

Cash App Enhancements for Cash Overages

As of 5/29/2025

Agenda

1. Difference between cash overage vs. expenditure overage
2. New Cash Overage Reports in the Cash App
3. Manual Refund – Checks for closed PRCs
4. Droplet – Refunds and Repayment Form
5. Refunds through the Cash System (Cash App) for open PRCs
6. Coming Soon – Autogenerated Cash Overage Emails

Key Considerations for this Presentation:

1. Systems continue to be modernized and these processes will continue to evolve. Changes will be communicated.
2. Presentation Based on current systems in place:
 - PSU Cash Application (Cash App) for Federal and State Funds
 - Manual Checks and Cash App Entries
 - Droplet Refunds and Repayment Form
3. General rule, only cash that the PSU has a right to, should be returned through the cash system. Using the Cash App to return cash increases the available cash balance.
4. A manual check will result in funds being returned to NC DPI and the original source of funds.

Cash Overage vs. Expenditure Overage

Cash Overage is the amount of approved cash requests received over the allotment as reflected in the Cash App

Resolution: Refund cash requests received over the allotment

See Cash App Report
10. Cash Overage

Expenditure Overage is the amount of expenses reflected in the datafiles that are over the allotment

Resolution: Move expenditures via an adjusting journal entry

See DART Report
106. PSU Overspent PRCs -
Expenditures

Reason for Cash Overage

How can we request and receive more cash than the allotment when the Cash App does not allow more than the authority to draw?

Original Allotment

\$500,000.00

Allotment for Pay Periods 01-03

\$500,000.00

Pay Period 03 YTD Cash

\$450,000.00 (Remaining Authority to Draw = \$50,000.00)

Pay Period 04 Allotment Reversion of

(\$100,000.00) = \$400,000.00 revised Allotment

Pay Period 04 YTD Cash

(\$50,000.00) = Cash Overage due to Allotment Reversion

Cash App Enhancements

Data Inquiry

Data Inquiry

..... 1. Data Inquiry - FRD

..... 2. Data Inquiry - PRC

..... 3. All Requests

..... 4. Funds Available to Request

..... 5. Chart

..... 10. Cash Overage

..... 11. Manual Refund

..... 20. Prior Years Requests

4. Funds Available to Request

- There is a new calculated field

10. Cash Overage Report

- New report

11. Manual Refund Report

- New report

4. Funds Available to Request

- A new column reflecting cash overages by PRC is now available

(a)-(b)<0 Over Request

- This calculated field has the following formula:
 - (a) Allotment \$ - (b) Cash Request \$ = Cash Overage if amount is < \$0
 - See example below

Fiscal Year	Prc Type	PRC	PRC Name	Grant Year	(a) Allotment	*(b) Cash Request	(a)-(b)>0 Available To Request	(a)-(b)<0 Over \uparrow Request
2025	FED	051	ESEA Title I, Part C - Migrant Education Program	2025	84,591.00	84,636.16	0.00	-45.16

Funds Available to Request Continued

Fiscal Year	Prc Type	PRC	PRC Name	Grant Year	(a) Allotment	* (b) Cash Request	(a)-(b)>0 Available To Request	(a)-(b)<0 Over \uparrow Request
2025	FED	050	ESEA Title I, Part A - Basic/Concentration/Education Finance/Targeted Grants	2025	2,377,008.00	2,789,807.45	0.00	-412,799.45
2025	FED	017	Career and Technical Education - Program Improvement	2025	138,033.00	145,510.57	0.00	-7,477.57
2025	FED	108	ESEA Title IV, Part A - Student Support & Academic Enrichment Grants	2025	172,873.00	173,098.00	0.00	-225.00
2025	FED	051	ESEA Title I, Part C - Migrant Education Program	2025	84,591.00	84,636.16	0.00	-45.16

10. Cash Overage Report

- This report reflects the up-to-date cash overages based on open and / or closed PRCs
- It identifies the type of refund action needed
 - Negative entry to return cash via the Cash App
 - Send a check and refund form to DPI

PRC Type	PRC	PRC Name	Grant Year	___Status___	(a) Allotment	(b) Cash_Approved	(a)-(b)<0 Cash_Overage	Note
FED	017	Career and Technical Education - Program Improvement	2025	Open PRC	138,033.00	145,510.57	-7,477.57	Create negative entry in the Cash app
FED	050	ESEA Title I, Part A - Basic/Concentration/Education Finance/Targeted Grants	2025	Closed PRC	2,377,008.00	2,789,807.45	-412,799.45	Send check and refund form to DPI
FED	051	ESEA Title I, Part C - Migrant Education Program	2025	Open PRC	84,591.00	84,636.16	-45.16	Create negative entry in the Cash app
FED	108	ESEA Title IV, Part A - Student Support & Academic Enrichment Grants	2025	Open PRC	172,873.00	173,098.00	-225.00	Create negative entry in the Cash app
					2,772,505.00	3,193,052.18	-420,547.18	

Cash Overage Report Continued

PRC Type	PRC	PRC Name	Grant Year	___Status___	(a) Allotment	(b) Cash_Approved	(a)-(b)<0 Cash_Overage	Note
FED	017	Career and Technical Education - Program Improvement	2025	Open PRC	138,033.00	145,510.57	-7,477.57	Create negative entry in the Cash app
FED	050	ESEA Title I, Part A - Basic/Concentration/Education Finance/Targeted Grants	2025	Closed PRC	2,377,008.00	2,789,807.45	-412,799.45	Send check and refund form to DPI
FED	051	ESEA Title I, Part C - Migrant Education Program	2025	Open PRC	84,591.00	84,636.16	-45.16	Create negative entry in the Cash app
FED	108	ESEA Title IV, Part A - Student Support & Academic Enrichment Grants	2025	Open PRC	172,873.00	173,098.00	-225.00	Create negative entry in the Cash app
					2,772,505.00	3,193,052.18	-420,547.18	

11. Manual Refund Report – Closed PRC

- LEA submitted partial check and refund form for \$799.45 for a closed PRC
- Program analysts processed the refund

FRD	PSU	PRC Type	PRC	PRC Name	Grant Year	Refund Amount	Req Note	Req Person	Aprv Date	Type
5/29/2025	█	FED	050	ESEA Title I, Part A - Basic/Concentration/Education Finance/Targeted Grants	2025	-799.45	Refund for closed PRC from check#12345 / Refund Form 321.	EVELYN_GALLEGOS	5/28/2025	R
						-799.45				

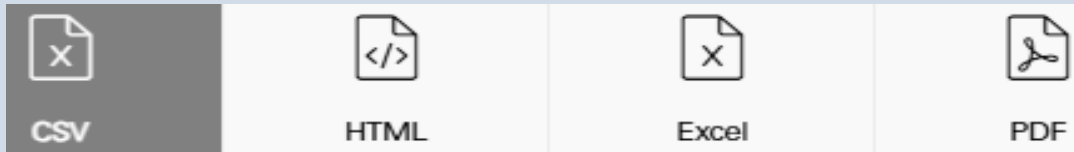
Processing Time

- Program Analysts will process the refunds on a weekly basis
- Look for updates on Fridays
- In this example, the refund was immediate and is now reflecting the updated remaining cash overage balance on the Cash Overage Report

Year ↓	PSU	PRCType	PRC	PRC Name	Grant Year	___Status___	(a) Allotment	(b) Cash_Approved	(a)-(b)<0 Cash_Overage	Note
2025	240	FED	050	ESEA Title I, Part A - Basic/Concentration/Education Finance/Targeted Grants	2025	Closed PRC	2,377,008.00	2,789,008.00	-412,000.00	Send check and refund form to DPI
							2,377,008.00	2,789,008.00	-412,000.00	

Download Options

- To obtain a copy of the report, go to the:
 - Actions button
 - Selecting Download
 - Choose the needed report format option




- Select the optional Send as Email, if needed
- Press the Download button

Refunds and Repayment Form

[Cash Management Website](#)

[Refunds and Repayments Form](#)



Refund Form #
Generated on Submit

Date

REFUNDS and REPAYMENTS FORM - For Manual Refund Checks Only

Please refer to the refund guide when deciding when it is required to send a check back to NC DPI. Please ensure you complete all fields. It is important to provide adequate information for NC DPI to understand the reason for the return of the funds and the original source of funds. Note these are the Refund Types to select from:- Prior Year Overspent- Prior Year Certified Salary Audit Exception- IDEA Maintenance of Effort- Questioned Costs (i.e. Audit Finding)- Sales Tax Refund- TD-19 Tort Insurance/ Capital Improvements

Contact Name Email

Phone Number PSU Type
 Charter School Local Education Agency (LEA)
 Regional School LAB School Non-Units
 NC DPI Representative

PSU or Entity Number PSU or Entity Name

What's Next



Submitter

Receives an automated email
Email includes a submission #
Must send the physical check



SBS

Receives the submission to ensure all
information required has been provided
May follow up with submitter



DPI Cash Management

Receives the check



Submitter

Receives another automated email on the
day the check is processed for deposit

Refunds through the Cash Systems

1. Create negative cash request in the PSU Cash Application (Cash App)

- Cash App request will be the net amount of expenditures + sales tax reimbursed combined.
 - Example:
 - Cash request \$100,000.00 for the week,
 - Sales tax refunds received by the PSU \$1,000.00 for the same PRC,
 - The PCA allows more than one entry per FRD so you can enter the \$100,000 cash request and (\$1,000) return or the net amount of \$99,000.
- Due to current system limitations PSUs can only return up to the amount that they have requested for this fiscal year.
 - Example:
 - YTD cash request in PRC181 is \$1,000.00.
 - Sales tax is \$1,100.00.
 - The entry can only be up to (\$1,000.00).
 - PSU should wait until adequate funds are drawn.

2. Don't forget to create a contra account transaction using sales tax account 04720 (*previously object code 472 in COA*) in budget.

Cash App Refund – Open PRC

- Create a negative cash request for cash overages on open PRCs

Fiscal Year 2024-25

PRC# 017 Career and Technical Education - Program Improvement

Grant Year 2025

FRD 6/6/2025 Funds Requirement Date

* Enter Request Amount Positive amount for PSU to receive \$ from NCDPI
Negative amount for PSU to refund \$ to NCDPI

Certification 1: Certification to the North Carolina Department of Public Instruction (NC DPI) as to this Drawdown Request. I certify to NC DPI that the following are true: (1) The award recipient is in compliance with all applicable laws, regulations, certifications, and assurances, including all terms and conditions of the award; (2) If this request is for reimbursement: the request is accurate and complete; all obligations, expenditures, and cash receipts are supported by the accounting records; and all costs included in the request are reasonable, allowable, and allocable to the award; and (3) If this request is for an advance: the request is accurate; all obligations, expenditures, and cash receipts will be supported by the accounting records; and the recipient will disburse the funds for costs that are reasonable, allowable, and allocable to the award as close as administratively feasible to the receipt of the funds, or will be used to offset the next cash request. I understand that NC DPI will rely upon this certification to determine whether to disburse funds, and that its accuracy is a condition of payment. I understand that a false, fictitious, or fraudulent statement in this certification may be the subject of criminal prosecution and/or civil and administrative penalties and other remedies.

I attest to the Certification 1 above. *

Certification 2: Cash requested is for expenditures incurred since last week's Funds Requirement Date (FRD) and/or an advance of funds for payment of expenditures through the next FRD.

I attest to the Certification 2 above. *

Cash App Refund – Open PRC Continued

- 10. Cash Overage Report will not adjust until the negative cash request is processed

PRC Type	PRC	PRC Name	Grant Year	___Status___	(a) Allotment	(b) Cash_Approved	(a)-(b)<0 Cash_Overage	Note
FED	017	Career and Technical Education - Program Improvement	2025	Open PRC	138,033.00	145,510.57	-7,477.57	Create negative entry in the Cash app

- 4. Funds Available to Request Report reflects the pending entry

Prc Type	PRC ↑≡	PRC Name	Grant Year	(a) Allotment	*(b) Cash Request	(a)-(b)>0 Available To Request	(a)-(b)<0 Over Request
FED	017	Career and Technical Education - Program Improvement	2025	138,033.00	145,033.00	0.00	-7,000.00

Coming Soon – Cash Overage Emails with Reports

- In addition to the PSU pulling the Cash Overage Reports, DPI will have the ability to mass email cash overage reports
- Emails are targeted for 3 days after the zero out is processed

See below for the distribution list:

- LEA Finance Officer in EDDIE
- IPS Finance Director in EDDIE
- PSU Data Entry user roles in the Cash App

Example Email

- Email message

Cash Overage PSU# [REDACTED] County



noreply@dpi.nc.gov

To [REDACTED]



Cash Overage [REDACTED].xls
12 KB



Cash Overage [REDACTED].pdf
3 KB

PSU# [REDACTED] County,

Action required. Please see the attached file: Cash_Overage_[REDACTED]

The file has details about the cash overage for:

the Closed PRC grant year: PRC050 2025

the Open PRC grant year: PRC017 2025, PRC051 2025, PRC108 2025

For closed PRCs, the Refunds and Repayment Form is located on the website under the Cash Management Section. <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/cash-management#Procedures-1071>

If you have any questions, please contact CashMgt@dpi.nc.gov.

Thanks,
Financial Business Services
Department of Public Instruction

Example Email Attachment - Excel

• Cash Overage_240.xls

	A	B	C	D	E	F	G	H	I	J
1	Cash Overage Report									
2	PSU# [REDACTED] County									
3	Report Date: 4/15/2025									
4										
5	Closed PRC									
6	Year	PSU	PRC type	PRC	PRC Name	Grant Year	(a) Allotment	(b) Cash Approved	(a)-(b)<0 Cash Overage	Note
7										
8	2025	[REDACTED]	FED	050	ESEA Title I, Part A -	2025	2,377,008.00	2,789,807.45	-412,799.45	Send check and refund form to DPI
9										
10	Open PRC									
11	Year	PSU	PRC type	PRC	PRC Name	Grant Year	(a) Allotment	(b) Cash Approved	(a)-(b)<0 Cash Overage	Note
12										
13	2025	[REDACTED]	FED	017	Career and Technical Education - Program	2025	138,033.00	145,510.57	-7,477.57	Create negative entry in the Cash app
14	2025	[REDACTED]	FED	051	ESEA Title I, Part C - Migrant Education	2025	84,591.00	84,636.16	-45.16	Create negative entry in the Cash app
15	2025	[REDACTED]	FED	108	ESEA Title IV, Part A - Student Support &	2025	172,873.00	173,098.00	-225	Create negative entry in the Cash app
16										

Example Email Attachment - PDF

- Cash Overage_240.pdf

Cash Overage Report

PSU# [REDACTED] County

Report Date: 4/15/2025

Closed PRC

Year	PSU	PRC type	PRC	PRC Name	Grant Year	(a) Allotment	(b) Cash Approved	(a)-(b)<0 Cash Overage	Note
2025	[REDACTED]	FED	050	ESEA Title I, Part A - Basic/Concentration/Education Finance/Targeted Grants	2025	2,377,008.00	2,789,807.45	-412,799.45	Send check and refund form to DPI

Open PRC

Year	PSU	PRC type	PRC	PRC Name	Grant Year	(a) Allotment	(b) Cash Approved	(a)-(b)<0 Cash Overage	Note
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2025	[REDACTED]	FED	051	ESEA Title I, Part C - Migrant Education Program	2025	84,591.00	84,636.16	-45.16	Create negative entry in the Cash app
2025	[REDACTED]	FED	108	ESEA Title IV, Part A - Student Support & Academic Enrichment Grants	2025	172,873.00	173,098.00	-225.00	Create negative entry in the Cash app

For questions about
refunds
and the processes
please email
CashMgt@dpi.nc.gov

