

School Business Services

North Carolina Department of Public Instruction



February 28, 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](#)

PRC 230 School Nutrition Payments - Helene PSUs Only

Please make sure you have recorded all your School Nutrition Salary payments (PRC 230) that were due to your staff and/or contractors in your February datafiles. We will adjust the allotments to cover the valid expenditures as soon as we have the February datafiles. We want to make sure we get those expenditures wrapped up with February datafile if we can so that the funds can be reallocated to other Helene recovery funding needs for the schools. Thank you for your continued cooperation.

FY2024-25 Allotment Update - All PSUs

The following items of interest are scheduled for allotment by end of day Friday, February 28th:

- State PRC 0230 – Hurricane Relief and Recovery – Technology Allotments approved per the Office of Risk Management and Cybersecurity
- NCVPS Reduction Sure-Up per Participation Enrollment
- All State and Federal Grant Approvals received as of February 25, 2025

Planning Allotments are in the process of being finalized. Early March is our goal.

For questions related to Federal reversions, please contact Jane.Seo@dpi.nc.gov. If you have general allotment questions, please email allotments@dpi.nc.gov.

Salary Audit/LicSal Update

Your software vendors are sending out this week information related to their revisions and software updates that are meant to help you adjust your payroll records for maximizing your resources. This information is being provided to your Superintendents from NCDPI-IT; you should also be getting that directly from your software vendors this week.

Here is an update on the SBS-DPI side of the Salary Audit process:

- We did discover an error in our calculations related to annual projected salary and how that is reflected on the NEW salary audit reports.
- These have been corrected, and we are in TEST phase of that work this week.
- We plan to have our corrected systems in production in time for the receipt of your February Payroll Summary Files.
- After our system modifications are in production we will publish our updated guidance, with our business rules and calculations, to our website.

We are hopeful that with the DPI updated side of this work along with your software vendors providing some key functionality in your financial packages that many of the salary audit concerns will be on the way to being resolved.

We will continue to work with your vendors as they implement their software changes to test how those may impact the payroll summary records and the subsequent impacts on salary audits.

Please refrain from looking at your salary audits in the system until after we have loaded the February Data Files. We will notify you as soon as we have those loaded.

Thank you for your patience and for working with us through these system development processes.

From the Office of School Facilities

March PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **March 25, 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 and School Business

Federal Continuing Resolution Update

Financial and Business Services, the Office of School Nutrition, and the Office of Federal Programs are keeping a close eye on the potential for the continuing resolution that funds the government to expire on March 14, 2025.

In preparation, NCDPI asks the school nutrition program directors to submit their February claim for reimbursement by March 10 or before, so those claims can be processed as quickly as possible. We want to ensure all February claims have been paid before March 14.

We hope that no further communication will be needed, and an agreement will be reached by congress and signed before or on March 14.

This message is to keep you informed of the communication sent to the school nutrition program directors. If the continuing resolution expires, we will provide an update when we are made aware of additional information on any potential impacts for public schools.

From the Office of Exceptional Children

Allotments are Scheduled: PRC 118/119

These allotments are anticipated to be out to PSUs in the next five business days. Please note the following and share with your local finance officers.

PRC 118: IDEA Special Needs Targeted Assistance

- These are federal IDEA funds and must be used to provide services/supports to students with disabilities. Maintenance of Effort requirements apply.
- Appropriate uses include Recruitment and Retention activities and Program Instructional Support.
- It is highly recommended that PSUs consider the use of these funds to provide stipends for EC personnel to attend the 2025 Regional Summer Institutes provided by the OEC.
- These funds are from Grant Year 2024 and must be encumbered by **September 30, 2025**, and liquidated by **December 31, 2025**. Please work with your finance officer to apply FIFO (First In, First Out), to expend the oldest grant year funds first, as appropriate.
- The allotment was calculated at a per student rate. PSUs received a minimum of \$1,000 up to a maximum of \$100,000 according to the December 2024 child count.

PRC 119: Preschool Special Needs Targeted Assistance

- Same as above but restricted to students with disabilities ages 3-5 in preschool.
- The allotment was calculated at a per student rate for PSUs with students with disabilities ages 3-5 in preschool as of the December 2024 child count.

Please see the [PRC 118/119 Allotment Workbook](#) to locate the amount of funds provided to each PSU.

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
03/31/2025	Hurricane Helene Technology Recovery Funds	02/13/2025

LEAs

DUE DATE	TOPIC	NEWSLETTER
PAST DUE	Certified Personnel Supplement Survey	01/17/2025
03/01/2025	School Nutrition Semi-Annual Financial Report (FC1-A)	02/01/2025

IPS ONLY

DUE DATE	TOPIC	NEWSLETTER
PAST DUE	Charter School Average Daily Membership	01/31/2025
03/14/2025	PPL Form for March Reimbursement	10/10/2024

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