

# School Business Services

North Carolina Department of Public Instruction



## December 6, 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](#)

### FY2024-25 Allotment Update - All PSUs

The following items are scheduled for allotment by the end of the week.

- Initial Allotments of Approvals received-to-date
  - Federal PRC 0105 – ESEA Title I, Part A - School Improvement - 1003(A) Funds
  - Federal PRC 0115 – ESEA Title I-School Improvement-Competitive Funds

The following items are scheduled for allotment by the end of the next week if not processed this week:

- Initial Allotments of Approvals received-to-date
  - Federal PRC 0051 – ESEA Title I, Part C - Migrant Education Program
  - Federal PRC 0103 – ESEA Title II, Part A - Supporting Effective Instruction
  - Federal PRC 0104 – ESEA Title III, Part A - English Language Acquisition
  - Federal PRC 0108 – ESEA Title IV, Part A - Student Support & Academic Enrichment Grants

### Additional Allotment Updates - LEAs Only

- State PRC 0094 - Average Daily Membership (ADM) Growth Allotments  
Preliminary allocations were processed before the Thanksgiving break and were based on complete PMR 1 Data and at 60 percent of estimated growth funding. The remainder of funding will be executed when we have completed the Best 1 of 2 ADM Process. We are diligently working to get the final adjustments processed by the end of next week, pending the receipt of complete Month 1 and Month 2 PMR data.

If you have general allotment questions, please email [allotments@dpi.nc.gov](mailto:allotments@dpi.nc.gov).

### Refund Processing Webinar - All PSUs

SBS [will be hosting a webinar](#) on Wednesday, December 11th at 11 am to review the updated cash refund remittance form, and when cash can be refunded through the PSU Cash Application. A recording and an FAQ will be made available on our website for those that cannot attend.

## Helene Update

SBS has posted a Helene Recovery Funding FAQ and guidance document to our [What's New page](#) to assist Helene-impacted PSUs with accessing funds through PRC 230, as well as School Nutrition and School Facility loss reimbursements. We will continue to update it as we receive more information. Please reach out to [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov) with any questions.

## Principal Legislative Salary Increase – LEAs Only

We have received several inquiries relating to when the 2024-2025 principal salaries will be updated in LicSal. There has been a delay in this process due to missing Principal Monthly Report (PMR) from several PSUs.

DPI cannot update LicSal until we receive the Best 1 of 2 Average Daily Membership (ADM) for all PSUs. For PMR submissions or inquiries, please contact [StudentAccounting@dpi.nc.gov](mailto:StudentAccounting@dpi.nc.gov).

## Salary Audit Webinar - LEAs Only

Thank you to everyone who attended one of this week's Salary Audit webinars. If you were unable to attend, a recording and FAQ will be made available on our website next week.

## From the DPI Department of Information Technology

### Customer Survey - LEAs Only

Last month, we shared a survey with LEA Finance Officers requesting feedback to enhance NCDPI's grant management and allotment process and platform. Thank you to all those who have already taken the survey and provided us feedback.

Your input is critical in identifying areas for improvement to upgrade our processes and systems. The survey is brief—taking approximately 10 minutes to complete and will close in 5 days on **December 6, 2024**.

We strongly encourage your participation! A high response rate will provide robust data to help drive meaningful changes that enhance the user experience for all.

Thank you in advance for taking the time to share your insights and contribute to this important initiative. Please contact [systemupgrade@dpi.nc.gov](mailto:systemupgrade@dpi.nc.gov) with any questions.

## From the Office of School Facilities

### EARLY DEADLINE – December 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 **December 17, 2024**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: [dennis.hilton@dpi.nc.gov](mailto:dennis.hilton@dpi.nc.gov)

## From the School Insurance Office

### 2024 Year-End Unemployment Information - LEAs Only

The following documents related to this year's 2024 Year End Unemployment were distributed to Finance Officers:

- [2024 UI Instructions](#)
- [UI Employee Worksheet](#)
- [UI Master Worksheet](#)

All instructions are included on the 2024 UI Instructions document. Kindly refer to it for the important details.

The deadline for sending worksheets, invoice, and payments to DPI is **January 9, 2025**, as noted on the 2024 UI Instructions. School Insurance will review your electronically submitted worksheets (Individual Employees and Master), along with your UI invoice (NCUI 104B). Please send your payment(s) directly to DPI as noted on UI Instructions. **DO NOT OVERNIGHT CHECKS.**

Additionally, WORKSHEETS ARE NOT REQUIRED IF YOUR NCUI104B INVOICE DOES NOT INCLUDE AMOUNT DUE FROM EMPLOYER. If you do not owe a payment, please electronically send your NCUI 104B invoice only to School Insurance.

Once your worksheets are received and reviewed, DPI School Insurance will advise you accordingly. Please contact [Eileen.Townsend@dpi.nc.gov](mailto:Eileen.Townsend@dpi.nc.gov) if you have any questions.

## Questions? Contact SBS

TOPIC	EMAIL
Allotments	<a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>
Cash Requests, Zero-out	<a href="mailto:CashMgt@dpi.nc.gov">CashMgt@dpi.nc.gov</a>
EDDIE	<a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>
Salary, LicSal	<a href="mailto:Salary@dpi.nc.gov">Salary@dpi.nc.gov</a>
Monthly Datafiles, Chart of Accounts	<a href="mailto:SchoolFinancialReporting@dpi.nc.gov">SchoolFinancialReporting@dpi.nc.gov</a>
Student Accounting	<a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>

## Deadline Reminders

### ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
<b>Monday 12/09/2024 at 11:45pm</b>	Cash Requests for Friday, December 13, 2024 FRD	08/29/2024
<b>12/16/2024</b>	Days Missed Survey - Helene/PTC8 PSUs Only	11/22/2024

### LEAs

<b>DUE DATE</b>	<b>TOPIC</b>	<b>NEWSLETTER</b>
12/06/2024	IT Customer Survey	12/05/2024
12/18/2024	ABC Transfers	11/21/2024

**IPS ONLY**

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

[View Prior Newsletters](#)

