



NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Maurice "Mo" Green, Superintendent of Public Instruction

www.dpi.nc.gov

TO LEA Finance Officers and IPS Directors
FROM Jennifer Bennett
DATE May 13, 2025

SUBJECT: CLOSING PROCEDURES FOR FISCAL YEAR 2024-2025

To comply with the North Carolina Office of State Budget and Management's closing deadline for the fiscal year ending June 30, 2025, the following are the various processing closeout dates and cutoffs for ALL PSUs.

DAY	DATE	PSU TYPE	ACTION ITEM
Monday	6/16/25	LABS	Deadline to request cash for FY25 for FRD of 6/20/25
Wednesday	6/18/25	LEAs	Final day to submit ABC Transfers (Processed on 6/20/25)
Monday	6/23/25	LEAs and CS	Deadline to request cash for FY25 for FRD of 6/27/25
Monday	6/30/25	ALL	PSUs submit June data files prior to midnight
Tuesday	7/1/25	ALL	DPI will pull all data files after 12:01AM
Wednesday	7/2/25	LEAs	PSU correction period to correct data files – PSR file must be submitted.
Thursday	7/3/25	LEAs	PSU FINAL PSR & MFR data file submission
Monday	7/7/25	ALL	DPI will process and post June YTD Cash Zero-Out

OFFICE OF FINANCIAL AND BUSINESS SERVICES

Jennifer Bennett, *Senior Director of School Business Services* | Jennifer.Bennett@dpi.nc.gov
6336 Mail Service Center, Raleigh, North Carolina 27699-6336 | (984) 984-2475

FEDERAL AND STATE CASH DEADLINES FOR FY 24-25

PSUs are expected to request cash based on these deadlines, especially for Federal grants as DPI must then request cash from United States Department of Education (USED) on your behalf. We cannot guarantee our ability to disburse cash after these dates. Due to the closeout time frame, it is understood that you will be holding funds through your final check date of June 30.

Emergency cash requests are not allowed. Please plan accordingly for the final June Funds Requirement Date, and adhere to the request dates listed below:

Monday, 6/16/2025 - LAB Schools

- The **deadline** to request Federal and State cash is **6/16/2025** for the final 2024-2025 Funds Requirement Date (**FRD**) of **Friday, June 20, 2025**.
- Your deadline is a week earlier due to the UNC System-required closeout deadline and to ensure we can have a clean, effective cash closeout for your operations.
- Should you have concerns about this we will do our best to work with you to ensure that the close to the UNC System as well as our required State Cash Close can both be accommodated.
- We will be working with the LAB schools to ensure an effective cash zero-out and closing can be achieved and correctly reflect FY 24-25 expenditures as well as cash. We will have separate closeout webinars in June to help everyone achieve a successful year-end close.

Monday, 6/23/2025 - LEAs and Charter Schools

- The **deadline** to request Federal and State cash is **6/23/2025** for the final 2024-2025 Funds Requirement Date (**FRD**) of **Friday, June 27, 2025**.
- Remember we do not have the ability to execute emergency cash requests as easily as in the past. You must adhere to this timeline to ensure you have appropriate cash to cover your final June expenditures.

SUPPORTING CLOSEOUT GUIDELINES/FAQ:

UERS DATA FILE

Monday, 6/9/2025:

- Final CONTACT information due for the person who will be available the first WEEK of July to ensure all datafiles are submitted and received accurately by NCDPI.
- Please update your PSU's EDDIE contact information for the data file contacts. EDDIE is replacing the Excel contact list. *These fields will be available to update in EDDIE by June 2.*
- The list should include the primary and secondary contact person who will answer data files questions for LEAs and IPSs.
- For Charter Schools, it is important to have the contact list updated **before** school closes. IPSs should be able to provide third-party management company contact information, if applicable.

Monday, 6/30/2025 Prior to **midnight**, please ensure you complete the following:

- Submit your UERS data files for all June activity via eMFTS (electronic managed file transfer service). The following files must be received on time: MFR, General Expense, Payroll Detail, and Payroll Summary.
- All expenditures must be coded to valid account codes. PSUs must reclassify any invalid account codes prior to the fiscal year-end closeout. **Failure to correct invalid account code postings may result in incorrect data file postings and the pulling back of state and federal funds during the year-end zero out process. The results will be that your PSU will lose the ability to receive the cash for the expenditures coded to invalid account codes.** You can access the [Chart of Accounts](#) on our website or on [DART](#).
- You must ensure you do not have any over-expended dollar and position allotments for the current and prior year by midnight, June 30, 2025. Allotment overdrafts constitute a violation of Cash Management Statutes (G.S. 147-86.11 and G.S. 147-86.12). When you receive notification of exceptions, you are already in violation of the General Statutes.
- **LEAs ONLY:** If you make any corrections to your salary files during the "Salary Audit" correction period, you need to regenerate and submit your PSR files. You will also need to resubmit an MFR File on July 3. We will process the PSR files on July 1, 2, and final on July 3.

Tuesday, 7/1/2025 DPI will begin pulling data files on or after 12:01 AM.

- **Your designated contact person MUST be available as early as 7:00 AM** and will be released only after they receive confirmation that your data has been received and verified by DPI. This contact needs to be available throughout the week until we confirm PSR files (LEAs), and the final submissions on July 3 and the morning of July 4.
- If you discover problems with your data and need to resend your files, you must notify DPI by **7:00 AM on Tuesday, July 1, 2025**, of the need to resend. Please notify:

<u>Contact Name</u>	<u>Telephone Number</u>	<u>Email Address</u>
Jane Seo	984-236-2467	jane.seo@dpi.nc.gov

You can also email SchoolFinancialReporting@dpi.nc.gov.

Note: DPI will not be able to close out the fiscal year until **all** June 2025 data files are received from all PSUs. If any PSU's June 2025 data files are not available by the deadline, it affects DPI's ability to close out the entire State Public School Fund. If the initial transfer does not process successfully, DPI will notify you and ask you to transfer your data again. This process will be repeated until DPI has received clean and accurate files from all PSUs.

Special Note on June Expenditures

- For personnel paid from state funds, all time worked in June **must** be paid June 30, 2025 (See exception below). The funding of FY 2025 salary expenditures may **not** be carried over into July 2025, regardless of the allotment or funding source (except for local funding). This includes funds which may carry over (e.g., At-Risk Student Services).
- Checks must be issued by the date due. All state obligations of fiscal year 2025, including time worked in June, must be paid by June 30, 2025.
- Payments to personnel employed in allotment categories which may carry over to the next fiscal year (such as PRC 0016, PRC 0069) are not exempt from this requirement.
- You may only pay for goods and services with fiscal year 2024-25 funds if you have received the goods and services. Payments made prior to receipt of goods and services are subject to repayment to the State and audit findings.
- **Likewise, you cannot pay for June or FY 24-25 expenditures using FY 25-26 State funds. The only exception relates to Federal Grant Year funding that has remaining balances.**
- **Federal Only** – Federal grant expenditures may be paid after June 30 if the federal grant has a September 30 end date, you have funds that carry forward in the grant years, and those planned expenditures were already approved in the Grant Year Budget from which you would be making that payment.

Any questions or concerns should be addressed to:

SchoolFinancialReporting@dpi.nc.gov.