



NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Maurice "Mo" Green, Superintendent of Public Instruction

www.dpi.nc.gov

TO IPS Finance Officers and Directors
FROM Amanda Fratrick, Senior Director
DATE April 21, 2026

SUBJECT: CLOSING PROCEDURES FOR FISCAL YEAR 2025-2026

As we move toward the close of the fiscal year, we want to thank you for the dedication and care you bring to supporting public schools across the state. We recognize that safeguarding taxpayer funds at the state and federal levels is a significant responsibility, and we value your ongoing commitment to this important work. The Office of School Business looks forward to a smooth and successful close of FY26, as well as continued collaboration in future years.

To ensure a coordinated and timely year-end close in accordance with the North Carolina Office of State Budget and Management's requirements, the information below outlines key processing close-out dates and deadlines for Independent Public Schools (IPS).

DAY	DATE	PSU TYPE	ACTION ITEM
Monday	6/15/26	Lab Schools	Deadline to request cash for the final FY26 FRD of 6/19/26. This is a standard cash request deadline for charter and regional schools.
Monday	6/22/26	ALL (Except Lab Schools)	Deadline to request cash for the final FY26 FRD of 6/26/26. All cash requests must be received by 4 PM.
Tuesday	6/30/26	ALL	IPSs submit June data files prior to midnight.
Wednesday	7/1/26	ALL	DPI will pull all data files after 12:01AM.
Wednesday - Friday	7/1/26 7/3/26	ALL	IPS datafile contacts to be available for contact by DPI if needed.
Monday	7/6/26	ALL	DPI will process and post June 2026 YTD Cash Zero Out.

Note: There will be NO emergency cash request for the final FRD.

The cash request deadlines listed above are designed to ensure that DPI has the time to request cash from the United States Department of Education on your behalf. Due to the close-out time frame, it is understood that you will be holding funds through your final check dates of June 30th.

Since there will be no emergency cash requests allowed, please plan for the final FRD ahead of time to ensure you can adhere to the cash request dates.

OFFICE OF FINANCIAL AND BUSINESS SERVICES

Amanda Fratrick, *Senior Director of School Business Services* | Amanda.Fratrick@dpi.nc.gov
6336 Mail Service Center, Raleigh, North Carolina 27699-6336 | (984) 236-2070

Other Important Guidelines:

EDDIE Contacts

Please ensure that all financial and data file contacts in EDDIE are current. Contact information must be updated for staff who will be available during the week of July 1 to support timely submission and accurate receipt of data files by NCDPI.

Please include both a **work phone** number and a **cell phone** number for each contact. Cell phone numbers will not be made public and will only be visible to DPI within EDDIE. Having a cell number on file is especially important if urgent contact is needed during the close-out period.

If applicable, IPSs should be prepared to provide contact information for any third-party management companies when requested.

Datafile Submission

MFR, General Expense, Payroll Detail, and Payroll summaries are due by **midnight on June 30th**. DPI can only begin the fiscal year closeout once all June 2026 data files have been received from every PSU. Timely submission of these files is important, as any files received after the deadline may delay DPI's ability to close the State Public School Fund.

Your designated contact must be available by 7:00 a.m. on July 1st and remain available through July 3rd. If your data transfer does not process successfully, DPI will reach out to notify you and request that the files be resubmitted. DPI will continue working with you throughout this process to ensure all files are clean, accurate, and successfully received so the statewide closeout can be completed.

DPI will begin pulling data files on or after 12:01 a.m. on July 1st. If you discover an error after submission, DPI must be notified by 7:00 a.m. on Wednesday, July 1st.

Contact Name: Nathan Craver

Contact Number: (984) 236-2258

Contact Email: Nathan.craver@dpi.nc.gov; SchoolFinancialReporting@dpi.nc.gov

Prior to submission, please make sure that all expenditures are coded to valid account codes. All invalid codes must be reclassified prior to the fiscal year-end close out. Failure to correct an invalid code posting may result in funds being pulled back during the year-end zero out process. The result will be that your IPS will lose their ability to receive cash for the expenditure.

Additionally, please make sure that you do not have any expenditures or encumbrances reported above allotments for any PRC. Any expenditure over allotment in any PRC must be moved before the state can finalize the closeout. Allotment overdrafts constitute a violation of G.S. 147-86.11 and G.S. 147-86.12.

DART Reports 102-Invalid Codes and 104-Over-Obligated PRCs should be reviewed monthly to ensure you are on track for a clean submission.

Note for Lab Schools

The Office of School business will do our best to work with Lab schools to ensure that both the closing of the UNC system as well as our required state cash closeout can be accommodated. We will work with you to ensure an effective cash zero out and closing

can be achieved. If any refunds are due based on the June zero out, the refund must be dated June 2026.

June Expenditures

All personnel paid from state funds must be paid for time worked in June by June 30, 2026. FY26 salary expenditures may not be carried forward into July 2026, regardless of allotment or funding source (except local funds). All state obligations for FY26, including June payroll, must be paid by June 30, 2026. Payments to personnel employed in allotment categories which may carry over to the next fiscal year (e.g. PRC 0016, PRC 0069) are **NOT exempt** from this requirement.

Checks must be issued by the date due. All state obligations of FY26, including time worked in June, must be paid by June 30th, 2026.

FY26 **state funds** may be used only for goods and services that have been received. Payments made before receiving goods and services are subject to repayment and audit findings. Likewise, **FY27 state funds may not be used to pay FY26 expenditures.**

Federal grant expenditures may be paid after June 30 if the grant end date is September 30, funds remain available in the grant year, and the expenditures were approved in the applicable grant year budget.

FY 27 UERS Data Transmissions

As you gear up for FY27, you can find the MFR/Financial submission dates below. This information can also be found on the Financial and Business Services website:

Financial and MFR	Monthly
July	08/04/26 (Tuesday)
August	09/02/26 (Wednesday)
September	10/02/26 (Friday)
October	11/03/26 (Tuesday)
November	12/02/26 (Wednesday)
December	01/05/27 (Tuesday)
January	02/02/27 (Tuesday)
February	03/02/27 (Tuesday)
March	04/02/27 (Friday)
April	05/04/27 (Tuesday)
May	06/02/27 (Wednesday)
June	06/30/27 (Wednesday, Midnight)

Through thoughtful planning and close attention to these guidelines, we can work together to ensure a smooth and successful closeout of the fiscal year. Please address any questions or concerns to SchoolFinancialReporting@dpi.nc.gov.