


FY 23-24 PSU Closing Procedures
May 31, 2024



NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Catherine Truitt, *Superintendent of Public Instruction*

www.dpi.nc.gov

TO: LEA Finance Officers and IPS Directors
FROM: Jennifer Bennett 
DATE: May 31, 2024
SUBJECT: CLOSING PROCEDURES FOR FISCAL YEAR 2023-2024

To comply with the North Carolina Office of State Budget and Management's closing deadline for the fiscal year ending June 30, 2024, please adhere to the following closing procedures.

Key Close Out Dates and Procedures

Please see below the FY 2023 – 2024 year end closing key dates, which are also posted to the [What's New section](#) of our website. Supporting close out instructions are reflected below.

FEDERAL AND STATE CASH DEADLINES FOR FY 23-24

Emergency cash requests are not allowed. Please plan accordingly for the Funds Requirement Date (FRD) of 6/28/2024, and adhere to the request dates listed below:

Monday, 6/24/2024

- The **deadline** to request Federal cash is **6/24/2024** for the final 2023-2024 Funds Requirement Date (**FRD**) of **Friday, June 28, 2024**.
- 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. As such, we cannot guarantee our ability to disburse federal cash by June 28th if you miss this deadline. Due to the close-out time frame, it is understood that you will be holding funds through your final check dates of June 30th.

Tuesday, 6/25/2024

- The **deadline** to request State cash is **6/25/2024** for the final 2023-2024 Funds Requirement Date (**FRD**) of **Friday, June 28, 2024**.

UERS DATA FILE

Monday, 6/10/2024 By this date, please review your PSU contact information DPI has on file.

- The file contains contacts for PSU datafile questions and BUD/adjustment questions. The PSU contact is responsible for making sure that DPI receives all required data files. See [LEA List of Contacts](#) and [Charter, Lab, and Regional Schools List](#). If the contact information is not correct, email the correct name, direct telephone number and email address of the LEA's Finance Officer / IPS Director to School Financial Reporting at SchoolFinancialReporting@dpi.nc.gov.
- The list should include the primary and secondary contact person who will answer data files questions, and the LEA contact person who will handle BUD/adjustments questions.
- For Charter Schools, it is important to have the contact list updated **before** school closes. This includes a PSU contact and the 3rd party management company contact, if applicable.

Sunday, 6/30/2024 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). Transmit all expenditures/salary adjustments using BUD or vendor software (LINQ for Charters).
- REMINDER: DPI prefers small batches when transmitting BUD batches. It is important to keep those batches containing June vouchers separate from those containing vouchers cut in May or earlier. Batches with June vouchers cannot be processed until we receive and upload your June payroll data files.
- Refund all over expended allotments (dollars and positions) with a paper check and [payment memo form](#).
- LEAs: Submit your CCIP (federal budget amendments) files reflecting federal program activity for the fiscal year.
- IPSs: Submit your BAAS (federal budget amendments) files reflecting federal program activity for the fiscal year.

Monday, 7/1/2024 DPI will begin pulling data files on or after 12:01 AM.

- **Your designated contact person MUST be available as early as 7AM** and released only once a confirmation notification that your data has been received and verified.
- If you discover problems with your data and need to resend your files, you must notify DPI by **7:00 AM on Monday, July 1, 2024**, of the need to resend. Please notify:

<u>Accountant Name</u>	<u>Telephone Number</u>	<u>Email Address</u>
Roxane Bernard	984-236-2460	roxane.bernard@dpi.nc.gov
Tina Moore	984-236-2443	tina.boyce@dpi.nc.gov

Note: DPI will not be able to close out the fiscal year until **all** June 2024 data files are received from all PSUs. If any PSU's June 2024 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 repeat until DPI has received clean files from all PSUs.

DATA FILE CORRECTION DEADLINE

Monday, 7/1/2024 – Wednesday, 7/3/2024 Correction period for June 2024

- **Monday, 7/1/2024**, An email blast will be sent to Finance Officers as soon as the correction period opens. This usually occurs midday and only after we have all PSU's data files.
- **Wednesday, 7/3/2024**, If you discover issues with data and you need to resend your files, you must notify Roxane Bernard and Tina Moore at DPI by **7am**.
- **Friday, 7/5/2024** An updated MFR File must be sent on the morning of July 5th to ensure we have captured any and all corrections. Please ensure someone is available to send this file. We will use the same contact as July 1st to confirm receipt.

FINAL CASH ZERO OUT DEADLINE

- **Monday, 7/8/2024** Final Cash Zero Out with the reporting period from 7/1/2023 – 6/30/2024 will post in the late afternoon.

PERIOD 13 MFR FILES DEADLINE

- **Monday, 8/12/2024** DPI needs to receive your Period 13 MFR file. Your vendors will create the file that transfers to us in the appropriate required UERS format (old COA). This is needed for accurate per pupil recording.

Reminders: State Public School Fund and Federal Programs

A. Special Note on June Expenditures

1. For personnel paid from state funds, all time worked in June **must** be paid by June 30, 2024 (See exception below). The funding of FY 2024 salary expenditures may **not** be carried over into July 2024, regardless of the allotment or funding source (except for local funding). This includes funds which may carryover (e.g., At-Risk Student Services).

Checks must be issued by the date due. All state obligations of fiscal year 2024, including time worked in June, must be paid by June 30, 2024. Payments to personnel employed in allotment categories which may carry over to the next fiscal year (such as PRC 069) are not exempt from this requirement. Payments for time worked in the fiscal year 2023- 24 but not paid until the 2024-25 fiscal year, will result in a salary audit exception and the LEA is required to refund the State (this does not apply to salaries paid from local fund source).

Federal Only – Federal grant expenditures may be paid after June 30th if the federal grant has a September 30th end date, and you have funds that carry forward.

2. You may only pay for goods and services with fiscal year 2023-24 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.
3. All BUD expenditure adjustments for the 2023-24 fiscal year must be received by midnight, June 30, 2024. There will be a limited correction period from July 1st through July 3rd. DPI will communicate specific instructions regarding the corrections window in the School Business newsletter.
4. All expenditures must be coded to valid account codes. The PSU must reclassify any invalid account codes prior to the fiscal year end close out. **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 their ability to receive the cash for the expenditures coded to invalid account codes.** You can access the [Chart of Accounts](#) on our website.

B. Refunds and Adjustments – LEAs Only

You must refund all over expended dollar and position allotments for current and prior year, by midnight June 30, 2024. 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.

All expenditures/salary adjustments and current year refunds must be submitted by

midnight June 30, 2024.

Refunds for fiscal year 2023-24, which are received by DPI *after* June 30, 2024, will be rejected. They will need to be resent as prior year refunds. These funds will not be available for expenditure by the LEA in either FY 2023-24 or FY 2024-25.

DPI has been processing BUD batches twice a day the entire fiscal year. Please receive your BUD files daily and immediately make corrections to any denied batches.

LEAs will have the opportunity to correct and resubmit denied batches from the June 2024 salary voucher load. DPI communicates specific instructions regarding the correction window in the School Business newsletter. Remember to provide the Division of School Business your LEA contact information for adjustments and refunds by the June 3, 2024, deadline.

UERS Data Transfer Schedule for LEAs for Fiscal Year 2024-2025

The [UERS Data Transfer Schedules for PSUs](#) to DPI for Fiscal Year 2024-2025 is included. Note that all PSUs have Period 13 monthly reports.

If you have any questions pertaining to the items in this letter or in the attachments, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov and Tina Moore at tina.boyce@dpi.nc.gov.

JB/SM/EKG/RLB/TM