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School Business Services

North Carolina Department of Public Instruction



May 22, 2025

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the FBS homepage regularly for updates. Please review the upcoming deadlines for due dates.

[FBS Homepage](#)

Webinar: New Cash App Features & Fiscal Year Closeout Information

We have updated the cash app with a new refund feature for CURRENT YEAR refunds. We will have [two webinar sessions](#) on **Thursday, May 29** to demonstrate these new features, reports, and tools. There will be two sessions: 10am-11am and 2pm-3pm (jointly with the closeout discussion).

Required Confirmation of Annual Audit Engagement: All PSUs

All PSUs are required to complete the linked [Auditor Questionnaire](#) by **June 6, 2025**. This questionnaire verifies that each PSU has engaged, or is in the process of engaging, an independent certified public accountant for the annual financial audit covering the period July 1, 2024 through June 30, 2025, per state financial oversight requirements and audit timelines.

If you need additional information, please contact Brittany S. McLaurin, Accounting Manager- Fiscal Monitoring, at brittany.mclaurin@dpi.nc.gov

SBS Year-End Updates

FY 2024-2025 Closeout Timeline: All PSUs

Please see the [attached letter](#) which goes over the FY 24-25 closeout process in June/July. We will be holding [webinars](#) for LEAs **Thursday, May 29** and the following week for Charter and Lab Schools.

Below is a quick table of the key dates, but please read the [memo](#) in its entirety.

DAY	DATE	PSU TYPE	ACTION ITEM
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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 & 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

EDDIE Updates and Year-End: All PSUs

The data in EDDIE must always be accurate for the current school year. Data and contact information for the 2025-26 school year can be entered starting July 1, 2025. For more information, please see the EDDIE Year-End Memo on [the SBS EDDIE webpage](#).

School Business Summer Conference 2025: All PSUs

Please join us on **Tuesday, July 22, 2025**, for an exciting and very informative conference geared towards all things School Business to start your new school year. It will be held at a new venue, the [Embassy Suites](#) in Cary. The link for the [hotel room discount](#) ends on **July 1**; please don't wait to reserve your room.

Conference Registration this year is \$210 per person. Instructions to register are below:

1. Follow this link to register: <https://go.ncdpi.gov/25FBSRegistration>
2. Once you have submitted your registration, you will receive an email confirmation from noreply@dpi.nc.gov (subject line "2025 FBS Summer Conference Registration FBS25"). Be sure to check your spam folder if it does not appear in your inbox. The invoice attached to that email will provide you with your conference code and invoice number, which you will need when submitting your payment.
3. Go to <https://go.ncdpi.gov/FBSPayments> if paying online with a credit card. You can also pay via invoice and check. Instructions are on the invoice attached to your registration confirmation.

All of the Business staff from LEAs and Independent Public Schools are welcome. We will have a specific track of programming for the IPS group as well as some very informative general session

presentations with a larger focus of interest. We will communicate more information about session topics in the coming weeks.

Questions? Contact SBS.

TOPIC	EMAIL
Allotments	Allotments@dpi.nc.gov
Cash Requests, Zero-out	CashMgt@dpi.nc.gov
EDDIE	EDDIE@dpi.nc.gov
Salary, LicSal	Salary@dpi.nc.gov
SBS Data Analytics and Reporting Tool	SBSDART@dpi.nc.gov
Monthly Datafiles, Chart of Accounts	SchoolFinancialReporting@dpi.nc.gov
Student Accounting	StudentAccounting@dpi.nc.gov

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
Monday at 11:45 pm	Cash requests for Friday FRD (No extension for the Memorial Day holiday)	11/21/2024
05/31/2025	PRC 181 Learning Loss 20% Set-Aside Survey	04/17/2025
07/01/2025	SBS Summer Conference Room Block Deadline	01/09/2025

LEAs

DUE DATE	TOPIC	NEWSLETTER
06/18/2025	Final ABC Transfers	04/10/2025

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May 15, 2025

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TIP: Months Used Report - All LEAs

Please remember that adjustments to prior periods appear in the most recent month, not necessarily in the adjusted month. Look at the updated ANNUAL MONTHS USED to validate that the number is correct compared to your allocations and then to your remaining balance.

The system cannot post corrections to prior periods due to various changes in other systems at the state and local levels. For this reason, you should review all audit reports, exceptions, and months used balances on an annualized basis instead of by check or period.

Annual Audit Engagement Questionnaire Now Open: All PSUs

All PSUs are required to complete the linked [Auditor Questionnaire](#) by **June 6, 2025**. This questionnaire verifies that each PSU has engaged, or is in the process of engaging, an independent certified public accountant for the annual financial audit covering the period July 1, 2024 through June 30, 2025, per state financial oversight requirements and audit timelines.

If you need additional information, please contact Brittany S. McLaurin, Accounting Manager- Fiscal Monitoring, at brittany.mclaurin@dpi.nc.gov

FY2024-25 Allotment Update: All PSUs

FY2024-25 Year-End Actions: ABC Transfers

The ABC deadline for the month of May is still midnight on Friday the 16th; these items will be processed by May 21st.

The ABC deadline for June is midnight on Wednesday the 18th; that batch will be processed on Friday, June 20th.

Due to current system issues affecting the timing of year-end financial actions for DPI and PSUs, Allotment revisions will be processed as needed to meet extenuating needs.

FY2025-26 Federal Planning Allotments

Federal Planning allotments are still in process and expected to be finalized next week; a status updates will be provided via newsletter or email blast.

Please use prior year information and indirect cost rates for planning until those items can be updated.

If you have general allotment questions, please email allotments@dpi.nc.gov.

PRC 0032 Children with Disabilities (CWD) FY2025-26 Planning Allotments

State PRC 0032 CWD allotment is comprised of School-Age and Preschool allotments aggregated into one amount. Preschool and School-Age calculations are based on the December headcount of the previous year; Preschool utilizes PK3-PK5 headcount while School-Age allotments are based on the age 5-21 data. Headcount (also known as child count) is sourced from the Every Child Accountability & Tracking System (ECATS) and verified by the Office of Exceptional Children. Any authorized amendments or finalization to the headcount data will be reflected at Initial Allotment.

The Allotted ADM is also a driving factor since the actual funded headcount is determined by the lesser of the December headcount or an overall 13.00% cap of the Allotted ADM. Units whose headcount exceeds the 13.00% cap will have a Dollars per Headcount factor lower than the budgeted headcount funding factor which can result in a smaller allotment than expected.

The FY25 Initial Allotment funding factor for PRC 0032 was \$5,365.09 and the FY26 Planning Allotment funding factor is \$5,472.39; an increase of 2.0%. The mid-year adjustment in FY25 was a one-time appropriation, and the planning amounts for PRC 0032 represent the anticipated budget for FY26. A decrease in estimated EC funding could be due to a drop in reported headcount (school-age and/or pre-K) or an adjusted funding rate due to the 13.00% cap.

Courtesy FYI: This is a joint message prepared and shared through the listservs maintained by NCDPI Finance and Business Services and OEC.

OEC Special Federal- and State-Funded Programs

The OEC is continuing its efforts to streamline the process for its special grant funds awarded through PRC 0118, PRC 0119 State-level Activities, and PRC 0029 Behavioral Support. [OEC Funding for Exceptional Children](#)

While applications for these funds have historically opened around this time each year, new timelines are being established as the criteria for these awards are being reviewed, revised, and budgeted in consideration of the pending federal and state budget appropriations.

As a reminder, these funds are not guaranteed annually. To mitigate this change in process, the OEC will be allocating additional federal funds from Grant Years 2024 and 2025 to all PSUs in the coming weeks. These allocations reflect the OEC's commitment to leverage state-level activities using our federal award to support LEAs when changes in process or counts impact subgrantee formula funding and provide extended periods of performance for the use of federal dollars at the local level.

It is highly recommended that LEAs apply the principles of "FIFO" - first in, first out - for allowable expenses identified in the approved IDEA grant for the associated grant year when these additional funds become available.

Courtesy FYI - The OEC will be sharing this information via other listservs hosted by NCDPI, especially those in which Finance Officers are the intended audience.

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