CHARTER SCHOOLS

LAB SCHOOLS
INNOVATIVE SCHOOL DISTRICT
REGIONAL SCHOOL

**ABC Transfer Instructions** 

# Agenda

- Who can enter the ABC Transfer for the PSU?
- What
  - is an ABC Transfer?
  - can be Transferred?
- Where is the ABC Transfer Module?
- How do we Process the ABC Transfer?
- When do we start the Process?
- How to do we request Cash and Examples?
- Additional Encumbrance Information.

#### Who Can Make the Transfer?

### Security - Charter School, Lab School, Regional School, ISD

- Only the principal or the principal's designee
- All Charter School, Lab School, Regional School and ISD Principals have the authority within the system.
- If the principal submitted a designee to the Division of School Business through the survey, the designee is also authorized to submit a transfer request.
- To designate someone go to ABC Transfers for Unspent CRF Funds https://www.surveymonkey.com/r/5N3XDPC

#### What is an ABC Transfer and What can be Transferred?

- ABC Transfer The process that will be used to transfer your CRF Funds from one Program Report Code (PRC) to another to use the funding flexibility announced by NCPRO November 20, 2020.
- The SBE approved the Flexibility Policies for the CRF Funds in their December 3, 2020 Regular Meeting.
- Why? Efficient and effective use of CRF funds. Move the money where it is needed most for your student population.
- Policy Modifications
  - School Allotments website: COVID <u>Allotment policy manual</u> 2020-21
  - PRCs eligible for flexibility include the following: 121, 122, 123, 124, 125, 126, 127, 128, 129, 132, 134, 135, 137 and 138
- The funds must be used in accordance with the Allotment Policy and the Chart of Accounts for the PRC the funds are transferred into.
- ALL OF THE PRCS LISTED ABOVE EXPIRE DECEMBER 30, 2020.

### Allowable Transfers Between all CRF PRCs if Eligible

- There is no restriction on the amount of the transfer from one PRC to another. CRF PRCs 136 and 133 are excluded from the ABC transfer authority
- Unless the PSU was provided an allocation by School Allotments, a PSU may not transfer funds into
  - PRC 125 School Nutrition,
  - PRC 121- Summer Jumpstart
  - PRC 134 Low Wealth.

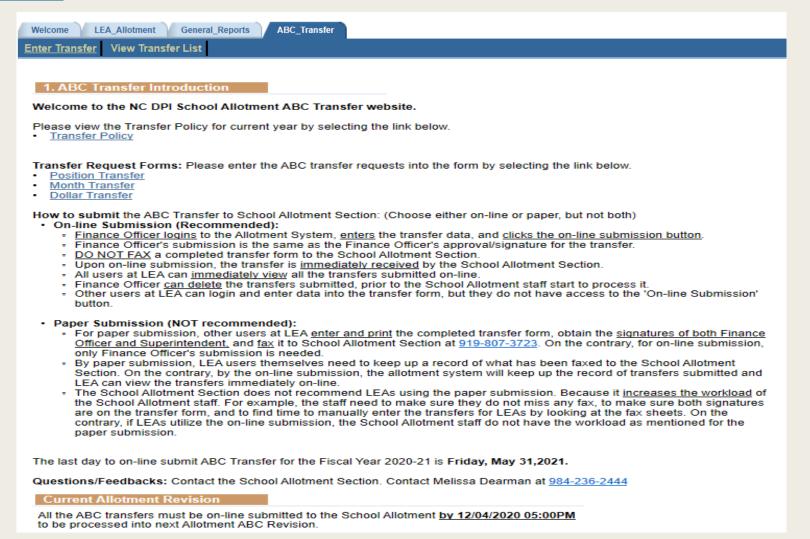
Therefore, if your PSU did not receive an allocation in Low Wealth PRC134, then you are not permitted to transfer funds into PRC 134.

If you are a PSU that does not participate in the National School Lunch Program, you were not eligible for PRC 125 and therefore are not permitted to transfer funds into this PRC.

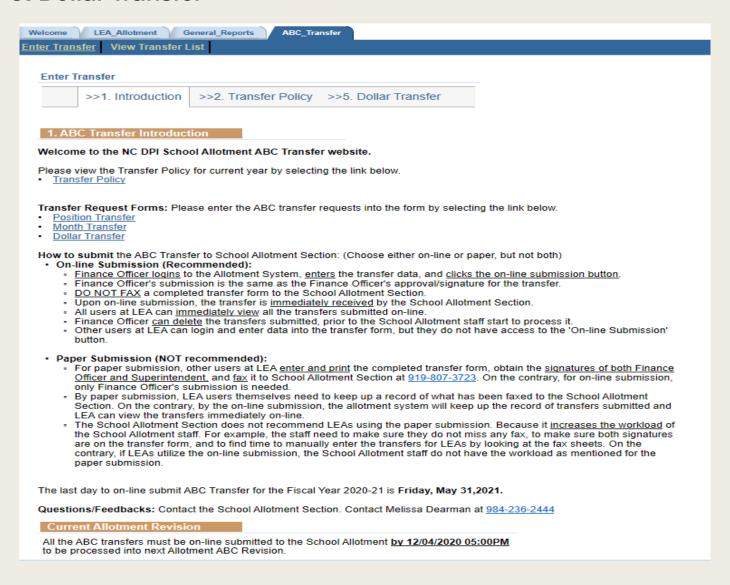
If you are a school that does not have K-4, you did not receive an allotment in PRC 121 and are not eligible to transfer into PRC 121.

■ In the Allotment System, at the ABC\_Transfer tab, go to Enter Transfer option:

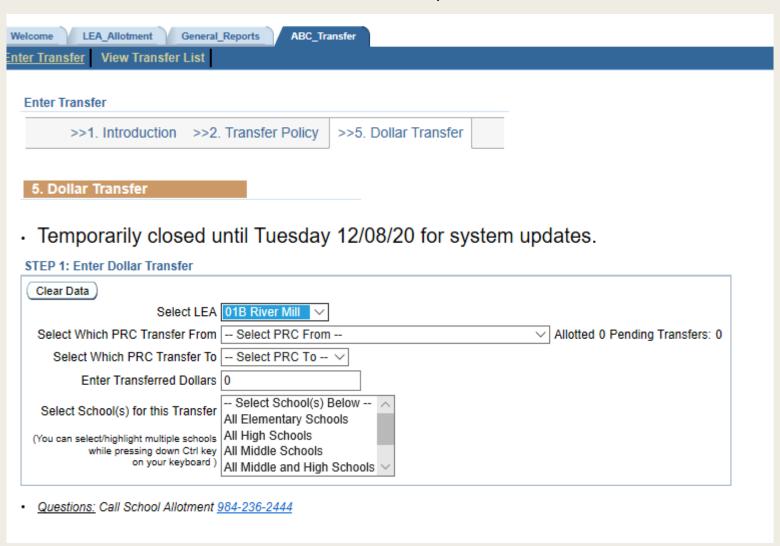
https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/allotments----funding-public-school-units



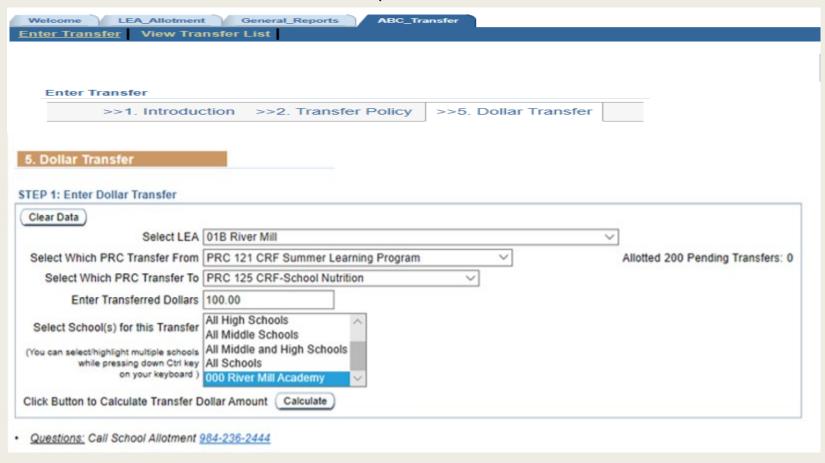
■ Choose **5. Dollar Transfer**.



■ Select **PSU Number and Name** from the Dropdown.



- Select PRC Transfer From and To from the dropdown.
- Input the **Dollar Amount** to be transferred.
- Scroll to bottom of School Listings and Choose your PSU Name
- When all information has been input, Click "Calculate".



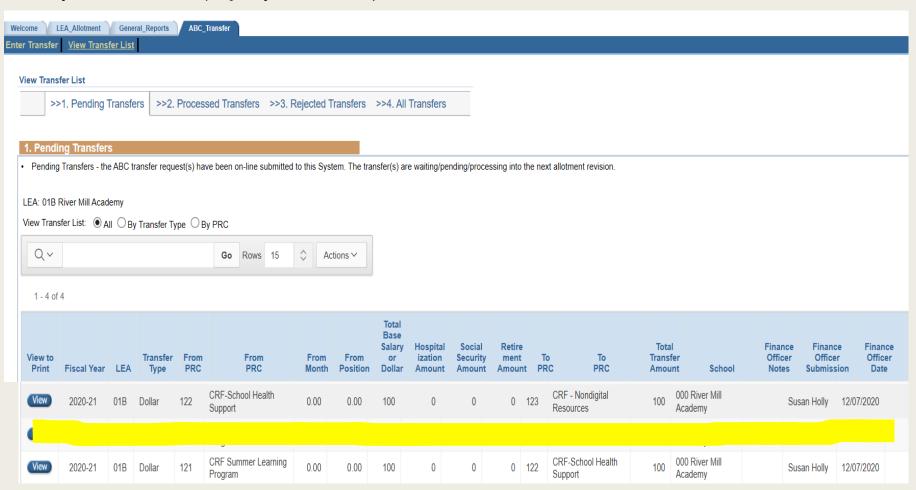
■ Once all information is entered, click **On-line Submission** at the bottom of the screen.

Welcome LEA_Allotment General_Reports ABC_Transfer
Enter Transfer View Transfer List
5. Dollar Transfer
STEP 1: Enter Dollar Transfer
Clear Data
Select LEA 01B River Mill
Select Which PRC Transfer From PRC 121 CRF Summer Learning Program
Select Which PRC Transfer To PRC 125 CRF-School Nutrition
Enter Transferred Dollars 100.00
Select School(s) for this Transfer Select School(s) Below All Elementary Schools
(You can select/highlight multiple schools All High Schools while pressing down Ctrl key All Middle Schools on your keyboard ) All Middle and High Schools ∨
Click Button to Calculate Transfer Dollar Amount Calculate
STEP 2: Display Transfer Amounts Calculation
Date: 12/04/2020
LEA 01B River Mill Academy
Transfer From: PRC 121 CAT#171 CRF Summer Learning Program
Dollars: 100.00
To: PRC 125 CAT#170 CRF-School Nutrition
School(s): 000 River Mill Academy
STEP 3: Paper Submission (not recommended)
If your LEA prefers Paper Submission, instead of On-line Submission, please obtain Signatures of both Finance Officer and Superintendent/Charter School Principal, then email the signed copy to Melissa.Dearman@dpi.nc.gov     Do not do both Paper Submission and On-line Submission. Choose either one.
The signatures below verify the requested transfer is in accordance with the school(s) improvement plan, if applicable.
Signature of Signature of Superintendent or Charter Principal:
STEP 3: Notes and On-line Submission (recommended)
Notes:
The 'On-line Submission' button will display below, when Finance Officer of your LEA or Charter School Principal logins to this Allotment System. Finance Officer or Charter School Principal is responsible to enter and on-line submit the transfer to NCDPI School Allotment Section.
Upon on-line submission, the Finance Officer or Charter School Principal has verified the requested transfer is in accordance with the school(s) improvement plan, if applicable.
Fax Date (only Allotment Staff can see this fax date box):

#### **View PENDING Transfers**

Go to ABC\_Transfer tab, View Transfer List, 1. Pending Transfers

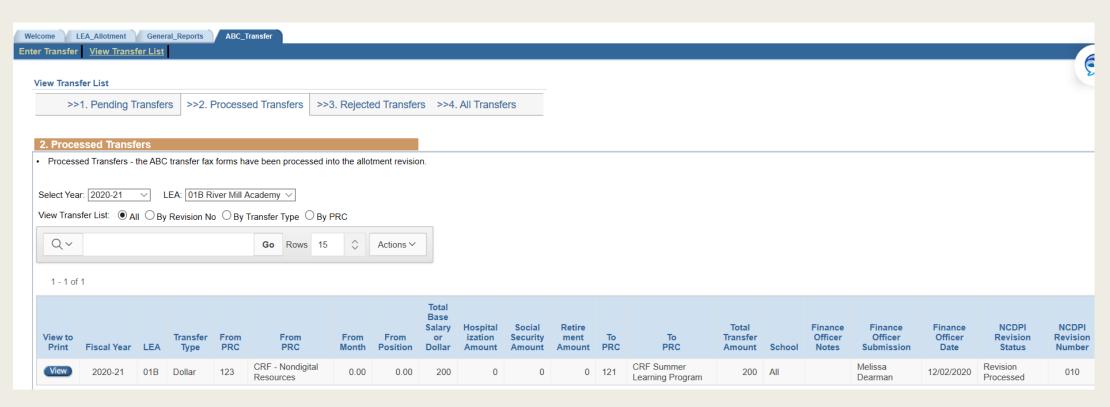
If you need to delete/reject your transfer, please contact the Allotment Section.



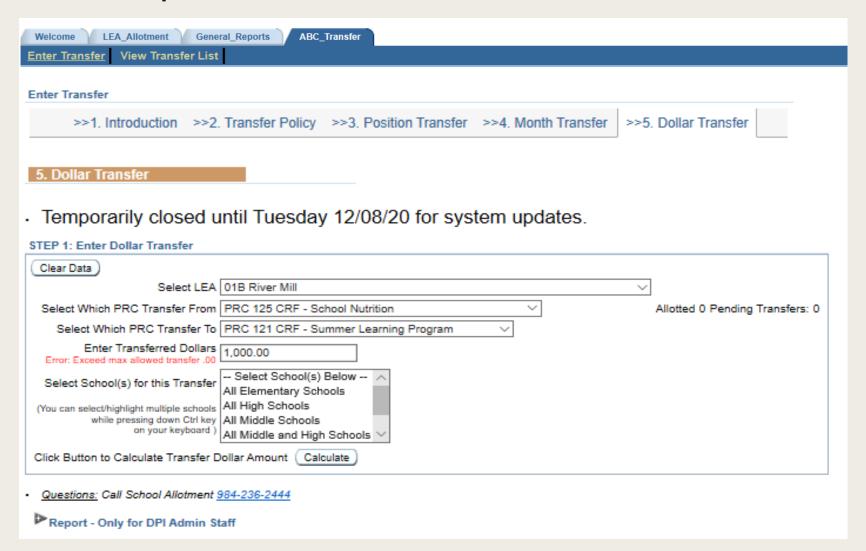
#### **View PROCESSED Transfers**

Go to ABC\_Transfer tab, View Transfer List, 2.Processed Transfers

■ If you need a transfer denied/rejected, please contact the Allotment Section.



### **Error Example**



### When will ABC Transfers be Processed?

- The ABC Transfer Module will open December 9, 2020.
- Transfers will be processed at the end of the month and therefore the PSU will not see a change to their allotment balance until month end close out.
- Transfers will be preliminarily reviewed on a weekly basis for allowability.
- System Generated emails for "Rejects" for the PSU's will be sent to the requestor of the transfer. This email may go to "junk mail", therefore, please check all of your mailboxes.
- Transfers cannot be fixed by the Allotments Section. They will need to be rejected and resubmitted.
- PSUs will need to keep track of their transfer requests during the month and ensure that the expenditures do not exceed the allotment.
- Transfers will be processed as of the **December 30, 2020** expiration date for the CRF funds.

### How to Request Cash/Record Revenues

- The authority to draw will not change for the PRC because the transfers will not be processed until January 2021 with a December 2020 effective date. PSUs will order the cash from available CRF balances. DPI will true up the cash at the end of the month during the zero-out process.
- When requesting cash, it must be by the last FRD, Funds Requirement Date, in December 2020. Last day to request State cash is Wednesday, December 23, 2020, with a FRD of Thursday, December 31, 2020. Cannot request cash in January 2021 since the CRF funds expire **December 30, 2020.**
- PSUs shall **RECORD EXPENDITURES** in the PRC in which the expenditure is incurred.

#### For example:

PSU has \$200,000 in PRC121 and \$50,000 in PRC124. The PSU would like to transfer \$20,000 from PRC121 to PRC124. The PSU will order the cash for the \$20,000 from PRC121 but will code the expenditures to PRC124.

If your transfer is successful, during the December zero out process, DPI will pull the \$20,000 from PRC 121 and give you the funds in PRC 124 – which will be a wash since your charter received the funds in December 2020.

This will properly reflect your transfer between PRC 121 and 124 within the Allotment system, MSAS system and your financial reports.

### How to Request Cash/Record Revenues

- **REVENUES** should first be recorded in the PRC requesting cash. After the transfer has been successfully processed and the December 2020 zero out process is complete, the revenue will need to change to the PRC transferred to.
  - Public school units are not permitted to overdraft the CRF.

### **OTHER QUESTIONS:**

- Can I make multiple transfers? Yes, but you will need to enter each To PRC: transfer separately.
- Will we be able to make changes after December 30, 2020? No. Please make sure you have internal controls to track what your allocation and expenditures will be after all transfers have been submitted.

## **ENCUMBRANCE INFORMATION**

You will also be receiving a survey to record your encumbrances, if any.

Schools must encumber allowable expenditures by 12/30/2020. For those circumstances where payment of allowable CRF expenditures will be after 12/30/2020, DPI will use these reported encumbrances to determine the reversions of CRF funds.

Please consider any encumbrances when making ABC Transfers.

All funds should be expended by **December 30, 2020** with very specific exceptions. For exceptions, please see Closing Procedures for CRF State PRCs

https://files.nc.gov/dpi/documents/fbs/closing-procedures-covid-prc-ips.pdf.

## CONTACTS

**■** Entering/Rejecting ABC Transfers:

Sue Holly susan.holly@dpi.nc.gov

Melissa Dearman melissa.dearman@dpi.nc.gov

**■** Permissions/Access to the Allotment System:

Nathan Squire nathan.squire@dpi.nc.gov

Account Code Questions

Roxane Bernard roxane.bernard@dpi.nc.gov

Allowable Expenditures

Please contact the program areas listed in the COVID Policy Manual: <a href="https://files.nc.gov/dpi/documents/fbs/apm-20-21-covid-manual-1204-2020.pdf">https://files.nc.gov/dpi/documents/fbs/apm-20-21-covid-manual-1204-2020.pdf</a>

# QUESTIONS????