

Finance Officers' Newsletter - January 6, 2017

TO: Finance Officers

FROM: Philip Price, CFO

Transportation Funding:

The Transportation Budget Rating Simulator is now available at www.ncbussafety.org - under HIGHLIGHTS. This simulator will be used to calculate "SIMULATOR RATINGS" for 2017-2018 PRC -56 Transportation funding. As a reminder, information about NC Transportation Allotments / Funding Basics (April 2014) is available on this page:

www.ncbussafety.org/resources.html and is also included in the transportation director's manual which is on this page: www.ncbussafety.org/Manuals.

Questions should be directed to DPI Transportation Services at (919) 807-3570 or derek.graham@dpi.nc.gov.

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

In order to have accurate data on student membership in charter schools by LEA of residence, please complete the 2016-17 survey. This survey is for LEAs only (not to be completed by charter schools) and is due January 11, 2017.

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

As a clarification related to the inclusion of the virtual schools: we request that you include the number of students attending either of the 2 virtual charter schools in the total charter school membership (question 3).

Related to the per pupil appropriation (question 4), we do not require you to provide both the local per pupil and the \$790 as this is stipulated in the law.

More details regarding completing the survey may be found in the December 16th Finance Officers' Newsletter at www.ncpublicschools.org/fbs/resources/newsletters/.

Merit Pay Plans - Report:

The Merit Pay Plans do not require SBE approval to be implemented. Payout is required by June 30, 2017. The legislative report which will be submitted can be found at <https://simbli.eboardsolutions.com/Meetings/ViewMeetingOrder.aspx?S=10399&MID=2933>.



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

Finance Officers' Newsletter January 13, 2017

TO: Finance Officers

FROM: Philip Price, CFO

Retirement and Hospitalization Rates for FY 16-17:

The Retirement and Hospitalization Rates for FY 16-17 based on SL 2016-94 House Bill 1030, Section 36.20 are as follows:

Retirement Rate:

July 2016 – December 2016 – 16.12%

January 2017 – June 2017 – 16.54%

Blended Rate – 16.33%

Hospitalization Rate:

July 2016- December 2016 – \$5,654

January 2017 – June 2017 - \$5,754

Blended Rate – \$5,659

Additional funds will be allotted before the end of February related to this increase.

Please contact School Business at 919-807-3700 if you have questions.

Reminder: Office of the State Treasurer (OST) Bank Recon File:

DPI is eliminating the dependency on the AS400 and as a result, will stop sending the OST bank recon file. A prior notice of this change was sent in the finance officers newsletter in early October 2016. The December file that we sent this month is the last file to be sent by DPI. Beginning with the January 2017 file, you will need to retrieve the file from the OST Core Banking System. The file layouts were sent to all financial vendors in September 2016 and they were asked to work with OST to provide the method for you to download the file from the Core Banking System into your financial software package. If you have any questions regarding the new process, please contact your financial software vendor.

Driver Education Coordinators Survey:

We have attached a list of the identified driver education coordinators for each local education agency (LEA): [Driver Education Coordinators 011317.xlsx](#). To assist us with compliance with legislation, we are conducting quarterly surveys (which are completed online). We are sending you the list of contacts for you to help us collect the needed information contained in the survey. The first quarter survey was due on November 23, 2016 and thirteen LEAs never responded. We are now sending out the 2nd quarter survey. Thank you for your help with getting these surveys completed.

1. S. 215-216 states, "In accordance with the criteria and standards approved by the State Board of Education (SBE), the State Superintendent of Public Instruction shall organize and administer a program of driver education..."

The State Board of Education has adopted rules to permit local boards of education the flexibility to offer the program which best fits your district.

The **Department of Public Instruction** is responsible for oversight of the State's Driver Education Program. Recently, our Legislature has mandated DPI to step its support and guidance to the local programs. Therefore, we are collecting data which will guide us in making adjustments for the betterment of the program. As one legislator states, "...we are making changes to the program which will affect driver education for the next 20 years!". There are a number of state strategic plans, assessments and other recommendations which are guiding DPI in this most important initiative. Many of these have been shared with your coordinators at the DPI Driver Education Regional Workshops this past August, and also through the Driver Education Advisory Committee (DEAC) quarterly meetings, and through these quarterly surveys.

Your coordinator/contact has been directed to complete a quarterly survey providing data which will be used in reports to the SBE and Legislative reports. It is of utmost importance that we receive the responses in a timely manner to complete our reports, and your cooperation is greatly appreciated!

There are 2 survey links below. At this writing, we have 13 LEAs that have not responded to the 1st quarter survey which was due Nov. 23, which may be due to the incorrect contact listing on file at DPI. The LEA codes are listed with that link. All LEAs are required to respond to **Driver Education 2nd Quarter Survey which is due by Jan. 27**. A copy of those questions are attached to this email, however, we will not accept, emailed, faxed, or U. S. mailed responses. The link below will take you to the survey instrument which will calculate your responses with the other LEAs.

Please forward this to your driver education coordinator.

The following LEAs need to complete the 1st Quarter Survey immediately:

Non-responsive LEAs, 030, 200, 210, 292, 370, 421, 460, 520, 700, 821, 840, 862, 870. Click on the link below to get started.

Past due! Driver Education Survey: End of 1st Quarter - [Click here to begin survey.](#)

All LEAs Driver Education Survey: End of 2nd Quarter - [Click here to begin survey.](#)

PAST DUE - Charter School Membership by LEA:

This survey is for LEAs only (not to be completed by charter schools) and was due January 11, 2017. We are required to report on every LEA, so please submit ASAP even if your LEA doesn't have charter school students. Attached is a spreadsheet, if there is a "0" next to your LEA, we have not received your response as of 11am on 1/13/17. [CS Membership 16-17 Responses.xls](#)

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

As a clarification related to the inclusion of the virtual schools: we request that you include the number of students attending either of the 2 virtual charter schools in the total charter school membership (question 3).

Related to the per pupil appropriation (question 4), provide just the local per pupil but not the \$790 per virtual charter school student (as this is stipulated in the law.)

More details regarding completing the survey may be found in the December 16th Finance Officers' Newsletter at www.ncpublicschools.org/fbs/resources/newsletters/.

Previous years' data is posted at www.ncpublicschools.org/fbs/resources/data/ under the heading "Charter School Membership by LEA - Survey Results".

School Bus Driver Continuation Training:

Transportation directors were sent a survey to request funding for additional school bus driver training before the end of June. The survey must be completed to receive the special allotment for up to 4 hours per driver. The deadline was 1/11/17 but is being extended through Tuesday 1/17/17 due to the bad weather. Questions should be directed to derek.graham@dpi.nc.gov or bob.peters@dpi.nc.gov in the Transportation Services section.

Charter Schools Only: Request for Charter School -2017-18 Projected Initial ADM - Due January 24, 2017:

ALL charter school Executive Directors are required to provide a projected average daily membership and student grade span for 2017-18. This number is critical for the Division of School Business to build the budget and allocate resources. Even if your school has requested State Board approval for growth higher than 20%, you must respond to this request. Charter schools that do not provide a budgeted ADM will be budgeted at the funded ADM for 2016-17, with no growth.

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

As this impacts your schools funding, we will only accept information submitted by the Head of School.

The Charter Schools ADM Projection System (CSADM) is an online system designed to assist each charter school with improving the accuracy of key components in the budgeting process; projected ADM and grades served request. The projected ADM projects the number of students who will be in membership for the fiscal school year, 2017 – 2018. And grades served request represents grade level expansion or reduction for the 2017-2018 fiscal school year. This information is critical to the budget process and ensures adequate funding and minimal disruption to charter schools and LEA funding.

To access the system, the Executive Director will need a North Carolina Identity Management identification (NCID) login. If you do not have an NCID, you must contact the Charter Schools' NCID administrator to set up an account for you. A directory of charter school NCID

administrators is available at

www2.ncid.its.state.nc.us/LEADetails.asp?name=Charter%20Schools%20000. DPI cannot assign an NCID or reset NCID passwords.

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

Submission of Purchase Orders to NCDPI Publication Sales:

The NCDPI Publication Sales department will now accept purchase orders not utilizing E-Procurement by email or mail. Because faxes have proven to be less than reliable, **we will no longer accept purchase orders by fax.**

Please email purchase orders to:

Publications@dpi.nc.gov

Or mail to:

NCDPI Publications
6306 Mail Service Center
Raleigh, NC 27699-6306

If you have questions, contact Diane.Dulaney@dpi.nc.gov



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

Finance Officers' Newsletter January 27, 2017

To: Finance Officers

From: Philip W. Price, CFO

Uniform Chart of Accounts:

As part of the School Business Systems Modernization Project, the following Program Report Codes (PRCs) are in the process of being eliminated as "Open Chart of Accounts":

006 - Waivers for Unavailable Categories

018 - State Employee Severance Payments

019 - Small County Supplemental Funding

School Business has identified valid purpose/object combinations for each of the PRCs mentioned above.

These accounts are being incorporated into the Uniform Chart of Accounts and will be updated within the FY 2016-2017 Chart of Accounts Documents located on DPI's website on Monday, January 30, 2017.

If you have any questions concerning the Uniform Chart of Accounts (COA), please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Transportation Director's Monthly Report Distribution:

Transportation directors have now received the December report on BSIP data as entered by personnel at the bus garage. The report helps make sure transportation directors have an idea of what their data looks like so that they can head off small problems before they become big ones. It consists of a high-level overview of the work done and how it is being entered into the fleet system. If there are things which seem out of place, then the transportation director can ask questions and get more specific answers from local or state staff. For more information, contact Kevin.Harrison@dpi.nc.gov (919) 807-3579 in DPI's Transportation Services Section.

New Replacement School Bus Financing:

All paperwork is now in place to process replacement school bus purchase orders and financing agreements. The signed Master Facilitator Agreement and all other relevant documents have been loaded to the www.ncbussafety.org/finance page on our web site. The Master Replacement Bus Financing Agreements should be processed by each

LEA receiving new buses by the end of February. Contact Steve.Beachum@dpi.nc.gov or Derek.Graham@dpi.nc.gov

Finance Officer Webinar Canceled Tuesday, February 14:

The Finance Officers' Webinar scheduled for February 14 has been canceled since many of you will be attending the NCASBO Conference. The webinars will continue Tuesday, February 21.



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

Finance Officers' Newsletter - February 3, 2017

TO: Finance Officers

FROM: Philip Price, CFO

OSC Foreign Nationals Taxation update:

We received some outstanding news today concerning NC Department of Revenue (NC DOR) tax filing. As many of you are potentially attempting to determine how you plan to submit your 2016 tax filing for the January 31, 2017 deadline, please review the following link: www.dornc.com/electronic/enc3/waiver.html.

As it relates to **1042-S NC State Withholding**:

- All deposits of money due to NC DOR should be submitted by the January 31 deadline (NC-3 Filing) – NO EXTENSION Provided
- 1042-S Reporting (1042-S, 1042 T and 1042 Summary Report)
- We have received approval for the NC State Entities (State Agencies, State Universities and State Community Colleges) of an extension of reporting to coincide with your federal submission (March 15 to April 15) for tax year 2016, **only!**
- OSC will be reaching out to your entity to determine if you have NC State withholding to report on 1042-S and your estimated reporting date to NC DOR. Please note – not all entities have withheld tax on foreign national income.
- If you do not have NC Tax withholding on 1042-S, you would not be required to submit your 1042 Annual report to NC DOR.
- If you have NC Tax reporting on 1042-S - NC DOR is requesting your entire 1042-S Reporting. For example, if ABC University had 100 1042-S individual recipients and only 2 recipients had NC tax withheld – NC DOR is requesting all 100 1042-S with the summary report and transmittal via paper or electronic. OSC will communicate to those entities with withholding how to report this to NC DOR in a separate communication.

Please let me know if you have any questions or concerns.

Thank you,

Jennifer Trivette Pacheco, CICA

State Controller Financial Specialist

NC Office of the State Controller

3512 Bush Street – MSC 1410

Raleigh, North Carolina 27699-1410

Office: (919) 707-0764

Tax Compliance - Secure Fax: (919) 875-3805

jennifer.pacheco@osc.nc.gov

REMINDER Due February 10, 2017 -

Disaster Recovery (Hurricane Matthew Oct 2016) Reporting - LEAs:

The Disaster Recovery Act of 2016 (SL 2016-124 Section 5.7) provides flexibility to school districts and regional schools affected by Hurricane Matthew on making up instructional days and paying personnel for missed days in 2016-17. The Bill requires local school administrative units and regional schools to provide information to the Department of Public Instruction on the implementation of the legislation. The survey link is www.surveymonkey.com/r/T8PNHBY and is to be completed by **each LEA and regional school**. Please complete and **submit by February 10, 2017**.

If you have questions, contact Gwendolyn Tucker at gwendolyn.tucker@dpi.nc.gov.

Please review the Questions from other LEAs since they may help as you complete your surveys.

Do we need to do the survey if we were not affected by the hurricane?

Yes, you need to complete the survey even if you were not affected. You will select No as your answer to Question 3 and then complete the contact information in Question 9 if you were not affected by Hurricane Matthew.

No schools in our school system were closed any full days in October 2016. We only had an early dismissal and a delay of start on non-consecutive days. I do not know if that information is needed.

No, you do not need to report any data for early dismissal or delay of start.

Regarding the estimated cost of the waived days. Is this question only concerned with hourly paid employees, i.e., those who normally do not get paid if school is not in session?

In calculating the estimated cost of the waived days, please include both salaried and hourly employees. For the hourly employees, estimate the cost as if school was in session on the waived days. And please do the same for the salaried employees even though the salaried employees would have received pay even if the Legislature had not forgiven the days. This does not include central office staff.

Are the days waived instructional (student) days only or do they include teacher/staff workdays?

*Instructional only. HB2 Section 5.7.(a) it states....if a local board of education closed any school in the local school administrative unit during the month of October 2016 due to unusual and extraordinary inclement weather conditions related to Hurricane Matthew for at least two consecutive school days, that school shall be deemed to have **completed any scheduled instructional hours and days** in excess of those two days missed due to Hurricane Matthew during the month of October 2016.*

