures do not get included.) For additional information, contact: [Derek.Graham@dpi.nc.gov](mailto:Derek.Graham@dpi.nc.gov).

### **(2) SAVE THE DATE - Financial and Business Services Summer Conference:**

On July 23, 2015, the Office of Financial and Business Services will conduct its annual conference at the Sheraton Imperial Hotel and Convention Center, Research Triangle Park. Additional information will be provided soon.

### **(3) Web News:**

The following items have been posted to the FBS website:

FBS Summer Conference – Updated  
[www.ncpublicschools.org/fbs/conferences/](http://www.ncpublicschools.org/fbs/conferences/)

Calendar Resources – Updated  
[www.ncpublicschools.org/fbs/accounting/calendar/](http://www.ncpublicschools.org/fbs/accounting/calendar/)

Trends: Growing Student Population, Fewer Dollars – Updated  
[www.ncpublicschools.org/fbs/budget/](http://www.ncpublicschools.org/fbs/budget/)

Quarterly State Revenue Report Jan 2015  
[www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/)

Chart of Accounts – Updated  
[www.ncpublicschools.org/fbs/finance/reporting/coa2015](http://www.ncpublicschools.org/fbs/finance/reporting/coa2015)

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

Legislation – Updated

[www.ncpublicschools.org/charterschools/policy/legislation/](http://www.ncpublicschools.org/charterschools/policy/legislation/)

Map: Number of Charter Schools by County

[www.ncpublicschools.org/charterschools/schools/by-county/](http://www.ncpublicschools.org/charterschools/schools/by-county/)

Advisory Board Meeting Information

[www.ncpublicschools.org/charterschools/board/](http://www.ncpublicschools.org/charterschools/board/)

Application Rubrics for 16-17

[www.ncpublicschools.org/charterschools/applications/2016-17/](http://www.ncpublicschools.org/charterschools/applications/2016-17/)

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

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

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

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**1) 2015 Charter School Membership by LEA:**

Thank you for submitting the membership data. The results are available on our website at <http://www.ncpublicschools.org/fbs/resources/data/> under "Other" Charter School Membership by LEA – survey results.

**2) PRC 143 ARRA – School Improvement 1003 (G) - Closed PRC (LEAs):**

Please do not code expenditures to federal PRC 143 ARRA – School Improvement 1003 (G). The federal PRC closed September 30, 2014.

If you have questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

**3) Title I NBPTS Instruction Coach Form – Revised:**

Please share with any staff that may need this information.

Session Law 2014-100 changed GS 115C-296.2(b) and now authorizes instructional coaches, who are NBPTS certified, which are employed in a designated Title I school to receive a National Board of Professional Teaching Standards (NBPTS) supplement. The instructional coach must spend at least 70% of their work time as an instructional coach at the Title I school to qualify. If you have an instructional coach that meets this criteria, please complete the attached Instructional Coach form and return to the contacts on the form, in order to have the NBPTS salary differential certified in the salary system. The revised form will also be posted at the following link: [www.ncpublicschools.org/fbs/finance/forms/](http://www.ncpublicschools.org/fbs/finance/forms/). We will NOT certify any instructional coach NBPTS differential without a completed form.

If you have questions, please contact Sue Holly at [susan.holly@dpi.nc.gov](mailto:susan.holly@dpi.nc.gov) or Tiandra Alli at [tiandra.alli@dpi.nc.gov](mailto:tiandra.alli@dpi.nc.gov). NOTE: If you have already submitted, using the previous form, you DO NOT need to submit another form.

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

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## Newsletter No. 023-14/15, February 23, 2015

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### 1) **RttT Closeout:**

NCDPI reviewed the process for closing out the RttT grant during the NCASBO meeting on Thursday, February 19. You can review associated slides at the following link:  
[www.ncpublicschools.org/docs/rttt/webinars/20150219no-cost.pdf](http://www.ncpublicschools.org/docs/rttt/webinars/20150219no-cost.pdf).

We will also hold two webinars covering the same information for district RttT Leads and any district Finance Officers that were unable to attend the Thursday meeting. The first webinar session will be held on Tuesday, March 17 at 10:00 a.m. The second webinar session will be held on Thursday, March 19 at 3:00 p.m. You only need to attend one webinar session. Please use the links below to register for the webinar sessions.

Registration Links:

- March 17 Session: <https://attendee.gotowebinar.com/register/1139205461709622786>
- March 19 Session: <https://attendee.gotowebinar.com/register/985785106728056322>

If you have questions contact Eric Thanos, RttT Project Coordinator, Department of Public Instruction at 919.807.3705 or [eric.thanos@dpi.nc.gov](mailto:eric.thanos@dpi.nc.gov).

### 2) **State Public School Fund Allotment Overdraft Reports (LEAs):**

We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the current year, FY 2014-2015, as of the January 2015 processing period, on Monday, February 16, 2015. Please submit your refunds effective February 2015 (processing period 8) by Thursday, February 25, 2015, to avoid additional penalties.

The prior year report, Company 8000, for FY 14, as of the January 2015 processing period, will be netviewed today, Monday, February 23, 2015. Please submit your refunds effective February 2015 (processing period 8) by Thursday, February 25, 2015, to avoid additional penalties.

If you have questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

**3) PRC 143 ARRA – School Improvement 1003 (G) - Closed PRC (LEAs):**

Please do not code expenditures to federal PRC 143 ARRA – School Improvement 1003 (G).  
The federal PRC closed as of September 30, 2014.

If you have questions, please contact Roxane Bernard at 919.807.3725 or  
[roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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

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**Newsletter No. 024-14/15, March 6, 2015**

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**1) Governor's Recommended Budget 2015-2017:**

The governor released his recommended budget for 2015-2017. Attached is a summary of the highlights in the budget that pertains to North Carolina Public Schools. You can view the complete budget at <http://osbm.nc.gov/thebudget>.

If you have questions contact Alexis Schauss at [alexis.schauss@dpi.nc.gov](mailto:alexis.schauss@dpi.nc.gov).

**2) Transportation Refunds and Inventory Management:**

An online session "Transportation Refunds and Inventory Management" was presented for the NCASBO conference on February 18th. The session was recorded and is available for viewing. The presentation can be downloaded at <http://www.ncbussafety.org/BSIP>.

If you have questions contact [Derek.Graham@dpi.nc.gov](mailto:Derek.Graham@dpi.nc.gov).

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

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## Newsletter No. 024-14/15, March 13, 2015

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### **1) Summer Reading Camp Funding Draft:**

Attached is the funding for the summer reading camps for your planning purposes. The funding calculated is based on the approved SBE formula.

This allotment will go out by the end of March.

If you have questions contact Alexis Schauss at [alexis.schauss@dpi.nc.gov](mailto:alexis.schauss@dpi.nc.gov).

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

We will have a Cash Management and MSA training class for Charter Schools on Monday, April 6, 2015 at the Department of Public Instruction in Raleigh, NC, Room #564 from 10:00 am - 4:00 pm. There is no registration fee for the class, but you must register in order to attend. The class is designed for those who work in the charter school finance office to include all finance staff. The class consists of "Hands-on" training with the emphasis on understanding the monthly financial reports, a brief lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov). Also, provide the name of your charter school and your charter school number. If you have questions, please call Roxane Bernard at 919.807.3725. You will be notified by email when you have been successfully enrolled for the training class.

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

MSA and Cash Management Training will be offered to LEAs on Wednesday, April 8, 2015. There is no registration fee for the class, but you must register in order to attend. Class description: DPI Systems Training & Monthly Reports. This class is

designed for those who work in an LEA finance office to include all finance staff. The class consists of "Hands-on" training with the emphasis on the MSA/DBS General Ledger System, a brief lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training is located at DPI in Raleigh in Room #564 from 9:00 a.m. - 4:00 p.m. There are a limited number of seats in the training room, so space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or call at 919.807.3725 for questions. You will be notified by email when you have successfully registered for the training class.

#### **4) FYI – 2015 Title 1 Spring Institute:**

The North Carolina Association for Compensatory Educators (NCACE) is hosting the 2015 Title I Spring Institute on April 13th from 9:00 to 4:00 at the Embassy Suites in Greensboro. Ms. Tiffany Winters, a partner with the law firm of Brustein and Manasevit, will be the keynote speaker. Ms. Winters will share information on the new guidance for Federal award programs published by the Office of Management and Budget (OMB), OMB Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards commonly referred to as the Omni Circular. The requirements were finalized in December, 2014.

Registration information may be found at:

<https://sites.google.com/site/ncacetitlei/home/spring-institute>. As noted on the website, the cost is \$100 for registration and limited space is available. To get the conference rate for the hotel, you will need to make reservations by March 15th.

If you have any questions, please contact Dr. Timothy Sims at [simsti@hickoryschools.net](mailto:simsti@hickoryschools.net).

#### **5) RttT Wireless Infrastructure Initiative:**

Several Superintendents, Finance Officers, and Technology Officers have contacted DPI asking for updates on the status of the RttT Wireless Infrastructure Initiative. We understand that you may be anxious – as are we! – to get all the key elements in place to make these important infrastructure upgrades happen. Rest assured that we, too, are pushing hard to make sure you get the best products, services, and prices available...all within what we understand is an ambitious timeline.

We hope the following information will alleviate some of your concerns:

- 1) Per this USAC announcement, LEAs now have until April 16 (rather than March 26) to file form 471s.
- 2) The State-wide contracts for equipment and services are approved by State procurement and now need only vendor signatures – we expect to have signed contracts in place by Tuesday, 3/17. We will notify you as soon as the contracts

are in place, so that you may begin engaging awarded vendors to complete your form 471.

- 3) The State-wide contract includes assurances by each awarded vendor that prices offered through this contract will be the lowest offered by the vendor anywhere in NC.
- 4) The US Department of Education (USED) has formally approved the additional \$10.4 million in RttT funds NCDPI proposed for the Wireless Infrastructure Initiative (to add to the \$4.6 million that was approved in September). This means that the State Board is now free to approve, in early April, \$15 million in RttT funds to go to LEAs to cover the local portion of e-Rateable purchases.

Please continue to contact us if you have questions. We are excited to partner with you to significantly increase students' wireless internet access across NC!

If you have questions concerning RttT contact Eric Thanos at [Eric.Thanos@dpi.nc.gov](mailto:Eric.Thanos@dpi.nc.gov).

If you have questions concerning E-Rate contact Jeannene Hurley at [Jeannene.hurley@dpi.nc.gov](mailto:Jeannene.hurley@dpi.nc.gov) or Mike Ramsey at [Michael.ramsey@dpi.nc.gov](mailto:Michael.ramsey@dpi.nc.gov).

#### **Web News:**

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

Governor's Recommended Budget 2015-17

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

Allotments: Lottery Distribution 13-14

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

Salary Presentations at NCASBO 2015

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

Chart of Accounts – Updated

[www.ncpublicschools.org/fbs/finance/reporting/coa2015](http://www.ncpublicschools.org/fbs/finance/reporting/coa2015)

Calendar History – Updated

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

Virtual Charter Allotment by LEA

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

Best 1 of 2 ADM and ADA:ADM Ratios

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

Allotments: Support Documentation

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

Charter School Membership by LEA

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

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

Advisory Board Meeting Information

[www.ncpublicschools.org/charterschools/board/](http://www.ncpublicschools.org/charterschools/board/)

New 2015-16 School Contact Information (for 16 new schools opening August 2015)

[www.ncpublicschools.org/charterschools/schools/](http://www.ncpublicschools.org/charterschools/schools/)

Application Rubrics for 16-17

[www.ncpublicschools.org/charterschools/applications/2016-17/](http://www.ncpublicschools.org/charterschools/applications/2016-17/)

**The following items have been posted to the School Insurance Fund website:**

Worker's Compensation – Updated

[www.ncpublicschools.org/insurance/compensation/](http://www.ncpublicschools.org/insurance/compensation/)

Loss Prevention Programs

[www.ncpublicschools.org/insurance/compensation/loss/](http://www.ncpublicschools.org/insurance/compensation/loss/)

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

Steps to Licensure – Updated

[www.ncpublicschools.org/licensure/steps/](http://www.ncpublicschools.org/licensure/steps/)

Licensure Renewal Process – Updated

[www.ncpublicschools.org/licensure/update/](http://www.ncpublicschools.org/licensure/update/)

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## Newsletter No. 025-14/15, March 27, 2015

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### **1) Charter School Maximum and Allotted ADM 2015-16:**

The maximum allowable funded ADM and the budgeted ADM for 2015-16 by charter school is posted at [www.ncpublicschools.org/fbs/allotments/support/](http://www.ncpublicschools.org/fbs/allotments/support/).

This report provides information on the projected ADM for the charter schools which are currently in operation.

Charter Schools opening in 2015-16 will have the information available in June.

### **2) Bud Batch Denials:**

Please remember when you are processing any payroll BUD transaction that all fields on the "negative" record in the batch must match the corresponding fields on the voucher inquiry screen. When using your payroll data to complete the batches, any changes made to the vouchers, in voucher inquiry, since that specific pay period loaded WILL NOT be reflected. For example, the Salary Analysts have corrected many payline gross fields on posted vouchers to clear audit exceptions coded to object 129. When using your software to complete the batch, these changes are not reflected in your batch. Please be sure to compare the "negative" record in the batch with voucher inquiry before sending the batches to DPI. The analysts are not able to correct and process all the batches that deny.

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

### **3) PRC 158 – Performance Based Bonus – Lowest Achieving Schools:**

The School Allotments Section has provided allotments for the performance (2013-14 school year) based bonuses to LEAs that have eligible schools and/or teachers. The listing of eligible schools and teachers was provided to HR administrators a few weeks ago by the District HR Support section at DPI. If you have any questions about payment or do not have a sufficient allotment to pay these bonuses, please contact Andrew Cox at [andrew.cox@dpi.nc.gov](mailto:andrew.cox@dpi.nc.gov). If you have any questions about the listing of those schools/teachers eligible for the award, please contact Tom Tomberlin at [Thomas.tomberlin@dpi.nc.gov](mailto:Thomas.tomberlin@dpi.nc.gov).

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

We will have a Cash Management and MSA training class for Charter Schools on Monday, April 6, 2015 at the Department of Public Instruction in Raleigh, NC, Room #564 from 10:00 am - 4:00 pm. There is no registration fee for the class, but you must register in order to attend. The class is designed for those who work in the charter school finance office to include all finance staff. The class consists of "Hands-on" training with the emphasis on understanding the monthly financial reports, a brief lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov). Also provide the name of your charter school and your charter school number. If you have questions, please call Roxane Bernard at 919.807.3725. You will be notified by email when you have been successfully enrolled for the training class.

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

MSA and Cash Management Training will be offered to LEAs on Wednesday, April 8, 2015. There is no registration fee for the class, but you must register in order to attend. Class description: DPI Systems Training & Monthly Reports. This class is designed for those who work in an LEA finance office to include all finance staff. The class consists of "Hands-on" training with the emphasis on the MSA/DBS General Ledger System, a brief lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training is located at DPI in Raleigh in Room #564 from 9:00 a.m. - 4:00 p.m. There are a limited number of seats in the training room, so space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or call at 919.807.3725 for questions. You will be notified by email when you have successfully registered for the training class.

**6) New Learning Management System Memo:**

Please review the attached memo concerning the New Learning Management System being offered to LEAs.

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

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

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**Newsletter No. 025-14/15, April 10, 2015**

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

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**1) 2015 Foreign Nationals Tax Compliance Training Curriculum:**

Following is a message from the Office of the State Controller regarding Foreign National Tax Compliance Training.

The Office of the State Controller is pleased to announce the 2015 training curriculum for its Foreign Nationals Tax Compliance Program. These informative trainings will be provided via WebEx, at no charge, to all state agencies, universities, community colleges, local education agencies and charter schools, if applicable. Please reference the audience column for each training to determine if the training is applicable to you and your agency.

Our first webinar topic will be Foreign Nationals Tax Compliance Boot Camp – Employees, Vendors & Students, which be held on April 22nd, 2015, 10:00am – Noon. This training will discuss the basics to processing foreign nationals. If you are feeling totally lost in processing payments related to foreign nationals, please join the discussion and come with questions. If you feel this would be a good refresher, please join us as well. The October 14 training will be more advanced processing training.

To register for this webinar or any other webinar, please click the "Click HERE to Register" link below for each applicable training. Please note that you may need to hold down the "control" key as you click to activate the link. All of our webinars will be scheduled from 10am to noon. We encourage your participation at all applicable training events and hope you will find them beneficial to your specific needs. We will send out periodic reminders as training dates approach. Please be aware that these training dates could change, but we will try to do our best to give you sufficient notice. Also, please feel free to pass this invitation along to anyone within your organization that you think may also benefit from these events. If you feel that you have a specific training need, please contact Jennifer Trivette Pacheco, CICA Risk Mitigation Analyst, NC Office of the State Controller 919.707.0764 [jennifer.pacheco@osc.nc.gov](mailto:jennifer.pacheco@osc.nc.gov).

**2) Web News:**

The following items have been posted to the FBS website:

EDDIE Subscribed Users List – Updated  
[www.ncpublicschools.org/fbs/accounting/eddie/](http://www.ncpublicschools.org/fbs/accounting/eddie/)

Free & Reduced Meals Application Data  
[www.ncpublicschools.org/fbs/resources/data/](http://www.ncpublicschools.org/fbs/resources/data/)

Maximum and Allotted ADM for Charter Schools  
[www.ncpublicschools.org/fbs/allotments/support/](http://www.ncpublicschools.org/fbs/allotments/support/)

Highlights of the NC Public School Budget  
[www.ncpublicschools.org/fbs/resources/data/](http://www.ncpublicschools.org/fbs/resources/data/)

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

Fast Track Application Resources  
[www.ncpublicschools.org/charterschools/applications/](http://www.ncpublicschools.org/charterschools/applications/)

Advisory Board Meeting Information  
[www.ncpublicschools.org/charterschools/board/](http://www.ncpublicschools.org/charterschools/board/)

Application Rubrics for 16-17  
[www.ncpublicschools.org/charterschools/applications/2016-17/](http://www.ncpublicschools.org/charterschools/applications/2016-17/)

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

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

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## Newsletter No. 026-14/15, April 17, 2015

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

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### 1) **Legislative Webinar Agenda:**

Attached for your information is the Legislative Webinar Agenda for today's legislative update.

### 2) **Salary Reminder:**

As we approach year end and the number of transactions coming through salary increase, it is imperative that LEAs process as many BUD transactions through BUD themselves. This includes IPCs to remove installment indicators, changing days, adding and/or removing absences, etc. Please do not send more than one transaction per voucher number per day in BUD, as these will cause "multiple update errors". We cannot guarantee that these batches with errors will be corrected and processed on your behalf.

If you have any questions about any salary related items, please contact Tiandra Alli at [Tiandra.alli@dpi.nc.gov](mailto:Tiandra.alli@dpi.nc.gov).

(Please note that Sue Holly has left her salary position and is now working in Allotments. We are currently recruiting to fill the open salary position)

### 3) **New Hires Within Division of School Business:**

School Business is excited to announce the following promotion and new hires in School Business:

#### School Allotments

- Sue Holly – Accounting Specialist (previously the Salary Analyst in School Reporting, Division of School Business)
- Sylvia Liboon – Accountant

Monitoring and Compliance

- Kathy Cooper – Section Chief

School Reporting

- Andria Garner – Accounting Technician
- Amanda Cruz – System Support Technician

In addition, some School Business personnel have moved office space and their telephone numbers have changed. Attached are the new contact numbers for your records.

**4) Transportation Injury Data:**

Transportation Directors have received information on how to report data on students injured while riding the bus, waiting at the school bus stop or walking to/from the school bus stop. LEA cooperation on providing this information for 2013-14, 2014-2015 and 2015-2016 will be greatly appreciated as it will help us identify areas for training and also respond to media requests. The school bus remains the safest way to get to and from school. Questions should be directed to [Derek.Graham@dpi.nc.gov](mailto:Derek.Graham@dpi.nc.gov).

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**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.

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

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**Newsletter No. 027-14/15, May 15, 2015**

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

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**1) PRC 160 – RttT Wireless Infrastructure:**

The School Allotments Section has provided allotments for the RttT Wireless Infrastructure funding. The funding should be available Monday May 18, 2015. The list of participating districts and the allotments were based upon the USAC E-rate applications that used the Department of Public Instruction's 470. A reminder the Race to the Top portion of these projects must be expended by 08/15/2015.

If you have questions concerning RttT contact Sam Fuller at [Samiel.Fuller@dpi.nc.gov](mailto:Samiel.Fuller@dpi.nc.gov) or Eric Thanos at [Eric.Thanos@dpi.nc.gov](mailto:Eric.Thanos@dpi.nc.gov).

If you have questions concerning E-Rate contact Jeannene Hurley at [Jeannene.hurley@dpi.nc.gov](mailto:Jeannene.hurley@dpi.nc.gov) or Mike Ramsey at [Michael.ramsey@dpi.nc.gov](mailto:Michael.ramsey@dpi.nc.gov).

**2) April 2015 Monthly Financial Reports-MFR (LEAs):**

The April 2015 MFR reports will be netviewed on Monday, May 18, 2015.

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

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To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.  
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The newsletters are posted online, click on the Resources link on the FBS home page: [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).  
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## Newsletter No. 028-14/15, May 22, 2015

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

---

### **1) House Budget:**

The House Budget (HB97) passed 93-23. Budget information will be posted on the website under "What's New" before the end of today. [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/)

### **2) PRC 154 Governor's Teacher Network:**

Attached is the GTN 2nd Installment Payment with a list of the Teachers that have completed the necessary deliverables for the GTN project. These teachers are eligible to receive their final installments and must be paid to the teachers by June 30 2015.

If you have questions, please contact Joyce Gardner at [Joyce.Gardner@dpi.nc.gov](mailto:Joyce.Gardner@dpi.nc.gov) or Angela Jackson at [Angela.Jackson@dpi.nc.gov](mailto:Angela.Jackson@dpi.nc.gov) for assistance.

### **3) PRC 160 Race to the Top (RttT) Wireless Infrastructure Initiative Reporting Requirements:**

The North Carolina Department of Public Instruction (NCDPI) released the PRC 160 RttT Wireless Infrastructure Initiative allotments to LEAs and Charter schools on Friday, May 15. NCDPI wants to ensure that LEAs and Charter schools understand the reporting requirements for these funds.

The Cooperative Purchasing Agreement that each of the twelve vendors signed to participate in the Wireless Infrastructure Initiative requires the vendors to submit monthly vendor reports. All LEAs and Charter schools that received PRC 160 funds must ensure that they receive these monthly vendor reports from each vendor they contract with for the Wireless Infrastructure Initiative goods and services.

Attached to this email are templates for a monthly vendor activity report and a monthly vendor expenditure report. The monthly expenditure report template includes a sample of how the vendor should complete the report. Each vendor should complete, sign, and submit both the activity and expenditure reports to the LEA/Charter school on a monthly basis along with the invoices. These reports should reflect only the work specifically completed within the LEA/Charter school.

LEAs and Charter Schools should retain copies of all vendor activity reports for PRC 160 to meet funding requirements and for audit purposes. Please be sure to share this information with the appropriate personnel in your district.

If you have questions, please contact Sam Fuller ([Samiel.Fuller@dpi.nc.gov](mailto:Samiel.Fuller@dpi.nc.gov)) or Eric Thanos ([eric.thanos@dpi.nc.gov](mailto:eric.thanos@dpi.nc.gov)).

#### **4) School Bus Garage Inventory:**

The attached memo was sent to transportation directors providing information on conducting an annual physical inventory, how discrepancies are to be reported, and fiscal consequences of unexplained losses. Contact DPI Transportation Services 919.807.3570 with questions.

#### **5) Reminder:**

Finance Officers, Purchasing Agents/Personnel and Textbook Coordinators are reminded that ALL State-adopted textbooks and instructional materials (especially the upcoming Science materials) are to be purchased through the State-operated Textbook Warehouse. We are encouraged that the House draft budget includes an additional \$50M in textbook funding above what was appropriated this year. This additional funding further enhances all the savings realized by using the Warehouse for textbook purchases.

For specifics and/or support please contact:

Drew Fairchild  
NC Textbook Warehouse  
3905 Reedy Creek Road  
Raleigh, NC 27607  
919.715.5373  
919.715.5380 – FAX

#### **6) Financial and Business Services Summer Conference:**

Attached is the letter of invitation to the Financial and Business Services Summer Conference to be held on July 23, 2015 at the Sheraton Imperial Hotel and Convention Center, Research Triangle Park. If you have questions concerning the conference contact Doris McCain at [Doris.McCain@dpi.nc.gov](mailto:Doris.McCain@dpi.nc.gov).

#### **7) Web News:**

The following items have been posted to the FBS website:

Governor's Recommended Allocations and Formulas  
[www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/)

Federal Grants Available through DPI  
[www.ncpublicschools.org/fbs/finance/federal/](http://www.ncpublicschools.org/fbs/finance/federal/)

Chart of Accounts – Updated  
[www.ncpublicschools.org/fbs/finance/reporting/coa2015](http://www.ncpublicschools.org/fbs/finance/reporting/coa2015)

ADM & PMR month 5 data  
[www.ncpublicschools.org/fbs/accounting/data/](http://www.ncpublicschools.org/fbs/accounting/data/)

Data Transfer Schedule for 15-16  
[www.ncpublicschools.org/fbs/finance/reporting/](http://www.ncpublicschools.org/fbs/finance/reporting/)

Datafile Contacts  
[www.ncpublicschools.org/fbs/finance/reporting/](http://www.ncpublicschools.org/fbs/finance/reporting/)

Governor's Recommended Budget 2015-17  
[www.ncpublicschools.org/fbs/budget/](http://www.ncpublicschools.org/fbs/budget/)

Requested Expansion Budget Items - Additional Funding Needs  
[www.ncpublicschools.org/fbs/budget/](http://www.ncpublicschools.org/fbs/budget/)

FBS Org Chart – Updated  
[www.ncpublicschools.org/fbs/directory/](http://www.ncpublicschools.org/fbs/directory/)

Expenditure Reporting and Cash Application (ERaCA) for Education Centers – Updated  
[www.ncpublicschools.org/fbs/finance/reporting/](http://www.ncpublicschools.org/fbs/finance/reporting/)

State Salary Manual – Updated  
[www.ncpublicschools.org/fbs/finance/salary/](http://www.ncpublicschools.org/fbs/finance/salary/)

NCVPS - 14-15 Final Enrollment by LEA  
[www.ncpublicschools.org/fbs/allotments/ncvps/](http://www.ncpublicschools.org/fbs/allotments/ncvps/)

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

Advisory Board Meeting Information  
[www.ncpublicschools.org/charterschools/board/](http://www.ncpublicschools.org/charterschools/board/)

Application Rubrics for 16-17  
[www.ncpublicschools.org/charterschools/applications/2016-17/](http://www.ncpublicschools.org/charterschools/applications/2016-17/)

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

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

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## Newsletter No. 029-14/15, May 29, 2015

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

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### **1) FY 14-15 ABC Transfers:**

Today is the last day to submit ABC Transfers for processing in FY 14-15. Please enter the transfers in the School Allotment System at [www.ncpublicschools.org/fbs/allotments/](http://www.ncpublicschools.org/fbs/allotments/). If you have any questions, please contact Sue Holly at 919.807.3675.

### **2) BUD Reminders from Salary:**

When processing negative net gross batches, please be reminded that these batches must be manually processed by the Salary Analyst. To help identify negative net gross batches, please send an email to Tiandra Alli at [tiandra.alli@dpi.nc.gov](mailto:tiandra.alli@dpi.nc.gov) with the subject: NEGATIVE NET GROSS, batch type (REF, UTR, IPC) and batch number. For example, a subject should be: NEGATIVE NET GROSS, REF, Batch #123. This will expedite the processing of these batches. If you have any questions, please contact Tiandra Alli at [Tiandra.alli@dpi.nc.gov](mailto:Tiandra.alli@dpi.nc.gov).

### **3) PRC 156- Reminder RttT Closeout:**

NCDPI would like to remind all LEAs and Charter schools that received a no-cost extension for their PRC 156 RttT funding that all activities in their RttT Detailed Scopes of Work must be completed by June 30, 2015. All PRC 156 RttT invoices must be paid and cash drawn by July 31, 2015. For more information about the RttT closeout process, please review the webinar slides located on the NCDPI website: [www.ncpublicschools.org/docs/rttt/webinars/20150219no-cost.pdf](http://www.ncpublicschools.org/docs/rttt/webinars/20150219no-cost.pdf).

**4) PRC 160- RttT Wireless Infrastructure:**

NCDPI would like to remind all participating LEAs and Charter Schools that PRC 160 RttT Wireless Infrastructure funds are available to be budgeted in BAAS.

- The RttT portion of equipment, work, and or materials must be completed, invoiced and paid by August 15, 2015
- The E-Rate portion of work, equipment, and or materials does not have to be completed by August 15, 2015.

Please share this information with your Superintendents and Technology Directors.

**5) Federal Grants Award Information:**

Updated information for federal grants administered by DPI is now available at [www.ncpublicschools.org/fbs/finance/federal/](http://www.ncpublicschools.org/fbs/finance/federal/) under the "Grants" heading. The Federal Grants Administered by the North Carolina NC Department of Public Instruction (DPI) document serves as the centralized source of federal funding administered by DPI for Local Education Authorities (LEAs) and charter schools. Please note that the updated document replaces three previously posted federal grants files and consolidates all pertinent information such as Catalog of Federal Domestic Assistant (CFDA) numbers, federal grant award numbers, grant description, program contact information and application dates.

DPI is required to communicate federal grant award numbers and CFDA numbers to enable appropriate identification in the Schedule of Expenditures of Federal Awards (SEFA).

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

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

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## Newsletter No. 030-14/15, June 5, 2015

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

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### **Legislative Update: Friday, June 15, 2015**

#### **Legislative Update**

Join us for a webinar on Jun 15, 2015 at 1:00 PM EDT.

#### **Register now!**

<https://attendee.gotowebinar.com/register/5398109878130236930>

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

After registering, you will receive a confirmation email containing information about joining the webinar.

#### **View System Requirements**

[http://support.citrixonline.com/webinar/all\\_files/G2W010003](http://support.citrixonline.com/webinar/all_files/G2W010003)

### **Year-End Salary Reminders:**

- 1) Beginning June 16, 2015, DPI will be receiving and processing BUD batches twice a day. Please receive your BUD files daily and immediately make corrections to any denied batches.
- 2) Please be sure that you have reviewed employees whose salary certifies according to Form G Approval.
- 3) Please be sure that you have reviewed employees who received a graduate degree during the school year to ensure that the salary has certified correctly (i.e. degree received in May, salary change is effective in May).
- 4) Please send all IPC changes through BUD. This includes removing installment indicators for escrow payments paid out earlier in the year.
- 5) When processing negative net gross batches, please be reminded that these batches must be manually processed by the Salary Analyst. To help identify

negative net gross batches, please send an email to Tiandra Alli at [tiandra.alli@dpi.nc.gov](mailto:tiandra.alli@dpi.nc.gov) with the subject: NEGATIVE NET GROSS, batch type (REF, UTR, IPC) and batch number. For example, a subject should be: NEGATIVE NET GROSS, REF#123.

- 6) Please send only one transaction per voucher number per day in BUD. When more than one transaction is requested per voucher per day, the batch will automatically deny. Salary Administration will try to process any that deny, but this is merely a courtesy.
- 7) Please remember to submit to Tiandra the contact names/numbers of those employees that will be available on July 1 and 2 should DPI need to contact your LEA during the close-out process.

If you have any year-end salary questions, please contact Tiandra Alli at [tiandra.alli@dpi.nc.gov](mailto:tiandra.alli@dpi.nc.gov).

**Missed Days Survey: LEAs ONLY**

All LEAs are REQUIRED by Legislation to complete the Days Missed Survey for school year 2014-2015. Please complete the online survey and submit by June 19, 2015. The survey can be found at the following link: <https://www.surveymonkey.com/s/NGWY87P> or on the Financial Business Services website at [www.ncpublicschools.org/fbs/](http://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](mailto:ozella.wiggins@dpi.nc.gov) or 919.807.3721.

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To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.  
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The newsletters are posted online, click on the Resources link on the FBS home page: [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).  
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**Newsletter No. 031-14/15, June 12, 2015**

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

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**May 2015 Monthly Financial Reports-MFR (LEAs):**

The May 2015 MFR reports that were net-viewed yesterday, Thursday, June 11, 2015 were incorrect. We are re-netviewing the correct May 2015 MFR reports on Monday, June 15, 2015.

If you have any questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.  
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The newsletters are posted online, click on the Resources link on the FBS home page: [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).  
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## Newsletter No. 032-14/15, June 18, 2015

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

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### 1) Year-End Salary Reminders:

- DPI began receiving and processing BUD batches twice a day on June 16, 2015. Please receive your BUD files daily and immediately make corrections to any denied Batches.
- Please be sure that you have reviewed employees whose salary certifies according to Form G Approval.
- Please be sure that you have reviewed employees who received a graduate degree during the school year to ensure that the salary has certified correctly (i.e. degree received in December, salary change is effective in December; degree received in May, salary change is effective July 1 the following year).
- Please send all IPC changes through BUD. This includes removing installment indicators for escrow payments paid out earlier in the year.
- When processing negative net gross batches, please be reminded that these batches must be manually processed by the Salary Analyst. To help identify negative net gross batches, please send an email to Tiandra Alli at [tiandra.alli@dpi.nc.gov](mailto:tiandra.alli@dpi.nc.gov) with the subject: NEGATIVE NET GROSS, batch type (REF, UTR, IPC) and batch number. For example, a subject should be: NEGATIVE NET GROSS, REF#123.
- Please send only one transaction per voucher number per day in BUD. When more than one transaction is requested per voucher per day, the batch will automatically deny. Salary Administration will try to process any that deny, but this is merely a courtesy.
- Please remember to submit to Tiandra the contact names/numbers of those employees that will be available on July 1 and 2 should DPI need to contact your LEA during the close-out process.

### **NEW – 6/18/15**

- When contacting salary regarding BUD batch questions, please make sure you provide the BUD batch # and the type of batch in your email or voicemail to help us expedite providing assistance to your LEA.
- Please be reminded that teachers are no longer to receive a separate longevity check. Longevity is now rolled into the teacher salary schedules. We have been receiving inquiries related to this where teachers are saying some districts are paying longevity and others are not.

- When refunding overpayments or moving money only in BUD, LEAs are allowed to submit one lump sum. You do not have to refund or transfer funds voucher line by voucher line.

If you have any year-end salary questions, please contact Tiandra Alli at [tiandra.alli@dpi.nc.gov](mailto:tiandra.alli@dpi.nc.gov).

## **2) Missed Days Survey: LEAs ONLY:**

All LEAs are REQUIRED by Legislation to complete the Days Missed Survey for school year 2014-2015. Please complete the online survey and submit by June 19, 2015. The survey can be found at the following link: <https://www.surveymonkey.com/s/NGWY87P> or on the Financial Business Services website at [www.ncpublicschools.org/fbs/](http://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](mailto:ozella.wiggins@dpi.nc.gov) or 919.807.3721.

## **3) FY 2015 Close Out Deadlines:**

### **LEAs and Charter Schools**

- UERS Data files, including MFR files, must be ready for transmission by June 30, 2015 (midnight)
- All Installment Accruals (LEAs) must be ready for transmission by June 30, 2015 (midnight)
- DPI will begin pulling data at 12:01 a.m. on Wednesday, July 1, 2015.

### **FY 2015 Close Out Reminders (LEAs Only)**

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

- Please review your MFR Error Message and DBS/MFR Match (JHA899EG) reports carefully. Once DPI closes FY 14-15 (June 30, 2015), School Business cannot key manual 202s for FY 14-15. Please send your current manual 202s for corrections to Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).
- If you currently have overages (YTD Expenditures greater than your Current Year Allotment) within your state and federal PRCs, this is the time to reduce your expenditures before we close FY 14-15. Please review your latest May 2015 monthly reports. Also, remember to include any budget amounts from Allotment revision reports that occurred during the month of June.
- Local PRC 056 Transportation of Pupils has to follow the same account codes as State PRC 056 Transportation of Pupils; if not, please use Local PRC 706.
- Cannot record expenditures within the BUD system for State Textbooks (PRC 130) (Expenditures - 1-5110-130-412 and Revenue 1-3211-130-000). Your LEA will need to record your State Textbook expenditures through journal entries.
- State PRC 045 Compensation Bonus (Legislated) - The COA for PRC 045 does not include object code 231 Employer's Hospitalization Insurance Cost.
- PRC 035 (School Nutrition) does not have object code 186 Short Term Disability - Beyond 6 Months. Please use State PRC 009 1-7200-009-186.

- g) Always use purpose code 8100 (Payments to Other Gov. Units) with object code 392 (Indirect Cost).
- h) Always check your Monitoring Letters to see where DPI moved some of your Invalid Account codes. Some of the corrections may have been moved to valid account codes on DPI books and you will need to make corrections to your general ledger books only.

**FY 2015 Close Out Reminders (Charter Schools Only)**

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

- a) Please correct all invalid account codes before your charter school transmits your June 2015 data files.
- b) Please review all of your state and federal programs (PRCs). If any of your expenditures exceed your allotment balances (you have overspent the program), please adjust your expenditures and move the expenditures that are over to your local funds.
- c) If your charter school does not have any more state funds available to spend, please code your expenditures to local funding or eligible federal funding.
- d) Please remember once DPI closes the month of June 2015, no more adjustments can be made for fiscal year 2014-15 on DPI books. Please code your local, state and federal expenditures accurately. Your "Per Pupil" calculations for the 2015 NC Report Card will be based upon your expenditures from the FY 14-15 JHA705EG Budget Balance Reconciliation Report.
- e) Please submit an electronic copy of the board approved 2015-16 budget with the accompanying board resolution by Friday, July 24, 2015, to the attention of Karen Frazier at [karen.frazier@dpi.nc.gov](mailto:karen.frazier@dpi.nc.gov). Please note that these documents are public documents and may be requested by government agency staff, media, and/or the general public.

If you have any questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at 919.807.3729 or [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

**4) Transportation Inventory:**

DPI Transportation Services has created additional reference documents for transportation staff in preparing their annual end-of-year inventory. (Recall that shortages are required to be repaid.) New presentations are available at [www.ncbussafety.org/BSIP](http://www.ncbussafety.org/BSIP) under RESOURCES and TRANSACTION PROCEDURES. The presentations contain a collection of tips about doing annual physical inventory as well as strategies/tools for hunting down problems. Contact [Derek.Graham@dpi.nc.gov](mailto:Derek.Graham@dpi.nc.gov).

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 To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.  
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The newsletters are posted online, click on the Resources link on the FBS home page: [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

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## Newsletter No. 033-14/15, June 26, 2015

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

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### 1) Salary Reminders:

- Please be sure to check BUD batch communications for the approval status of your BUD batches before contacting Salary Administration with questions. Batch communications are sent twice a day at 11:30am and 2:30pm.
- Salary is currently working on manually clearing obj. 129 audit exceptions. If you have specific questions regarding the use of obj. 129 and its exceptions, please contact Tiandra Alli at [Tiandra.alli@dpi.nc.gov](mailto:Tiandra.alli@dpi.nc.gov).
- If you have not yet provided year end salary processing contact information to the Salary Analyst, please do so before June 30th. Email your contact information to Tiandra Alli at [Tiandra.Alli@dpi.nc.gov](mailto:Tiandra.Alli@dpi.nc.gov).
- UPDATE: Clarification on item#10 in 6/18/2015 FO newsletter...when refunding **salary overpayments or moving money only to refund position allotments**, LEAs are allowed to submit one lump sum. You do not have to refund or transfer funds voucher line by voucher line (**or by the month**).

### 2) FY 2015 Close Out Deadlines (LEAs and Charter Schools):

- UERS Data files, including MFR files, must be ready for transmission by June 30, 2015 (midnight)
- All Installment Accruals (LEAs) must be ready for transmission by June 30, 2015 (midnight)
- DPI will begin pulling data at 12:01 a.m. on Wednesday, July 1, 2015.

### **FY 2015 Close Out Reminders (LEAs Only)**

The fiscal year end will end next Tuesday, June 30, 2015, 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 14-15 (June 30, 2015), School Business **cannot** key manual 202s for FY 14-15. Please send your current manual

202s for corrections to Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

- b) If you currently have overages (YTD Expenditures greater than your Current Year Allotment) within your state and federal PRCs, this is the time to reduce your expenditures before we close FY 14-15. Please review your latest May 2015 monthly reports. Also, remember to include any budget amounts from Allotment revision reports that occurred during the month of June.
- c) Local PRC 056 Transportation of Pupils has to follow the same account codes as State PRC 056 Transportation of Pupils; if not, please use Local PRC 706.
- d) Cannot record expenditures within the BUD system for State Textbooks (PRC 130) (Expenditures - 1-5110-130-412 and Revenue 1-3211-130-000). Your LEA will need to record your State Textbook expenditures through journal entries.
- e) State PRC 045 Compensation Bonus (Legislated) - The COA for PRC 045 does not include object code 231 Employer's Hospitalization Insurance Cost.
- f) PRC 035 (School Nutrition) does not have object code 186 Short Term Disability - Beyond 6 Months. Please use State PRC 009 1-7200-009-186.
- g) Always use purpose code 8100 (Payments to Other Gov. Units) with object code 392 (Indirect Cost).
- h) Always check your Monitoring Letters to see where DPI moved some of your Invalid Account codes. Some of the corrections may have been moved to valid account codes on DPI books and you will need to make corrections to your general ledger books only.

### **FY 2015 Close Out Reminders (Charter Schools Only)**

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

- a) Please correct all invalid account codes before your charter school transmits your June 2015 data files.
- b) Please review all of your state and federal programs (PRCs). If any of your expenditures exceed your allotment balances (you have overspent the program), please adjust your expenditures and move the expenditures that are over to your local funds.
- c) If your charter school does not have any more state funds available to spend, please code your expenditures to local funding or eligible federal funding.
- d) Please remember once DPI closes the month of June 2015, no more adjustments can be made for fiscal year 2014-15 on DPI books. Please code your local, state and federal expenditures accurately. Your "Per Pupil" calculations for the 2015 NC Report Card will be based upon your

expenditures from the FY 14-15 JHA705EG Budget Balance Reconciliation Report.

- e) Please submit an electronic copy of the board approved 2015-16 budget with the accompanying board resolution by Friday, July 24, 2015, to the attention of Karen Frazier at [karen.frazier@dpi.nc.gov](mailto:karen.frazier@dpi.nc.gov). Please note that these documents are public documents and may be requested by government agency staff, media, and/or the general public.

If you have any questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at 919.807.3729 or [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

### **3) Important Workers Comp Information:**

Attached please find the First Fill Form from myMatrixx. You can begin providing this First Fill Form to your injured employees beginning 7/1/15. Please note you can include employee's name, SS#, and Date of Injury on the form. As discussed during our webinar, you can also log onto [www.mymatrixx.com](http://www.mymatrixx.com) and do a pharmacy network search to advise your injured employees where the closest network provider for Rx is located.

If you have questions contact [Eileen.Townsend@dpi.nc.gov](mailto:Eileen.Townsend@dpi.nc.gov).

### **4) Web News:**

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

Comparison of the 2015-16 Proposed Budgets - Updated  
[www.ncpublicschools.org/fbs/budget/](http://www.ncpublicschools.org/fbs/budget/)

FY 2015-16 and FY 2016-17 Biennium Continuation Adjustments  
[www.ncpublicschools.org/fbs/budget/](http://www.ncpublicschools.org/fbs/budget/)

Accessing DPI Reports for Charter Schools - Updated  
[www.ncpublicschools.org/fbs/finance/reporting/guides/charterschools](http://www.ncpublicschools.org/fbs/finance/reporting/guides/charterschools)

Accessing DPI Reports for LEAs - Updated  
[www.ncpublicschools.org/fbs/finance/reporting/guides/lea](http://www.ncpublicschools.org/fbs/finance/reporting/guides/lea)

ADM & PMR months 6 and 7 2014-15 data  
[www.ncpublicschools.org/fbs/accounting/data/](http://www.ncpublicschools.org/fbs/accounting/data/)

Charter Schools ADM Projection System (CSADM) - Updated  
[www.ncpublicschools.org/fbs/charterschools/](http://www.ncpublicschools.org/fbs/charterschools/)

EDDIE Year End Transition Memo & Checklist  
[www.ncpublicschools.org/fbs/accounting/eddie/](http://www.ncpublicschools.org/fbs/accounting/eddie/)

Charter School Finance Guide - Updated  
[www.ncpublicschools.org/fbs/charterschools/](http://www.ncpublicschools.org/fbs/charterschools/)

Allotments:

- Public Site for Allotment Data  
[www.ncpublicschools.org/fbs/allotments/](http://www.ncpublicschools.org/fbs/allotments/)
- Federal Formula  
[www.ncpublicschools.org/fbs/allotments/federal/](http://www.ncpublicschools.org/fbs/allotments/federal/)
- Low Wealth - Calculating Low Wealth Supplemental Funding  
[www.ncpublicschools.org/fbs/allotments/support/](http://www.ncpublicschools.org/fbs/allotments/support/)
- Small School Application Form  
[www.ncpublicschools.org/fbs/allotments/forms/](http://www.ncpublicschools.org/fbs/allotments/forms/)

FBS Who We Are - Booklet - Updated  
[www.ncpublicschools.org/fbs/directory/](http://www.ncpublicschools.org/fbs/directory/)

Form: Instructional Coaches Eligible for NBPTS Supplement  
[www.ncpublicschools.org/fbs/finance/forms/](http://www.ncpublicschools.org/fbs/finance/forms/)

FBS Summer Conference  
[www.ncpublicschools.org/fbs/conferences/](http://www.ncpublicschools.org/fbs/conferences/)

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

Advisory Board Meeting Information  
[www.ncpublicschools.org/charterschools/board/](http://www.ncpublicschools.org/charterschools/board/)

Staff Directory  
[www.ncpublicschools.org/charterschools/directory/](http://www.ncpublicschools.org/charterschools/directory/)

Training Opportunities  
[www.ncpublicschools.org/charterschools/training/](http://www.ncpublicschools.org/charterschools/training/)

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

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

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## Newsletter No. 001-15/16, July 2, 2015

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

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### **1) FY 2015 - 13th Month MFR File – Reminder (LEAs Only):**

This is a reminder that we will pull your FY 2015 13th month MFR File on **Wednesday evening, July 29, 2015**. Please make sure your LEA is signed into FY 15.

The 13th month information is very important because the information represents your "Per Pupil" calculation and the information is reported in the NC School Report Cards. All 115 LEAs will need to upload their FY 2015 13th Month MFR files by Wednesday, July 29, 2015.

Please do the following before building the 13th Month MFR file (Please make sure that you are signed into FY 15):

- (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](http://www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf)
- (4) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- (5) Your LEA will need to record your State Textbook expenditures through journal entries. (Rev. 1-3211-130-000 and Exp. 1-5110-130-412)

If you have questions about your MFR file, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at 919.807.3729 or [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

### **2) 2015 Annual Transportation Report (TD-1):**

The form for the 2015 Annual Transportation Report (TD-1) is now posted on our web page at: [www.ncbussafety.org/StateForms.html](http://www.ncbussafety.org/StateForms.html). The due date is August 3 (since August 1 falls on a Saturday). The report should be emailed to [STEVE.BEACHUM@DPI.NC.GOV](mailto:STEVE.BEACHUM@DPI.NC.GOV) and a signed copy mailed. The email version can be sent before final signatures are in place as long as the data entries are final.

**3) REMINDER: 2015 FBS Summer Conference:**

The last day to make a reservation at the Sheraton Imperial for the 2015 FBS Conference is July 6. If you need a reservation you should do so before close of business on July 6.

If you have questions about the [conference](#) contact Doris McCain at 919.807.3700 or [doris.mccain@dpi.nc.gov](mailto:doris.mccain@dpi.nc.gov).

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

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

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**Newsletter No. 002-15/16, July 10, 2015**

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Department of Public Instruction  
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Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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**School Bus Safety Policy:**

The State Board of Education revised its policy on school bus passengers, effective January 1, 2016, to include two primary changes.

- (1) School Bus Safety Training of all students must be documented.
- (2) School Bus Drivers must use the North Carolina crossing signal to communicate to students when it is safe to cross the street at a school bus stop.

The DPI press release is shown here:

[www.ncpublicschools.org/newsroom/news/2015-16/20150709-01](http://www.ncpublicschools.org/newsroom/news/2015-16/20150709-01).

Training materials – with more to come – are shown here:

[www.ncbussafety.org/safetylessons](http://www.ncbussafety.org/safetylessons).

For more information contact [Derek.Graham@dpi.nc.gov](mailto:Derek.Graham@dpi.nc.gov).

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To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.  
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The newsletters are posted online, click on the Resources link on the FBS home page: [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).  
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## Newsletter No. 003-15/16, July 17, 2015

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

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### **1) June 2015 Allotment Overdraft Report (JHA356EG) (LEAs Only):**

The June 2015 Allotment Overdraft report that was netviewed yesterday, Thursday, July 16, 2015, included duplication of penalty amounts. Please ignore the duplication and pay back one penalty as a prior year penalty.

If you have questions about your June 2015 Allotment Overdraft report, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at 919.807.3729 or [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

### **2) FY 2015 - 13th Month MFR File – Reminder (LEAs Only):**

This is a reminder that we will pull your FY 2015 13th month MFR File on Wednesday evening, July 29, 2015. Please make sure your LEA is signed into FY 15.

The 13th month information is very important because the information represents your "Per Pupil" calculation and the information is reported in the NC School Report Cards. All 115 LEAs will need to upload their FY 2015 13th Month MFR files by Wednesday, July 29, 2015.

Please do the following before building the 13th Month MFR file (Please make sure that you are signed into FY 15):

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](http://www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf)
4. Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
5. Your LEA will need to record your State Textbook expenditures through journal entries. (Rev. 1-3211-130-000 and Exp. 1-5110-130-412)

If you have questions about your MFR file, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at 919.807.3729 or [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

### **3) Federal Overspent Programs (LEAs):**

Please wait until DPI sends your LEA a letter providing instructions on how to pay back any federal overspent programs from FY 14-15. Your LEA cannot pay back federal overspent programs through the BUD system.

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

Your LEA can pay back State overspent for FY 14-15 as a prior year refund within the BUD system.

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at 919.807.3729 or [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

### **4) Travel Subsistence Rate Revision Effective July 1, 2015:**

Please see the attached memo from State Budget Director Lee Roberts regarding the 2015-17 Travel Subsistence Rate Change effective July 1, 2015. This new subsistence rate will be effective for both years of the 2015-17 biennium.

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

### **5) RttT Progress Report Reminder:**

All LEAs and Charter schools that received a no-cost extension to complete activities in their RttT Detailed Scope of Work (DSW) for 2014-15 must complete a RttT Progress Report for 2014-15 by July 31, 2015. To complete the report, you will once again utilize a web-based reporting tool – your LEA/Charter school RttT Lead has access to this tool. As in prior year reports, your LEA/Charter school will need to describe the progress you made in completing the 2014-15 activities in your DSW. Please work with your LEA/Charter school Regional Lead to ensure that you complete the RttT Progress Report by July 31, 2015.

If you have questions contact Eric Thanos, RttT Project Coordinator, at 919.807.3705 or [eric.thanos@dpi.nc.gov](mailto:eric.thanos@dpi.nc.gov).

### **6) FBS Summer Conference:**

Attached for your review is the FBS Conference Grid indicating the times and titles of the sessions offered at the conference.

REMINDER: TODAY IS THE LAST DAY TO REGISTER ONLINE FOR THE CONFERENCE.

7) **Web News:**

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

ADM & PMR month 8 2014-15 data

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

Memo – Change in IRS Mileage Rate (7/1/15)

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

2015-16 List of LEAs, Charter Schools, Regional School, etc.

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

EDDIE 2015-16 Information

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

ADM History - Charter School Funding History

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

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

Advisory Board Information

[www.ncpublicschools.org/charterschools/board/](http://www.ncpublicschools.org/charterschools/board/)

Application Information for Schools to Open Fall 2017

[www.ncpublicschools.org/charterschools/applications/](http://www.ncpublicschools.org/charterschools/applications/)

Application Training Opportunities

[www.ncpublicschools.org/charterschools/training/application/](http://www.ncpublicschools.org/charterschools/training/application/)

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

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

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## Newsletter No. 004-15/16, July 24, 2015

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

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### **1) Legislative Update – August 3, 2015:**

Please register for Legislative Update on Aug 3, 2015 1:00 PM EDT at:  
<https://attendee.gotowebinar.com/register/8251738377502464258>

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

After registering, you will receive a confirmation email containing information about joining the webinar.

### **2) Continuing Resolution - Paying Personnel:**

Please read the following related to authorized payments to personnel. At the conference, a question was answered incorrectly and this is to be sure that everyone has the correct information.

The continuing resolution states that:

1. With the exception noted in number 2 below, public school employees paid on the teacher salary schedule or school-based administrator salary schedule and other employees shall not move up on salary schedules or receive automatic step increases, annual, performance, merit, or other increments until authorized by the General Assembly.
2. Effective July 1, 2015,
  - (i) the monthly salary on the "A" salary schedule that corresponds to zero to four years of experience shall be \$3,500 rather than \$3,300. This only relates to Bachelor level personnel and does not affect the Masters or NBPTS certified personnel with 0-4 years of experience. Personnel on step 4 in 2014-15 are increased to \$3,500.
  - (ii) a teacher who received a bonus under section 9.1(e) of S.L. 2014-100 shall not be paid less pursuant to this section than the teacher was paid in salary and bonus for the 2014-2015 school year. Therefore,

the certified personnel who received the \$100 monthly will receive this payment in 2015-16 under the continuing resolution.

- (iii) a school administrator who received a bonus under section 9.11(i) of S.L. 2014-100 shall not be paid less pursuant to this section than the school administrator was paid in salary and bonus for the 2014-2015 school year. School Based administrators who received the \$809 and are employed on July 1, 2015 are eligible for this payment under the continuing resolution.

If you have questions contact Alexis Schauss at [alexis.schauss@dpi.nc.gov](mailto:alexis.schauss@dpi.nc.gov).

### **3) Annual Transportation Financial Report Due August 3:**

This is a reminder that the annual transportation report (TD-1) is due to DPI Transportation Services on Monday, August 3. This includes local financial expenditures and physical inventory reconciliation. Any explanations about inventory shortages – meeting the criteria sent to transportation directors (most recently today in DPI Message #766) - must be received by September 1.

Questions should be directed to DPI Transportation Services 919.807.3570.

### **4) FY 2015 - 13th Month MFR File – Reminder (LEAs Only):**

This is a reminder that we will pull your FY 2015 13th month MFR File on Wednesday evening, July 29, 2015. Please make sure your LEA is signed into FY 15.

The 13th month information is very important because the information represents your "Per Pupil" calculation and the information is reported in the NC School Report Cards. All 115 LEAs will need to upload their FY 2015 13th Month MFR files by Wednesday, July 29, 2015.

Please do the following before building the 13th Month MFR file (Please make sure that you are signed into FY 15):

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](http://www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf)
4. Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
5. Your LEA will need to record your State Textbook expenditures through journal entries. (Rev. 1-3211-130-000 and Exp. 1-5110-130-412)

If you have questions about your MFR file, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at 919.807.3729 or [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

**5) 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 14-15. Your LEA cannot pay back federal overspent programs through the BUD system.

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

Your LEA can pay back State overspent for FY 14-15 as a prior year refund within the BUD system.

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at 919.807.3729 or [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

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

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

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TO: Finance Officers and Staff  
Charter Schools

FROM: Philip Price

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For those of you who attended the Financial and Business Services Conference, I want to thank you for joining us and participating in the sessions. I know many of you travelled a long distance and your time is limited particularly at this time of year, but we do not take your effort for granted. The timing of the budget is always an unknown and obviously has some impact on the information we can provide, but I hope that you gained useful information to take back to your LEAs as you prepare for next fiscal year.

We are interested in your feedback on the conference as a whole and on the individual sessions. We would appreciate it if you would take the time to complete this short survey. Please forward to any staff members who attended and may not have received this email.

Click [here](#) and you will be directed to the survey.

Thank you again,

Philip

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## Newsletter No. 005-15/16, July 31, 2015

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

---

### **1) Legislative Update – August 3, 2015:**

Please register for Legislative Update on Aug 3, 2015 1:00 PM EDT at:  
<https://attendee.gotowebinar.com/register/8251738377502464258>.

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

After registering, you will receive a confirmation email containing information about joining the webinar.

### **2) 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 14-15. Your LEA cannot pay back federal overspent programs through the BUD system.

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

Your LEA can pay back State overspent for FY 14-15 as a prior year refund within the BUD system.

If you have additional questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at 919.807.3729 or [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

### **3) School Bus Safety Training Resources:**

Following the revision of State Board of Education Policy TCS-H-006, DPI has prepared materials for LEAs to use in implementing the new School Bus Driver's Crossing Signal. Student instruction sheets are available from DPI Publications. Online resources are at [www.ncbussafety.org/safetylessons](http://www.ncbussafety.org/safetylessons).

For more information contact [Derek.Graham@dpi.nc.gov](mailto:Derek.Graham@dpi.nc.gov) 919.807.3570.

**4) Workers Compensation Program:**

The PowerPoint Presentation from the FBS conference is attached for your information.

Please take notice to the following changes in the workers' compensation program.

Split Funding will be recorded on the last page of the electronic copy of Form 19 from Sedgwick. See Slide 21

Slides 22 and 23 include the proper standardized percentage calculation for split funding. Please calculate funding 52 weeks prior to the date of injury. Do not go back to the prior month and calculate, as this causes errors and incorrect funding on many of the claims.

Slide 24 is a New Procedure. LEAs are required to send the payroll documentation supporting the reported funding. Payroll documentation is required on all medical and lost time claims. The only exception is a claim reported as incident only. See Slide 27 for an example of the payroll documentation we are looking for. You can fax, mail or electronically file the payroll documentation to your adjuster at the time you file the claim.

If you have questions contact E B Townsend at 919.807.3522 or [Eileen.townsend@dpi.nc.gov](mailto:Eileen.townsend@dpi.nc.gov).

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

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

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## Newsletter No. 006-15/16, August 7, 2015

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

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### 1) **Legislative Update:**

Join us for a webinar on Aug 17, 2015 at 1:00 PM EDT.

Register now!

<https://attendee.gotowebinar.com/register/1925814775635243265>

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

After registering, you will receive a confirmation email containing information about joining the webinar.

System Requirements: [http://support.citrixonline.com/webinar/all\\_files/G2W010003](http://support.citrixonline.com/webinar/all_files/G2W010003)

### 2) **FY 2015 - 13th Month MFR File – Reminder (LEAs Only):**

This is a reminder that we will pull your FY 2015 13th month MFR File on Wednesday evening, August 12, 2015. Please make sure your LEA is signed into FY 15.

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 15):

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:  
<http://dpi.state.nc.us/docs/fbs/finance/reporting/amfr/recommendations.pdf>
4. Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.

5. Your LEA will need to record your State Textbook expenditures through journal entries. (Rev. 1-3211-130-000 and Exp. 1-5110-130-412)

Also, adjustments to FY 2015 – 13th month MFR are adjustments to the LEA's general ledger. The 13th month MFR adjustments do not affect DPI's FY 14-15 general ledger since DPI's general ledger for FY 14-15 is closed.

Charter schools do not have 13th month MFR files.

If you have questions about your MFR file, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at 919.807.3729 or [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

### **3) Federal Overspent Programs (LEAs Only):**

DPI emailed the LEAs the federal overspent program instructions on how to pay back any federal overspent programs from FY 14-15. Your LEA cannot pay back federal overspent programs through the BUD system.

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

Your LEA can pay back State overspent for FY 14-15 as a prior year refund within the BUD system.

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

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To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.  
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The newsletters are posted online, click on the Resources link on the FBS home page: [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).  
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## Newsletter No. 007-15/16, August 14, 2015

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

---

### **1) Reminder - Legislative Update:**

Join us for a webinar on Monday, Aug 17, 2015 at 1:00 PM EDT.

Register now!

<https://attendee.gotowebinar.com/register/1925814775635243265>

This webinar will provide you with information from the Long Session of the General Assembly. After registering, you will receive a confirmation email containing information about joining the webinar.

View System Requirements:

[http://support.citrixonline.com/webinar/all\\_files/G2W010003](http://support.citrixonline.com/webinar/all_files/G2W010003)

### **2) Salary Related Issues and Clarifications:**

1. LEAs that paid out early installments (to personnel who left or retired as of June 2015 or prior), currently have installment payouts showing as overpayments in FY2015. We are aware of the issue and ask for your patience as we research and work to clear these audit exceptions.
2. Per Session Law 2015-133 (Original Continuing Resolution), which was extending until August 31, 2014, personnel being paid on a bachelor's degree with zero (0) to four (4) years' experience are to be paid \$3,500 per month. Individuals paid in FY2014-15 on an A04, and who now have an A05 on their license, should also receive \$3500. This Session Law prohibits anyone, with the exception of above, from receiving a pay increase until a final budget is passed.
3. With the exception of item #2 above (0-4 year bachelor degree salaries), public school employees paid on the teacher salary schedule or school based administrator salary schedule and other employees shall not move up on salary schedules or receive automatic step increases, annual, performance, merit or other increments until authorized by the General Assembly. However, no employee should receive less than what they did in the 2014-15 school year (i.e.

those who received the \$1,000 bonus should continue to receive the bonus until a new salary schedule is passed).

4. Because we do not have a final budget or updated salary schedules to load into the salary system there are many audit exceptions. Expect to see audit exceptions for FY2016 until a budget is passed and FY2016 salary schedules are finalized.
5. As a reminder, principals' salaries do not certify until after the teacher count pull in September (3pp). Please keep in mind that these will remain on your audit exception reports as overpayments in FY2016 until after the September load.
6. There was an issue with the prior year adjustment pay load; however it has been resolved and will post manually to voucher inquiry in the salary system.

Should you have additional questions, please contact Tiandra Alli at 919.807.3736, or email at [Tiandra.Alli@dpi.nc.gov](mailto:Tiandra.Alli@dpi.nc.gov).

### **3) LEA-Based Calendar Waivers Due to Inclement Weather – Due September 11:**

If your LEA is eligible for a waiver from the opening date of the Monday closest to August 26 for the 2016-17 school year, based on missed days for the last ten years (you must have submitted a missed days survey to be eligible), waiver requests are due to the School Business Services Division by September 11. You can find a copy of the waiver request form titled "LEA – Weather Related Request" under the heading "Calendar Waiver" here: [www.ncpublicschools.org/fbs/accounting/forms/](http://www.ncpublicschools.org/fbs/accounting/forms/).

If you have questions, please contact Ozella Wiggins at [ozella.wiggins@dpi.nc.gov](mailto:ozella.wiggins@dpi.nc.gov).

### **4) State PRCs With Carryover:**

Funding in PRCs that carryover as of June 30, 2015 will be available no later than Monday, August 17, 2015. The PRCs are as follows: 015 – School Technology, 016 – Summer Reading Camps, 025 – Indian Gaming, 040 – After School Quality Improvement, and 069 – At-Risk.

If you have any questions about these allotments, please contact Lydia Prude at [Lydia.prude@dpi.nc.gov](mailto:Lydia.prude@dpi.nc.gov).

### **5) Confirmation of Funds for Annual Financial Statement Audits by CPA firms:**

DPI is providing the appropriate reports to your independent auditors via the internet. These reports for FY15 are now posted in a public application at the following site: <http://apps.schools.nc.gov/pls/apex/f?p=148:1:0> (Annual Reports). DPI will no longer mail these reports to auditors. Please direct your independent Auditor to the site

provided. From there, the same reports that have been traditionally mailed in the past are posted for their review.

Please contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) with any questions.

#### **6) FY 2015 - 13th Month MFR File – Reminder (LEAs Only):**

This is a reminder that we will pull the final FY 2015 13th month MFR File on Wednesday evening, August 26, 2015. This will be the last pull for FY 15 13th month MFR files. Please make sure your LEA is signed into FY 15. If you have made adjustments since the last pull, please remember to rebuild your 13th month MFR files.

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

Also, adjustments to FY 2015 – 13th month MFR are adjustments to the LEA's general ledger only. The 13th month MFR adjustments does not affect DPI's FY 14-15 general ledger since DPI's general ledger for FY 14-15 is closed.

Charter schools do not have 13th month MFR files.

DPI will be netviewing the latest FY 15 13th month MFR pull of Wednesday, August, 12, 2015 next Monday afternoon, August 17, 2015. Please make sure that someone at your LEA is checking your AS400 system/printer daily for reports. It is important that someone checks your system every day to ensure that the reports are saved and that they are printed so that other reports will not override the previous reports.

If you have questions about your MFR file, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at 919.807.3729 or [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

#### **7) Federal Overspent Programs (LEAs Only):**

DPI emailed LEAs the federal overspent program instructions on how to pay back any federal overspent programs from FY 14-15. Your LEA cannot pay back federal overspent programs through the BUD system.

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## **8) Workers Comp Administrators Training:**

Sedgwick is prepared to offer training to WCAs on ViaOne. Webinar sessions are scheduled for next Monday 8/17, and the same session will be repeated Tuesday 8/18. Both sessions begin at 10 AM.

Please attend one of these important sessions if you are representing your LEA as WCA. Sedgwick will cover all of the important details for navigating through ViaOne; reporting the split funding; finding and printing reports; and other important details for WCAs working in the ViaOne system.

The webinar details are below. Please put this on your calendar.

Background noise and personal conversations were a problem during our last webinars. At times, it was difficult to follow some of the commentary from Sedgwick as well as from the audience. Please mute your phones and follow respectful protocol during these sessions. If you have questions contact [Traci.Waters@dpi.nc.gov](mailto:Traci.Waters@dpi.nc.gov).

### **Information for Monday session**

Christina Freeman has updated this meeting invitation.

Topic: NC DPI - viaOne Training

Date: Monday, August 17, 2015

Time: 10:00 am, Eastern Daylight Time (New York, GMT-04:00)

Meeting number: 926 466 644

Meeting password: password1

Sedgwick colleagues: use your company email address as first.last@sedgwickcms.com. The use of personal email address (yahoo, gmail etc.) is discouraged and may prevent receiving credit for some sessions.

Please click the link below to see more information about the meeting, including its agenda, or to join the meeting.

<https://sedgwickcms.webex.com/sedgwickcms/j.php?MTID=m27dd9a5c5a6dee00db57e8b262a558ca>

Teleconference: Teleconference information will be provided after joining the session. Sedgwick colleagues should use the toll number or VoIP.

When joining a WebEx session, use the information provided on-screen to obtain the dial-in number, session ID and attendee ID. Dial-in then enter the session ID and attendee ID when requested. This attendee ID associates your phone number with your login name.

To contact Christina Freeman, send a message to this address:  
[christina.freeman@sedgwickcms.com](mailto:christina.freeman@sedgwickcms.com).

**Information for Tuesday Session**

Christina Freeman has invited you to join a meeting on the Web, using WebEx

Sedgwick colleagues: use your company email address as first.last@sedgwickcms.com. The use of personal email address (yahoo, gmail etc.) is discouraged and may prevent receiving credit for some sessions.

Topic: NC DPI - viaOne Training

Date: Tuesday, August 18, 2015

Time: 10:00 am, Eastern Daylight Time (New York, GMT-04:00)

Meeting number: 920 955 567

Meeting password: password1

Please click the link below to see more information, or to join the meeting.

<https://sedgwickcms.webex.com/sedgwickcms/j.php?MTID=m4538c0f0fbc481d59d6b1ba3cbe4ef04>

Join the meeting, then dial in.

Teleconference: Teleconference information will be provided after joining the session. Sedgwick colleagues should use the toll number or VoIP.

When joining a WebEx session, use the information provided on-screen to obtain the dial-in number, session ID and attendee ID. Dial-in then enter the session ID and attendee ID when requested. This attendee ID associates your phone number with your login name.

To contact Christina Freeman, send a message to this address:

[christina.freeman@sedgwickcms.com](mailto:christina.freeman@sedgwickcms.com)

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

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**Newsletter Clarification**

August 17, 2015

TO: Finance Officers

FROM: Lydia Prude

School Allotments

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**State PRCs With Carryover:**

Many LEAs are sending emails for clarification of the School Allotment Article in the August 14, 2015 newsletter – State PRCs With Carryover. Even though the Initial Allotments have not been processed, we allotted the approved carryover on Friday and reports of the funds for carryover will be available by August 17, 2015. Carryover provisions have not changed. Please contact me if you have any questions – [Lydia.prude@dpi.nc.gov](mailto:Lydia.prude@dpi.nc.gov).

\*\*\*\*\*

**Update on Continuing Resolution (ending August 31, 2015)**

August 18, 2015

TO: Finance Officers

FROM: Philip Price

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**Salaries for Teachers/Instructional Support (0-4 Years of Experience) with graduate degrees or NBPTS**

The continuing resolution does not allow for public school employees, paid on the teacher salary schedule or school-based administrator salary schedule, to move up on their salary schedules or receive automatic step increases, annual, performance, merit, or other increments until authorized by the General Assembly. The exception is the monthly salary on the "A" salary schedule that corresponds to zero to four years of experience which has been increased to \$3,500 rather than \$3,300.

While the language states that only certified personnel on the "A" schedule receive an increase, the derivatives of the "A" schedule (associated with steps zero thru four) will

also receive an increase. Therefore the first tier of the Masters and NBPTS schedules will increase to \$3,500 + 10% and \$3,500+12%, respectively.

The amounts are as follows for the 0-4 years of experience:

A	\$3,500
M	\$3,850
A NBPTS	\$3,920
M NBPTS	\$4,270

All other tiers and salaries remain the same as last year during the continuing resolution.

If you have additional salary questions please contact Andrew Cox at [andrew.cox@dpi.nc.gov](mailto:andrew.cox@dpi.nc.gov).

### **Substitute Teacher Rate during Continuing Resolution**

The following rates apply to substitutes during the continuing resolution. Once a final budget is passed, we will update the sub rates, if there are any changes.

Non Cert		Certified	
Min	Max	Min	Max
\$80	\$159.09	\$103	\$159.09

### **Status of Driver Education Funding**

There appears to be confusion related to Driver Education funding as it relates to the Continuing Resolution (Session Law 2015-133). Specifically, the CR states:

#### *BUDGET CONTINUATION*

*SECTION 1.(a) The Director of the Budget may continue to allocate funds for recurring expenditures for current operations by State departments, institutions, and agencies at the level at which these operations were authorized on a recurring basis in S.L. 2014-100, as amended, except that current operations funded on a nonrecurring basis in the 2014-2015 fiscal year that are funded at the same level in House Bill 97, 5th edition, and House Bill 97, 7th edition, may*

*continue to receive funds, unless the items are capital expenditures or related to capital grants.*

Note that the only items that are funded under the CR are:

- 1) Items funded in the 2014-15 budget on a recurring basis and
- 2) Items that were funding in the 2014-15 budget on a nonrecurring basis AND are funded in both the Senate and House versions of at the same level.

The 2014-15 budget switched Driver's Education to be funded on a nonrecurring basis (see [Item 36 on page K-7](#)) with the intent on eliminating the funding altogether in 2015-16 (see [Section 8.15 on page 34](#)). While the House version of the 2015-16 budget does restore funding (see [Item 29 on Page F-5](#)), the Senate version does not.

As such, LEAs must operate their Driver's Education programs under the language from Section 8.15, referenced above, with no funding from the State. In other words, LEAs are required to offer the program and may charge a fee of up to \$65 to offset their costs.

### **Expenditures Associated with Carryover**

During a webinar on Monday (8/17), I was asked about carryover funds. The question was would the carryover funds be extended to allow adjusting entries to be made if a final Budget adjusted benefits or salaries retroactively. It is important to expend all of your carryover funds by the expiration date assigned to the carryover. Any adjusting entries would need to be absorbed by the new funding associated with that program. The following Programs could have carryover and we have listed the expiration date beside each Program:

- At-Risk Student Services (PRC 069) - August 31, 2015
- After-School Quality Improvement Grants (PRC 040) until spent
- Summer Reading Camps (PRC 016) – October 31, 2015

\*\*\*\*\*

**Policies to Fund Public Schools under a Continuing Resolution after August 31, 2015**

August 20, 2015

TO: Finance Officers

FROM: Philip Price

\*\*\*\*\*

The State Board of Education acted on two policy changes that will be in effect if the General Assembly enacts a new Continuing Resolution effective September 1, 2015. The policy changes will not be effective if the General Assembly adopts a Budget before August 31, 2015. If it appears that a final budget will not be adopted prior to September 1, 2015, allotments may be made available before August 31st.

**Proposed Temporary Policy for Charter Schools (under CR)**

- State Base Dollars per Average Daily Membership (ADM):
  - Utilize the 2014-15 State Base average dollars per ADM for the local education agency (LEA) in which the charter school is located
- Average Daily Membership
  - Utilize the Initial ADM
- Children with Special Needs
  - Utilize the April 1, 2015, headcount at the 2014-15 legislated amount
- Continuation Allotment
  - Calculate the allotment based on the above variables and allot 34% of the calculated amount to charter schools
- Limited English Proficient Funding will not be distributed

**Proposed Policy for International Faculty Exchange (IFE) Teachers for FY 2015-16**

- Base on FY 2014-15 Initial Allotment Average Salary: \$43,342
- Increase by 4% the average pay increase in both the House and Senate Budgets: \$45,076
- Include Benefits (\$15,682) for a conversion rate of \$60,758

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## Newsletter No. 008-15/16, August 21, 2015

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

---

### **1) FY 2015 - 13th Month MFR File – Reminder (LEAs Only):**

This is a reminder that we will pull the final FY 2015 13th month MFR File next Wednesday evening, August 26, 2015. This will be the last pull for FY 15 13th month MFR files. Please make sure your LEA is signed into FY 15. If you have made adjustments since the last pull, please remember to rebuild your 13th month MFR files.

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

Also, adjustments to FY 2015 – 13th month MFR are adjustments to the LEA's general ledger only. The 13th month MFR adjustments does not affect DPI's FY 14-15 general ledger since DPI's general ledger for FY 14-15 is closed.

Charter schools do not have 13th month MFR files.

If you have questions about your MFR file, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at 919.807.3729 or [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

### **2) Federal Overspent Programs (LEAs Only):**

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If you have additional questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or Richard Smith at 919.807.3729 or [richard.smith@dpi.nc.gov](mailto:richard.smith@dpi.nc.gov).

**3) Web News:**

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

2015-16 LEA ADM Reductions based on Initial ADM

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

2014-15 Initial Allotments Formulas

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

2014-15 Base Allotment per ADM for Charter Schools

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

Evaluate the FBS Summer Conference

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

Presentations from the FBS Summer Conference

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

EDDIE Subscribed Users List – Updated

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

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

Advisory Board Information

[www.ncpublicschools.org/charterschools/board/](http://www.ncpublicschools.org/charterschools/board/)

Application Information for Schools to Open Fall 2017

[www.ncpublicschools.org/charterschools/applications/](http://www.ncpublicschools.org/charterschools/applications/)

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

New Online System

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

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

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

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

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**Newsletter No. 009-15/16, September 11, 2015**

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

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**1) Reminder on Prior Year Salary Audit Exceptions:**

When clearing prior year salary audit exceptions (in this case, FY2015) that require the issuance of a check to the employee (underpaid audit exception), please make sure the vouchers are flagged to post to FY2015 instead of FY2016 and not just the prior period in FY2016.

If you have questions on how to do this correctly, please contact your financial software vendor.

**2) CONVERSION OF TEACHING POSITIONS TO DOLLARS FOR INTERNATIONAL FACULTY EXCHANGE PROGRAMS:**

The updated conversion request form for converting teaching positions to dollars for international teacher programs will be available on the DPI Finance webpage, [www.ncpublicschools.org/fbs/allotments/forms/](http://www.ncpublicschools.org/fbs/allotments/forms/).

The conversion amount is \$60,758 for the 2015-2016 school year.

Note: The form for 2015-2016 has a section which asks for the name of the DPI-approved J-1 provider the school system is using to bring in international teachers. The list of DPI-approved J-1 visa providers is shown on the form.

School superintendents received notification of the updated form and amount in the DPI Superintendent Update.

Questions regarding international faculty exchange programs or this conversion process may be directed to Helga Fasciano, Special Assistant for Global Education, at 919.807.3864 or [helga.fasciano@dpi.nc.gov](mailto:helga.fasciano@dpi.nc.gov).

See attached memorandum to Superintendents and updated conversion request form.

**3) Web News:**

The following items have been posted to the FBS website:

Allotment Revision Calendar

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

Low Wealth History & Ranking

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

PMR & ADM Data 2014-15 Month 8

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

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

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

Chart of Accounts 2015-16

[www.ncpublicschools.org/fbs/finance/reporting/coa2016](http://www.ncpublicschools.org/fbs/finance/reporting/coa2016)

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

Advisory Board Minutes

[www.ncpublicschools.org/charterschools/board/](http://www.ncpublicschools.org/charterschools/board/)

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

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

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**Newsletter No. 010-15/16, September 18, 2015**

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

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**Voluntary Shared Leave Submission:**

If someone else in your LEA will be responsible for this task, please forward this information to them.

In order for DPI to meet the legislative requirements of General Statute 126-8.3, your vendors implemented procedures to collect voluntary shared leave. You should be able to run a report in your software to generate this information to provide to DPI. We have created a survey for you to use to submit this data to us. Please click the following link: [www.surveymonkey.com/r/CL727X3](http://www.surveymonkey.com/r/CL727X3). When entering data, please enter whole numbers only. The survey is due by September 30, 2015.

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

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To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.  
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The newsletters are posted online, click on the Resources link on the FBS home page: [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).  
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## Newsletter No. 011-15/16, September 25, 2015

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

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### 1) **Legislative Update:**

Join us for a webinar on Oct 05, 2015 at 2:30 PM EDT.

Register now! <https://attendee.gotowebinar.com/register/2926318680946434305>

An update on this year's Legislative Session: After registering, you will receive a confirmation email containing information about joining the webinar.

View System Requirements

<https://global.gotowebinar.com/tk/registrationEmail/2926318680946434305>

### 2) **2014-15 State Expenditure Report - LEAs only - deadline October 15th:**

Per GS 115C-105.25(c), each LEA must post the 2014-15 State expenditures on its website by October 15th. Please note there have been changes to this legislation per HB97. As a reminder the legislation is as follows:

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

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

NEW per HB 97 Section 8.33

- (4) A description of any transfer of funds from the textbook and digital resources allotment into another allotment category with an explanation of why the transfer from the textbooks and digital resources allotment was made to a different allotment category.
- (5) A chart that clearly reflects how the local school administrative unity spent State funds.

As in the past, the Division of School Business has provided documents for the LEAs to use to comply with the requirements of Session Law 2013-360 section 8.14(c) parts (1) and (2); in addition we have added a chart in the spirit of (5).

These documents are posted on the FBS website at [www.ncpublicschools.org/fbs/resources/data/](http://www.ncpublicschools.org/fbs/resources/data/) - "Annual Expenditure Report by LEA".

LEAs may use these documents to fulfill (1) and (2) and (5) of the legislation, if they choose.

LEAs are required to complete (3) and (4), if applicable.

If you have questions contact Alexis Schauss at [alexis.schauss@dpi.nc.gov](mailto:alexis.schauss@dpi.nc.gov).

### **3) Allotments Posting:**

The Allotments Section in the Division of School Business has been working hard to meet the 10 day deadline to get the allotments out to the LEAs. The allotments for LEAs will be loaded tonight. With these initial allotments complete, the Allotments Section will start calculation of the base allotments per ADM for the charter schools. Charter schools should refer to the communications sent on 9/21/2015.

### **4) 2015-16 Salary FAQ:**

The salary frequently asked questions document is being updated as we receive additional questions. This document can be found at: [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

### **5) Summer Reading Camps State PRC 016:**

LEAs and Charter Schools that received Summer Reading Camps, (State PRC 016) funding carryover, the last day to record eligible expenditures and request the state cash is Friday, October 30, 2015. According to the Cash Management Cash Calendar, the last day to request state cash with the Funds Requirement Date of October 30, 2015 is Tuesday, October 27, 2015.

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

### **6) State Health Plan rates No change until January 1, 2016:**

(LEAs and Charter schools, who participate in the State Health plan)

The General Assembly approved the hospitalization rates at \$5,471, however the State Health will NOT adjust their rates until JANUARY 1, 2016. Therefore, there is NO change to the employer portion rate at this time and \$448.12 should be paid for the period of July 1, 2015 to December 31, 2015.

Please refer to the rate sheet at

[https://shp.nctreasurer.com/Rate%20Sheets/AE\\_16\\_RateSheet\\_Enhanced8020\\_NonMed\\_15\\_PRT.PDF](https://shp.nctreasurer.com/Rate%20Sheets/AE_16_RateSheet_Enhanced8020_NonMed_15_PRT.PDF)

**7) DPI/Sedgwick Work Comp Sessions:**

\*Below are 3 dates and locations for the upcoming DPI/ Sedgwick Work Comp sessions\*

DPI and Sedgwick will present three informative WC Sessions. We encourage LEAs involved or managing workers' compensation claims to attend one of these sessions. The session will introduce DPI's New Workers' Compensation TPA program. This will be a 3 hour session and will include presentations from DPI and Sedgwick personnel.

October 19th @ 10:00 am-1:00 pm  
Department of Public Instruction \*Location: 150 Conference Room 1st floor\*  
301 N. Wilmington Street  
Raleigh, NC 27601-2825

October 20th @ 10:00 am-1 pm  
Jay M Robinson High School  
300 Pitts School Road SW  
Concord, NC 28027

October 21st @ 10:00 am- 1 pm  
Asheville Board of Education \*please use parking area behind the bldg\*  
85 Mountain Street  
Asheville, NC 28801

Please advise the number of individuals participating in each session. Contact Traci Waters 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 use a map website to get your exact travel directions.

Traci Waters 919-807-3521 or [Traci.Waters@dpi.nc.gov](mailto:Traci.Waters@dpi.nc.gov).

Agenda to Include:

- Reporting a Claim via Claim Capture Network
- viaOne Network for WCAs Only
- User v. WCA
- Managed Care Providers and How they Interact in the New Program
- Split Funding
- Form 22
- Return To Work
- Open and Closed Claims
- State Board of Education Policy and NC Public School Employees Handbook.
- Discussion and Questions throughout presentations by attendees.

\*\*\*\*\*  
To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.  
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The newsletters are posted online, click on the Resources link on the FBS home page:  
[www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

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## Newsletter No. 012-15/16, October 2, 2015

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

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### 1) **Legislative Update:**

Join us for a webinar on Oct 05, 2015 at 2:30 PM EDT.

Register now! <https://attendee.gotowebinar.com/register/2926318680946434305>

An update on this year's Legislative Session: After registering, you will receive a confirmation email containing information about joining the webinar.

View System Requirements

<https://global.gotowebinar.com/tk/registrationEmail/2926318680946434305>

### 2) **Charter School Base Funding Per ADM – Charter Schools:**

The Division of School Business has calculated the Base Allotments per ADM for Charter Schools and the Exceptional Children Dollars per Headcount. Although we will not be making adjustments to your allotments until we have 1st month ADM, you can use this report to adjust your budgets at this time. The report can be found at

[www.ncpublicschools.org/fbs/allotments/state/](http://www.ncpublicschools.org/fbs/allotments/state/) - "Base Allotment per ADM for Charter Schools".

Note: New charter schools and charter schools with high growth are funded based on the LEAs from which the student came, so the funding may be from multiple LEAs. Each charter school provided this information to the Division of School Business in June through the CSADM system and the report can be found at [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/) - "LEA ADM Reductions based on Initial ADM".

All charter school administrators must make sure that their month 1 Principals Monthly Report (PMR) has been submitted. A delay in receiving this data will result in a delay in receiving the second installment of funds. Questions related to PMR should be directed to Ozella Wiggins at 919.807.3721 or [Ozella.wiggins@dpi.nc.gov](mailto:Ozella.wiggins@dpi.nc.gov).

### 3) **Salary Q&As and \$750 – LEAs:**

The Division of School Business has posted a Q&A for the \$750 bonus and has updated the Salary Q&A for additional questions. Both of these documents are located under "What's New" and Budget & Legislation - [www.ncpublicschools.org/fbs/budget/](http://www.ncpublicschools.org/fbs/budget/). If you have questions please send them to Andrew Cox at [Andrew.cox@dpi.nc.gov](mailto:Andrew.cox@dpi.nc.gov).

#### **4) Title I NBPTS Instruction Coach Form – 2015-16:**

Please share with any staff that may need this information. A form for the 2015-16 school year must be submitted in order for NBPTS to be certified in salary.

Session Law 2014-100 changed GS 115C-296.2(b) and now authorizes instructional coaches, who are NBPTS certified, which are employed in a designated Title I school to receive a National Board of Professional Teaching Standards (NBPTS) supplement. The instructional coach must spend at least 70% of their work time as an instructional coach at the Title I school to qualify. If you have an instructional coach that meets this criteria, please complete the attached Instructional Coach form and return to the contact/s on the form, in order to have the NBPTS salary differential certified in the salary system. The form is posted at the following link: [www.ncpublicschools.org/fbs/finance/forms/](http://www.ncpublicschools.org/fbs/finance/forms/). We will NOT certify any instructional coach NBPTS differential without a completed form.

#### **5) SS200 Full-Time Personnel Report – Due November 20, 2015:**

To be completed by both LEA and Charter Schools.

The SS200 Online Report is due by Friday, November 20, 2015.

The link to the SS200 online application is located at the Financial and Business Services website under "What's New": [www.ncpublicschools.org/fbs](http://www.ncpublicschools.org/fbs).

The SS200 Full-Time Personnel Report is an online system that collects race/ethnicity, gender and fund source of full-time personnel employed as of anytime during October 1 to October 31, of the current school year (2015 – 2016). You may reference your Human Resource Management (HRMS) SS-200 Full-Time Personnel Report to assist in completing this report. The report has historically been captured as of October 1, however LEAs have expressed concern about this date due to the recent passing of the state budget. Due to this, we have allowed you a range to collect the data and you may report based on any day during October.

The information will be completed online and the individual submitting the report will need a North Carolina Identity Management identification (NCID) login. If you (or your staff) need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp). DPI cannot assign an NCID or reset NCID passwords.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection and reporting for the SS200.

If you have questions, please contact Angela Harrison, 919.807.3734 or [angela.harrison@dpi.nc.gov](mailto:angela.harrison@dpi.nc.gov).

#### **6) SS300 Local Salary Supplements Report – Due November 20, 2015:**

To be completed by LEAs ONLY!

The SS300 Local Salary Supplements Report is due by November 20, 2015. The link to the SS300 online application is located at the Financial and Business Services website under "What's New": [www.ncpublicschools.org/fbs](http://www.ncpublicschools.org/fbs).

The information will be completed online and the individual submitting the report will need a North Carolina Identity Management identification (NCID) login. If you or your staff need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp). DPI cannot assign an NCID or reset NCID passwords.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection and reporting for the SS300.

If you have questions, please contact Ozella Wiggins at 919.807.3721 or [ozella.wiggins@dpi.nc.gov](mailto:ozella.wiggins@dpi.nc.gov).

### **7) 2015-2016 Salary Schedules and Salary Calculator:**

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

#### NOTES:

- 1) Principal salaries will not certify in LicSal until the 3rd pay period, when the teacher counts are loaded into the system.
- 2) Held Harmless is not calculated in salary. You will need to manually calculate salaries, depending on the situation or your employee/s to determine if they should be held harmless or paid according to the 2015-16 salary schedule. Please see the document "Determining the Hold Harmless for Teachers – Examples" here: [www.ncpublicschools.org/fbs](http://www.ncpublicschools.org/fbs) under "What's New".

You can find a copy of the 2015-2016 Salary Schedules located on the DPI website at [www.ncpublicschools.org/fbs](http://www.ncpublicschools.org/fbs) under "What's New".

### **8) Final FY 15 13th Month MFR Reports (LEAs):**

DPI netviewed the final FY 15 13th Month MFR reports yesterday, Thursday, October 1, 2015.

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

### **9) Summer Reading Camps State PRC 016:**

LEAs and Charter Schools that received Summer Reading Camps, (State PRC 016) carryover funding, the last day to record eligible expenditures and request the state cash is Friday, October 30, 2015. According to the Cash Management Cash Calendar, the last day to request state cash with the Funds Requirement Date of October 30, 2015 is Tuesday, October 27, 2015.

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

## 10) Web News:

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

SS200 Report and SS300 Report information

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

15-16 Salary Schedules FAQ

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

\$750 Bonus Q&A

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

Determining the Hold Harmless for Teachers – Examples

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

Summary of Special Provisions & Money Report

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

2015-2016 Salary Schedules

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

Base Allotment per ADM for Charter Schools

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

Initial Allotments Formulas

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

Statewide Average Salaries Used for Initial Allotments

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

School Activity Report (SAR) – Updated

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

Trends: Growing Student Population, Fewer Dollars – Updated

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

Estimated Lottery Distribution

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

Annual Expenditure Report by LEA 2014-15

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

IFE Position Conversion Request Form

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

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

Applications for 2017-18

[www.ncpublicschools.org/charterschools/applications/2017-18/](http://www.ncpublicschools.org/charterschools/applications/2017-18/)

Leadership Institute Booklet

[www.ncpublicschools.org/charterschools/profdev/](http://www.ncpublicschools.org/charterschools/profdev/)

Read To Achieve

[www.ncpublicschools.org/charterschools/resources/](http://www.ncpublicschools.org/charterschools/resources/)

Teacher of the Year

[www.ncpublicschools.org/charterschools/toy/](http://www.ncpublicschools.org/charterschools/toy/)

Staff Directory – Updated

[www.ncpublicschools.org/charterschools/directory/](http://www.ncpublicschools.org/charterschools/directory/)

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

Workers Compensation Information – Updated

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

Excess Professional Liability

[www.ncpublicschools.org/insurance/liability/](http://www.ncpublicschools.org/insurance/liability/)

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

Licensure Fees

[www.ncpublicschools.org/licensure/forms/](http://www.ncpublicschools.org/licensure/forms/)

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

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

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

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**Newsletter No. 013-15/16, October 9, 2015**

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Philip Price  
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Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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**1) 2014-15 State Expenditure Report- LEA only - deadline October 15th:**

Per GS 115C-105.25(c), Each LEA must post the 2014-15 State expenditures on its website by October 15th. Please note there have been changes to this legislation per HB97.

As a reminder the legislation is as follows:

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

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

**NEW per HB 97 Section 8.33:**

- (4) A description of any transfer of funds from the textbook and digital resources allotment into another allotment category with an explanation of why the transfer from the textbooks and digital resources allotment was made to a different allotment category.
- (5) A chart that clearly reflects how the local school administrative unit spent State funds.

As in the past, the Division of School Business has provided documents for the LEAs to use to comply with the requirements of Session Law 2013-360 section 8.14(c) parts (1) and (2), in addition we have added a chart in the spirit of (5).

These documents are posted on the FBS website at [www.ncpublicschools.org/fbs/resources/data/](http://www.ncpublicschools.org/fbs/resources/data/) - "Annual Expenditure Report by LEA".

LEAs may use these documents to fulfill (1) and (2) and (5) of the legislation, if they choose.

LEAs are required to complete (3) and (4), if applicable.

If you have questions contact Alexis Schauss at [alexis.schauss@dpi.nc.gov](mailto:alexis.schauss@dpi.nc.gov).

## **2) Class Size Maximums (LEAs Only):**

According to Section 8A.3(b), there is no change to class size maximums for the 2015-16 and 2016-17 school years. Class size maximums are as follows:

Local boards of education must maintain a LEA- wide class size average no higher than the class size ratio of teachers to students of the following:

Kindergarten - 1 to 21

Grade 1 - 1 to 21

Grade 2 - 1 to 21

Grade 3 - 1 to 21

During the first two months of school, no class size maximum requirements exist as long as the LEA-wide class size average maximums for each grade or grade span are not exceeded.

At the end of the second school month and for the remainder of the school year, the size of an individual class may exceed the LEA-wide ratio by three students so long as the LEA-wide average class size maximums are not exceeded. Therefore, individual class size ratio maximums are:

Kindergarten - 1 to 24

Grade 1 - 1 to 24

Grade 2 - 1 to 24

Grade 3 - 1 to 24

If you have questions contact Andrew Cox at [Andrew.cox@dpi.nc.gov](mailto:Andrew.cox@dpi.nc.gov).

## **3) Summer Reading Camps State PRC 016:**

LEAs and Charter Schools that received Summer Reading Camps, (State PRC 016) carryover funding, the last day to record eligible expenditures starting with the effective date of July 1, 2015 and to request the state cash is Friday, October 30, 2015. According to the Cash Management Cash Calendar, the last day to request state cash with the Funds Requirement Date of October 30, 2015 is Tuesday, October 27, 2015.

If you have questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

**4) Transportation Budget Rating and Allotment Calculations:**

DPI Transportation Services has processed all financial information from the TD-1 Annual Transportation Report in preparation for finalizing budget ratings and allotment adjustments. Next week transportation directors and finance officers will receive a copy of the data that we plan to use in making those final calculations.

Questions should be directed to [Derek.Graham@dpi.nc.gov](mailto:Derek.Graham@dpi.nc.gov) 919.807.3571.

\*\*\*\*\*

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

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

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**Newsletter No. 014-15/16, October 16, 2015**

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

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

We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the prior year, Company 8000, FY 2014-2015, as of the September processing period, on Wednesday, October 14, 2015. All refunds through the September 2015 processing period are reflected. Prepare Prior Refunds for the overspent State PRCs in the BUD system by Wednesday, October 28, 2015, to avoid penalties.

There are some LEAs on the Allotment Overdraft report for June 30, 2015 as of September 2015, due to the fact that their installment payments exceeded their accrued amounts. Please review your JHA351EG Allotment Balance Reconciliation report for June 30, 2015 as of September 30, 2015 for your accrual and installment entries. The report will be netviewed on Monday, October 19, 2015.

If you have questions, please contact the following persons: Total Dollar Allotment Overdraft: Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov); Audit Exceptions-State Overpaid and Month Allocated Versus Months Used: Tiandra Alli at 919.807.3736 or [tiandra.alli@dpi.nc.gov](mailto:tiandra.alli@dpi.nc.gov).

**2) Summer Reading Camps State PRC 016:**

LEAs and Charter Schools that received Summer Reading Camps, (State PRC 016) carryover funding, the last day to record eligible expenditures starting with the effective date of July 1, 2015, and to request the state cash is Friday, October 30, 2015. According to the Cash Management Cash Calendar, the last day to request state cash with the Funds Requirement Date of October 30, 2015, is Tuesday, October 27, 2015.

If you have questions, please contact Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.  
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## Newsletter No. 015-15/16, October 26, 2015

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

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### **(1) Installment Collapse (LEAs Only):**

Effective 9/30/15, DPI posted the 11th & 12th installment payments for State funds in the current year in the special installment codes: 5110-001-120, 5110-001-210, and 5110-001-220. This procedure is known as the Installment Collapse. The installment payments are "cash" payments for July and August and they are not expenditures from your current year allotments but they are included only to reflect an accurate "cash" balance. These amounts were posted on your general ledger when the checks were written, but DPI did not post to the Cash Account on the MSA system until September. This process will not affect your bank reconciliation. A copy of the Installment Report (date run of October 13, 2015) detailing the installment amounts posted for your LEA was netviewed last **Wednesday, October 21, 2015**.

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

Also, effective September 30, 2015, DPI posted the State installment payments and accrual reversing entries to Prior Year State. DPI netviewed a copy of the Allotment Balance Reconciliation Report (JHA351EG) for Prior Year (Company 8000) on **Tuesday, October 20, 2015**.

If you have any questions concerning the Installment Collapse, contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or 919.807.3725.

### **(2) State Public School Fund Allotment Overdraft Reports (LEAs):**

We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the **prior year**, Company 8000, FY 2014-2015, as of the September processing period, on Wednesday, October 14, 2015. All refunds through the September 2015

processing period are reflected. Prepare Prior Refunds for the overspent State PRCs in the BUD system by Wednesday, October 28, 2015, to avoid penalties.

There are some LEAs on the Allotment Overdraft report for June 30, 2015 as of September 2015, due to the fact that their installment payments exceeded their accrued amounts. Please review your JHA351EG Allotment Balance Reconciliation report for June 30, 2015 as of September 30, 2015 for your accrual and installment entries. The report will be netviewed on Monday, October 19, 2015.

If you have questions, please contact the following persons: Total Dollar Allotment Overdraft: Roxane Bernard at 919.807.3725 or [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov); Audit Exceptions-State Overpaid and Month Allocated Versus Months Used: Tiandra Alli at 919.807.3736 or [tiandra.alli@dpi.nc.gov](mailto:tiandra.alli@dpi.nc.gov).

### **(3) Summer Reading Camps State PRC 016:**

LEAs and Charter Schools that received Summer Reading Camps (State PRC 016) carryover funding, the last day to record eligible expenditures starting with the effective date of July 1, 2015 and to request the state cash is **Friday, October 30, 2015**. According to the Cash Management Cash Calendar, the last day to request state cash with the Funds Requirement Date of October 30, 2015 is Tuesday, October 27, 2015.

If you have questions, please contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or 919.807.3725.

### **(4) Title I NBPTS Instruction Coach Form – 2015-16 (Reminder):**

We will only accept forms submitted by LEA staff and NOT by the instructional coach themselves. Please share with any staff that may need this information. A form for the 2015-16 school year must be submitted in order for NBPTS to be certified in salary.

Session Law 2014-100 changed GS 115C-296.2(b) and now authorizes instructional coaches, who are NBPTS certified, which are employed in a designated Title I school to receive a National Board of Professional Teaching Standards (NBPTS) supplement. The instructional coach must spend at least 70% of their work time as an instructional coach at the Title I school to qualify. If you have an instructional coach that meets this criteria, please complete the Instructional Coach form and return to the contact/s on the form, in order to have the NBPTS salary differential certified in the salary system. The form is posted at the following link: [www.ncpublicschools.org/fbs/finance/forms/](http://www.ncpublicschools.org/fbs/finance/forms/) . We will NOT certify any instructional coach NBPTS differential without a completed form.

If you have any questions, please contact Tiandra Alli at [Tiandra.alli@dpi.nc.gov](mailto:Tiandra.alli@dpi.nc.gov).

**(5) Webinar on State Charter School Funding:**

**Dissecting State Charter School Funding**

**Register now!**

This one hour session will explain the State charter school allotment calculation; following the funds from the State Public School Fund appropriations to the local education agency allotments to the charter school base per student allocation. The component parts of what is included in the charter school funds will be illustrated.

Join us for a webinar on Oct 29, 2015 at 11:30 AM EDT.

<https://attendee.gotowebinar.com/register/7119178730722088449>

or

Join us for a webinar on Nov 03, 2015 at 3:00 PM EST

<https://attendee.gotowebinar.com/register/771743183548003841>

After registering, you will receive a confirmation email containing information about joining the webinar.

View System Requirements -

[http://support.citrixonline.com/webinar/all\\_files/G2W010003](http://support.citrixonline.com/webinar/all_files/G2W010003)

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

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

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## Newsletter No. 016-15/16, October 30, 2015

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Philip Price  
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Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) Installment Collapse (LEAs Only):**

Effective 9/30/15, DPI posted the 11th & 12th installment payments for State funds in the current year in the special installment codes: 5110-001-120, 5110-001-210, and 5110-001-220. This procedure is known as the Installment Collapse. The installment payments are "cash" payments for July and August and they are not expenditures from your current year allotments but they are included only to reflect an accurate "cash" balance. These amounts were posted on your general ledger when the checks were written, but DPI did not post to the Cash Account on the MSA system until September. This process will not affect your bank reconciliation. A copy of the Installment Report (date run of October 13, 2015) detailing the installment amounts posted for your LEA was netviewed last Wednesday, October 21, 2015.

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

Also, effective September 30, 2015, DPI posted the State installment payments and accrual reversing entries to Prior Year State. DPI netviewed a copy of the Allotment Balance Reconciliation Report (JHA351EG) for Prior Year (Company 8000) on Tuesday, October 20, 2015.

Please review the attached letter regarding 11th and 12th Installment Reporting.

If you have any questions concerning the Installment Collapse, contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) or 919.807.3725.

### **2) HUB Training and Required Reporting – LEAs Only:**

Attached is a memo from the NC Office for Historically Underutilized Businesses outlining legislated reporting requirements for all LEAs. Reporting is required quarterly separately for construction and renovations expenditures and for goods and services. The memo also includes information on a webinar on November 9th providing training for this reporting.

Please refer to the attached memo for details and contact information.

**3) Web News:**

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

ADM & PMR Data 2014-15 Month 9

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

Chart of Accounts – Updated

[www.ncpublicschools.org/fbs/finance/reporting/coa2016](http://www.ncpublicschools.org/fbs/finance/reporting/coa2016)

Survey – Charter School Membership

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

FBS Org Chart

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

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

Weekly Newsletters

[www.ncpublicschools.org/charterschools/resources/](http://www.ncpublicschools.org/charterschools/resources/)

Applications Progress Chart – Updated

[www.ncpublicschools.org/charterschools/applications/2017-18/](http://www.ncpublicschools.org/charterschools/applications/2017-18/)

Advisory Board Contact Info & Meeting Minutes

[www.ncpublicschools.org/charterschools/board/](http://www.ncpublicschools.org/charterschools/board/)

Applications for 2017-18

[www.ncpublicschools.org/charterschools/applications/2017-18/](http://www.ncpublicschools.org/charterschools/applications/2017-18/)

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

Workers Compensation – NC DPI Medical Card

[www.ncpublicschools.org/insurance/compensation/](http://www.ncpublicschools.org/insurance/compensation/)

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

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

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**Newsletter No. 017-15/16, November 6, 2015**

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Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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**1) Reminder - SS200 Full-Time Personnel Report – Due November 20, 2015:**

To be completed by both LEAs and Charter Schools.

The SS200 Online Report is due by Friday, November 20, 2015.

The link to the SS200 online application is located at the Financial and Business Services website under "What's New": [www.ncpublicschools.org/fbs](http://www.ncpublicschools.org/fbs).

The SS200 Full-Time Personnel Report is an online system that collects race/ethnicity, gender and fund source of full-time personnel employed as of anytime during October 1 to October 31, of the current school year (2015 – 2016). You may reference your Human Resource Management (HRMS) SS-200 Full-Time Personnel Report to assist in completing this report. The report has historically been captured as of October 1, however LEAs have expressed concern about this date due to the recent passing of the state budget. Due to this, we have allowed you a range to collect the data and you may report based on any day during October.

The information will be completed online and the individual submitting the report will need a North Carolina Identity Management identification (NCID) login. If you (or your staff) need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp). DPI cannot assign an NCID or reset NCID passwords.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection and reporting for the SS200.

If you have questions, please contact Angela Harrison, 919.807.3734 or [angela.harrison@dpi.nc.gov](mailto:angela.harrison@dpi.nc.gov).

## **2) Reminder - SS300 Local Salary Supplements Report – Due November 20, 2015:**

To be completed by LEAs ONLY!

The SS300 Local Salary Supplements Report is due by November 20, 2015. The link to the SS300 online application is located at the Financial and Business Services website under "What's New": [www.ncpublicschools.org/fbs](http://www.ncpublicschools.org/fbs).

The information will be completed online and the individual submitting the report will need a North Carolina Identity Management identification (NCID) login. If you or your staff need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp). DPI cannot assign an NCID or reset NCID passwords.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection and reporting for the SS300.

If you have questions, please contact Ozella Wiggins at 919.807.3721 or [ozella.wiggins@dpi.nc.gov](mailto:ozella.wiggins@dpi.nc.gov).

## **3) Virtual Charter Schools:**

Two virtual charter schools were approved effective July 1, 2015 on a pilot basis. The funding for these schools is slightly different than for the regular charter schools.

State funding:

Virtual charter schools are funded based on Month 1 Membership Last Day at the LEA per pupil amount, excluding the amounts for low wealth supplemental funding and small county supplemental funding. A report showing the amount per LEA excluding these 2 allotments is posted as a separate tab at [www.ncpublicschools.org/fbs/allotments/state/](http://www.ncpublicschools.org/fbs/allotments/state/) "Base Allotment per ADM for Charter Schools".

LEAs can view in the Allotment System the total number of students for each school that the LEA will be reduced for. The Allotments section will process the reductions in a November revision.

LEAs will be reduced for the following students who were in membership in one of the virtual charter schools on the 20th day (Sept 21st):

1. the Kindergarteners residing in their district and
2. the students in grade 1 through 10 who were in membership in the LEA in the first 2 months of 2014-15.

Students who were previously homeschooled, in a private school, came from out of state or from a charter school will be funded from the ADM reserve.

The Division of School Business will be providing a detail of the students, who are included in the LEA reduction, to each LEA via the secure server used for accountability purposes. This list will be provided before November 25th and notification and instructions will be provided.

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**New Employee**

School Business is excited to announce Kyshia McIntyre as our new salary analyst, working alongside Tiandra Alli. Please join us in welcoming Kyshia. She can be reached at 919.807.3735 or [kyshia.mcintyre@dpi.nc.gov](mailto:kyshia.mcintyre@dpi.nc.gov).

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**Newsletter No. 018-15/16, November 13, 2015**

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Philip Price  
CFO  
Department of Public Instruction  
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Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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**1) Payment of \$750 – LEAs only:**

As a reminder, eligible permanent employees who were employed on November 1, are eligible for a one-time bonus of \$750. This payment is to be paid out during the month of December, is not part of the annual salary and shall be paid out separately. LEAs may do one of the following:

- pay the bonus with their regular payroll checks, but as a separate line item, with no retirement deduction.
- pay as a totally separate check from the regular payroll check, with no retirement deduction.

A full Q&A on eligibility and coding is posted on the FBS website at [www.ncpublicschools.org/docs/fbs/budget/bonusqa15-16.pdf](http://www.ncpublicschools.org/docs/fbs/budget/bonusqa15-16.pdf).

If you have questions contact Andrew Cox at [Andrew.cox@dpi.nc.gov](mailto:Andrew.cox@dpi.nc.gov).

**2) Reminder for LEA Finance Officers - Survey Due December 4 - Charter School Membership by LEA:**

In order to have accurate data on student membership in charter schools by LEA of residence, please complete the 2015-16 survey. This survey is for LEAs only and is posted under "What's New" on the FBS home page at [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/) or can be accessed directly at [www.surveymonkey.com/r/VGPW8KN](http://www.surveymonkey.com/r/VGPW8KN).

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To subscribe to the Finance Officers' Weekly Newsletter contact Debby Jackson at [debby.jackson@dpi.nc.gov](mailto:debby.jackson@dpi.nc.gov) or 919.807.3603 and provide your name and email address.  
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## Newsletter No. 019-15/16, November 20, 2015

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Philip Price  
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Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) School Calendar Law – Reminders – LEAs only:**

We have been receiving a large number of calls regarding school calendars for the 2016-17 school year. Please refer to our website at [www.ncpublicschools.org/fbs/accounting/calendar/](http://www.ncpublicschools.org/fbs/accounting/calendar/) for information. Following is a reminder of the legislation regarding the opening and closing dates (General Statute 115C-84.2):

Schools without a waiver to opening date:

The opening date for students shall be no earlier than the Monday closest to August 26, and the closing date for students shall be no later than the Friday closest to June 11.

For the 2016-17 school year, the earliest opening date for students is Monday, August 29, 2016

Schools with a waiver to the opening date due to history of missed days:

The local board of education may set an opening date no earlier than the Monday closest to August 19, to the extent that school calendars are able to provide sufficient days to accommodate anticipated makeup days due to school closings.

For the 2016-17 school year, the earliest opening date for students is Monday, August 22, 2016.

Closing date for all LEAs:

The initially approved calendar must adhere to the closing date no later than June 9th, 2017, but a local board may revise the scheduled closing date if necessary in order to comply with the minimum requirements for instructional days or instructional time.

Opening and closing dates do not apply to:

- Cooperative Innovative High Schools
- Charter Schools
- Year round schools
- Any school that a local board designated as having a modified calendar for the 2003-2004 school year or to any school that was part of a planned program in the 2003-2004 school year for a system of modified calendar schools, so long as the school operates under a modified calendar.

For questions, please contact the Division of School Business at 919.807.3708.

## **2) Reminder - SS200 Full-Time Personnel Report - Due Today - November 20:**

To be completed by both LEA and Charter Schools. The SS200 Online Report is due today, November 20, 2015. The link to the SS200 online application is located at the Financial and Business Services website under "What's New": [www.ncpublicschools.org/fbs](http://www.ncpublicschools.org/fbs).

The SS200 Full-Time Personnel Report is an online system that collects race/ethnicity, gender and fund source of full-time personnel employed as of anytime during October 1 to October 31, of the current school year (2015 – 2016). You may reference your Human Resource Management (HRMS) SS-200 Full-Time Personnel Report to assist in completing this report. The report has historically been captured as of October 1, however LEAs have expressed concern about this date due to the recent passing of the state budget. Due to this, we have allowed you a range to collect the data and you may report based on any day during October.

The information will be completed online and the individual submitting the report will need a North Carolina Identity Management identification (NCID) login. If you (or your staff) need an NCID, you must contact your NCID administrator to set up an account for you. A directory of the NCID administrators is available at: [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp). DPI cannot assign an NCID or reset NCID passwords.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection and reporting for the SS200.

If you have questions, please contact Angela Harrison, 919.807.3734 or [angela.harrison@dpi.nc.gov](mailto:angela.harrison@dpi.nc.gov).

## **3) Reminder - SS300 Local Salary Supplements Report – Due Today – November 20:**

To be completed by LEAs ONLY! The SS300 Local Salary Supplements Report is due today, November 20, 2015. The link to the SS300 online application is located at the Financial and Business Services website under "What's New": [www.ncpublicschools.org/fbs](http://www.ncpublicschools.org/fbs).

The information will be completed online and the individual submitting the report will need a North Carolina Identity Management identification (NCID) login. If you or your staff need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp). DPI cannot assign an NCID or reset NCID passwords.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection and reporting for the SS300.

If you have questions, please contact Ozella Wiggins at 919.807.3721 or [ozella.wiggins@dpi.nc.gov](mailto:ozella.wiggins@dpi.nc.gov).

**4) Charter School 2016-17 Enrollment – Charters only:**

The CS ADM system is now open to submit requests for SBE approval for material ADM increase and grade expansion for 2016-17. ALL charter schools are required to go in to the system and certify if they would like to request approval or not. Deadline for submission is November 30, 2015. More information is provided in the attached memo and under "What's New" on the FBS website [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/).

If you have questions contact Alexis Schauss at [alexis.schauss@dpi.nc.gov](mailto:alexis.schauss@dpi.nc.gov).

**5) Reminder for LEA Finance Officers - Survey Due December 4 - Charter School Membership by LEA:**

In order to have accurate data on student membership in charter schools by LEA of residence, please complete the 2015-16 survey. This survey is for LEAs only and is posted under "What's New" on the FBS home page at [www.ncpublicschools.org/fbs/](http://www.ncpublicschools.org/fbs/) or can be accessed directly at [www.surveymonkey.com/r/VGPW8KN](http://www.surveymonkey.com/r/VGPW8KN).

If you have questions contact [Nicola.lefler@dpi.nc.gov](mailto:Nicola.lefler@dpi.nc.gov).

**6) Workers' Compensation - \$750 Bonus:**

Questions have been received regarding whether or not employers pay the \$750 bonus pay to employees on workers' compensation. The answer is "No".

The NC WC Act requires an employer to calculate the injured employee's annual wages paid 52-weeks prior to the date of injury; and to pay the employee 66 2/3 of those calculated wages. Future wages are not part of an employer's obligation to employees on WC.

If you have questions contact Eileen Townsend at [eileen.townsend@dpi.nc.gov](mailto:eileen.townsend@dpi.nc.gov).

**7) Division of Employment Security Year-end Billing Statements:**

Division of Employment Security year-end billing statements will be mailed out today, 11/20/15. Attached are instructions, along with worksheets to assist you with completing the billing.

Contact Traci Waters with questions at [traci.waters@dpi.nc.gov](mailto:traci.waters@dpi.nc.gov).

**8) Web News:**

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

LEAs with Calendar Waivers (Weather) 2016-17  
[www.ncpublicschools.org/fbs/accounting/calendar/](http://www.ncpublicschools.org/fbs/accounting/calendar/)

Grade, Race, Sex Report for 2015-16  
[www.ncpublicschools.org/fbs/accounting/data/](http://www.ncpublicschools.org/fbs/accounting/data/)

Charter Schools ADM Projection System (CSADM) Enrollment Increase and/or Grade Expansion in 2016-17 - for Charter Schools Only - Due November 30, 2015  
[www.ncpublicschools.org/fbs/charterschools/](http://www.ncpublicschools.org/fbs/charterschools/)

Dissecting Charter School Funding - Webinar Presentation  
[www.ncpublicschools.org/fbs/charterschools/](http://www.ncpublicschools.org/fbs/charterschools/)

Final ADM Data 2014-15  
[www.ncpublicschools.org/fbs/accounting/data/](http://www.ncpublicschools.org/fbs/accounting/data/)

Free & Reduced Meals Application Data 2014-15  
[www.ncpublicschools.org/fbs/resources/data/](http://www.ncpublicschools.org/fbs/resources/data/)

Base Allotment per ADM for Charter Schools  
[www.ncpublicschools.org/fbs/allotments/state/](http://www.ncpublicschools.org/fbs/allotments/state/)

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

Weekly Newsletters  
[www.ncpublicschools.org/charterschools/resources/](http://www.ncpublicschools.org/charterschools/resources/)

Advisory Board October Meeting Minutes  
[www.ncpublicschools.org/charterschools/board/](http://www.ncpublicschools.org/charterschools/board/)

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

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

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**Newsletter No. 020-15/16, December 4, 2015**

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

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**1) 2015 Unemployment Year End Information:**

DPI has received numerous inquiries from LEAs regarding how to pay the 1% taxable wages on the 2015 Year End Unemployment bill.

DPI has reviewed the available/unexpended unemployment allotted funds, and a decision has been made to cover the 1% salary sure-up with State funds.

LEAs should follow DPI's earlier instructions on how to calculate their unemployment benefits charged, complete the appropriate worksheets, and submit payment to DPI for local, federal and child nutrition benefit charges as of 7/31/2015. Please make checks payable to DPI.

Once LEAs submit their payments for unemployment benefit charges, DPI will make a direct payment to the Department of Employment Security for the total amount due under each LEAs account number.

PLEASE submit your yearend billing statements (NCUI 104B) to DPI with your electronic worksheets. If you have 2 accounts, submit both.

Contact Eileen Townsend at 919.807.3522 or [eileen.townsend@dpi.nc.gov](mailto:eileen.townsend@dpi.nc.gov) with any questions.

**2) New legislation - Cap on state funds used for an individual's salary - Charter only:**

Effective July 1, 2015, Session law 2015-241 Section 6.26 caps the state funded portion of an individual's salary of a nonprofit organization receiving State funds to \$120,000. This provision applies to charter schools and all charter schools should ensure that if an employee receives more than \$120,000 in the fiscal year that the excess is paid from local funds.

Any questions can be directed to Alexis Schauss at [alexis.schauss@dpi.nc.gov](mailto:alexis.schauss@dpi.nc.gov).

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

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

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## Newsletter No. 021-15/16, December 18, 2015

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Philip Price  
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Department of Public Instruction  
6326 Mail Service Center  
Raleigh, NC 27699-6326  
Email: [Philip.Price@dpi.nc.gov](mailto:Philip.Price@dpi.nc.gov)

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### **1) AP and IB test fees:**

See attached memo related to the payment of AP and IB test fees. Please note that there is a change in the procedure for IB test fees - PRC046 will not be used and DPI will pay the fees directly, similar to the AP process.

Questions/Issues: Contact Sneha Shah-Coltrane, Director of Advanced Learning [ap.ib@dpi.nc.gov](mailto:ap.ib@dpi.nc.gov) or 919.807.3849.

### **2) Instructional Coach NBPTS Forms – Reminder:**

Salary Analysts have received an increase volume of Instructional Coach forms received directly from educators. Please be reminded that Instructional Coach forms certifying national board pay at Title I schools must come directly from the LEA as the educator's position/duties, percent employed, and school location must be verified by LEA personnel. Forms received from educators will not be processed.

If you have any questions, please contact Tiandra Alli at [tiandra.alli@dpi.nc.gov](mailto:tiandra.alli@dpi.nc.gov) or Kyshia McIntyre at [Kyshia.mcintyre@dpi.nc.gov](mailto:Kyshia.mcintyre@dpi.nc.gov).

### **3) Yearend Unemployment Billings:**

The deadlines for yearend unemployment billings to be completed are approaching. Below is a recap of what you are to do.

1. Complete individual worksheets (see attachment) on each employee named on the List of Charges (NCUI 626) you received from Department of Employment Security.
2. Transfer the employee names and calculated amounts owed by state, local, federal and child nutrition to the UI Master Worksheet (see attachment).
3. If you have a 120% tax account, separate worksheets and separate master must be completed (see attachment).

4. Make your check(s) for local, federal and child nutrition payments payable to NC Department of Public Instruction.
5. Mail your check to: NC Department of Public Instruction, Insurance Section, 6320 Mail Service Center, Raleigh, NC 27699-6320.
6. Electronically submit to [brian.hood@dpi.nc.gov](mailto:brian.hood@dpi.nc.gov) the following documents:
  - Individual employee worksheets
  - Master worksheets
  - Copy of your Year End Billing statement (NCUI 104B)
  - Copy of your List of Charges NCUI 626

Attached is a copy of the original 2015 UE Instructions sent out by Traci Waters earlier in the month. This email includes some changes to our previous instructions. LEAs who have already sent their worksheets and checks, please make sure you have included all of the above requested documents. Anything sent to Traci Waters will be picked up by Brian Hood.

Please contact Eileen Townsend at [Eileen.townsend@dpi.nc.gov](mailto:Eileen.townsend@dpi.nc.gov) with any questions.

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