

School Business Services

North Carolina Department of Public Instruction



November 14, 2024

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](#)

PSU MFR Dashboard - All PSUs

The PSU MFR Dashboards have been updated to include reporting period 4 information. Additionally, a new view has been added to provide PSUs with the ability to see the MFR details by reporting period. The Monthly MFR Details tab shows the encumbrances and year-to-date expenditures by reporting period by purpose and object code. This report can be accessed through the navigation tabs at the top of the screen. We are working with IT and hope to be adding a monthly cash zero out view and a year over year MFR view by December. As a reminder, PSU MFR Dashboard access was provided to the person designated as the Finance Officer for your PSU. This is a temporary solution while IT is working to set up individual user access accounts. If you need access to the MFR Dashboard, please reach out your finance officer or contact Nathan Craver (nathan.craver@dpi.nc.gov).

December Pay Date Reminder - LEAs Only

As noted in our August 22nd newsletter, an internal DPI communication stated that the Office of State Controllers will no longer process the December pay before the holidays and will move the pay date to December 31st.

This communication does not apply to LEAs as the local boards have flexibility in setting their pay dates. However the LEA pay dates must be in compliance with General Statutes. The following are the laws as they apply to LEA pay dates:

Teachers: Although teachers are required to receive a full monthly payment no later than August 31st, and this constitutes prepayment for teachers working on a traditional calendar, the LEA is not permitted to extend the pay intervals more than one month. Therefore, if the LEA pays a teacher before the end of December, the LEA may not extend the next payment to the end of January. Teachers are required to receive their pay in monthly installments (reference [G.S.115C-302.1](#))

Superintendents, supervisors and principals shall only be paid for the days employed as of a set pay date and may not be prepaid for days not employed (reference [G.S. 115C-272\(b\)](#), [115C-285](#))

Other employees: Each LEA shall establish a set date on which monthly salary payments to employees other than superintendents, supervisors, and classified principals employed on an annual basis, shall be made. This set pay date may differ from the end of the calendar month of service. Employees may be prepaid on the monthly pay date for days not yet worked (Reference [G.S. 115C-316](#))

Allotments Update - All PSUs

Due to a systems issue, the following items of interest are scheduled for processing next week.

- ESSER Immediate Reversion adjustments as approved by the Office of Federal Programs
- Federal Immediate Reversions for non-ESSER PRCs
 - [Grants Ending by 9/30/2024](#) located in Federal Planning and Information under the FY24-25 Budget Section

Allotment Conversions - LEAs Only

The second batch of ABC transfers will close midnight Friday, 11/15/24. Transfer and conversion requests received by 11/15/24 will be allotted by November 20, 2024.

If you have general allotment questions, please email allotments@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
Monthly Datafiles, Chart of Accounts	SchoolFinancialReporting@dpi.nc.gov
Student Accounting	StudentAccounting@dpi.nc.gov

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
11/18/2024	Cash Requests for November 22 FRD	10/25/2024
11/22/2024	ESSER III Late Liquidation Request - Application	11/01/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
11/15/2024	ABC Transfers	11/07/2024
11/18/2024	Charter School Membership Survey and Local Per Pupil Template	09/19/2024
11/22/2024	PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	11/07/2024

IPS ONLY

DUE DATE	TOPIC	NEWSLETTER
12/13/2024	PPL Form for December Reimbursement	10/10/2024

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