

School Business Services

North Carolina Department of Public Instruction



May 9, 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](#)

Announcing the New SBS Blue Book - All PSUs

SBS is proud to announce that the new SBS Finance Guide for PSUs (the Blue Book) has gone live on our [What's New page](#) today. It is a early edition of the document; however, we intend for it to be a centralized repository for all the tools, manuals, and other resources available to assist PSUs with their obligations required due to the use of public funds. The School Financial Reporting Team will continue to update the Blue Book with more information in the coming months. If you have questions or have ideas of topics you'd like to have included, please reach out to SchoolFinancialReporting@dpi.nc.gov - we welcome your feedback and want the guide to be as beneficial as possible to you.

Invalid Account Codes: MFR Period 10 – All PSUs

The MFR data for Period 10 (April 2025) have posted to the [DART website](#). Please check the report "102. PSU Invalid Codes – Current Reporting Period" under "PSU Reports" for the list of records which require corrections. The corrections should be submitted with the next MFR data file submission (**due June 3, 2025**). MFR records with invalid account codes are not loaded into the Cash App, which impacts the amounts for monthly zero-out.

Please DO NOT RESUBMIT the MFR data file for Period 10 or any other previous periods.

Overspent PRCs

As we close the year, please pay attention to your overspent PRCs and get those expenditures corrected by the end of the next reporting period. This would involve an adjusting journal entry. The report is titled "106. PSU Overspent PRCs - Expenditures" in the SBS DART.

If there are questions or concerns on the data files, please contact SchoolFinancialReporting@dpi.nc.gov. If you are experiencing difficulties or need access to the DART website, please contact SBSDART@dpi.nc.gov.

FY2024-25 Allotment Update - All PSUs

The following items of interest are being allotted this week:

- State PRC 0081 – Transportation Reserve for Homeless and Foster Students – SBE Approved Allocations
- Federal PRC Allotment approvals as received

FY2024-25 Year-end Allotments

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. However, we have communicated to other Divisions and Offices that all allotment requests be submitted to the Allotment Section by Wednesday, June 18th.

FY2025-26 Federal Planning Allotments

Federal Planning allotments are still in process, 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.

SBS DART Update - All PSUs

It has come to our attention that some districts are not seeing SBS DART in the intended format. If you are not seeing DART as pictured below with dropdown menus, you may need to ensure ncdpi.github.io is not blocked by your IT department. You will want to reach out to your IT team to make sure that address is whitelisted.



School Business Data Analytics and Reporting Tool

North Carolina Department of Public Instruction



YTD Zero Out Entries – All PSUs

Due to how the federal funds have to process with the Office of the State Controller, the cash transactions are processed as two separate batches on back-to-back days. Please wait for all batches to process for the week before looking at the data. Please document your general ledgers accordingly.

- April YTD State and negative Federal zero out entries will process on 5/8 for LEAs.

- April YTD positive Federal entries are scheduled to process on 5/9 for LEAs.
- All YTD Federal and YTD State zero out entries for IPSs are scheduled to process on 5/9.

Contact CashMgt@dpi.nc.gov for zero out questions.

SBS Year-End Updates

Urgent: End of Year Cash Request Process Update - All PSUs

As we close the year SBS has been asked to implement an extra review process before processing state cash requests.

- We will review your cash requests weekly, using the Total MTD Cash requests each week and comparing that amount to a few metrics.
- Our reasonability baseline is being set at 5% ABOVE your LEAs prior month of expenditures (April 2025) or 5 % ABOVE your LEA's YTD monthly average (July 2024-April 2025), whichever is higher.
- Additional funding WILL NOT be granted without supporting documentation reflecting expenditures to substantiate your request if it exceeds the baseline amount and our metrics.
 - LEAs who exceed their maximum baseline amount will receive email notification that their cash request will be adjusted accordingly.
 - These LEAs will have already then received their maximum cash based on our baseline.
 - In addition your access to request additional state funds will be removed, until the next months cycle, pending supporting documentation to justify additional cash for the month.
 - Should anyone require additional funds, please send your documentation to SchoolFinancialReporting@dpi.nc.gov.
 - If approved, we will transact a State Cash request on your behalf and provide you that notification.
- Should you be concerned related to next week's cash request with FRD of 5/16/2025 and this review, we will happily accept advanced documentation as soon as you have that ready. We would like to be pro-active, if possible, to get your cash approved or discuss the documentation before our deadlines next week.

We need to work together to make sure that we are REASONABLE with our cash requests from the State and that we do not exceed our authority. No one will not have cash for payroll or for your legitimate checks. We need your help in May and June related to these measures we are being asked to implement.

Friendly reminders when ordering cash:

- Do not order extra cash.
- Request what your LEA needs for
- May expenditures within May FRDs and .
- June expenditures within June FRDs

EDDIE Updates and Year End - All PSUs

The data in EDDIE must always be current for the current school year. Enter data that will become effective for 2025-2026 beginning 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 the Raleigh-Durham area. The Hotel Link for the [room discount](#) ends on **July 1st**, 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 on how to do so are on the invoice attached to your registration confirmation.

We welcome all of the Business staff from the LEAs and the Independent Public Schools. 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.

From the Office of School Facilities

May PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests - LEAs Only

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **May 26, 2025**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

From the Office of School Nutrition

Submission of School Nutrition Financial Report FC1-A - LEAs Only

School Nutrition Administrators: This is a reminder that the Traditional School Districts (LEA's) are required to submit their FY 2024-25 3rd Quarter Financial Report (FC1-A) via the School Nutrition Technology System (SNTS) **by May 16, 2025**. If you have any questions, please contact SchoolNutrition@dpi.nc.gov.

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	11/21/2024
05/16/2025	PRC079 Innovation and Grade Expansion Grant Applications	04/24/2025
05/31/2025	PRC 181 Learning Loss 20% Set-Aside Survey	04/17/2025
07/01/2025	SBS Summer Conference Room Block	01/09/2025

LEAs

DUE DATE	TOPIC	NEWSLETTER
05/16/2025	May ABC Transfers	04/10/2025
06/12/2025	Final ABC Transfers	04/10/2025

[View Prior Newsletters](#)



North Carolina Department of
PUBLIC INSTRUCTION