

School Business Services

North Carolina Department of Public Instruction



September 27, 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](#)

Datafiles October 2nd and All Closing Grants - All PSUs

Please remember that datafiles are due 11:59 pm October 2nd. We will be pulling data files (MFR, General Expense, Payroll Detail and Payroll Summary) at 7am on October 3rd to capture all transactions posted through the September 30th reporting period. This will include all expenditures/encumbrances that need to be recorded by grant year to any federal grants that are ending on September 30, 2024. That would be all the ESSER related grants as well as many of the Grant Year 23 funds.

Please review the [complete list of grants ending](#).

Please also review the [Invalid Code reports](#) provided this week related to any of the federal grants that are not recorded to a grant year (in 3X, etc.). If you are a LEA Finance Officer or Charter School Director and did not receive your code, please contact Nathan Craver at nathan.craver@dpi.nc.gov.

This normal timeline between the last day of the month and when datafile is due is built in the process to provide all PSUs with sufficient time to review and ensure your general ledger accurately reflects that information before datafiles are due to NCDPI.

PRC 140 Update (ARP-SFRF-School Bus Safety Pilot Program) - All PSUs

Please be advised that the period of performance for this Program ends December 31, 2024. A normal federal liquidation period will follow. The end date of September 30, 2024 in the Allotment Policy Manual will be updated to reflect this accordingly at the November SBE meeting.

Please obligate your funds by the end of December 2024.

Zero Out Update – All PSUs

The decision was made to post the bank transactions for the zero out entries by the end of next week to avoid posting close to the September end of month payroll. The August cash zero out process will be based on year-to-date cash and year-to-date expenditures.

Friendly reminder that in addition to all expenditures needing to be coded to valid account codes, federal expenditures and federal cash will need to have corresponding grant years. Failure to correct invalid account code and missing grant year postings may result in incorrect data file postings and the pulling back of state and federal funds. If you have any questions about the invalid code information or for new Chart of Account (COA) codes, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov or Evelyn Gallegos at evelyn.gallegos@dpi.nc.gov.

Contact CashMgt@dpi.nc.gov for cash questions.

New NCDPI Reports (JHA Replacements) – All PSUs

Please see below for the prerecorded webinar information relating to the new NCDPI Reports. It has also been posted to the [What's New webpage](#). These reports are replacing the JHA reports that were previously available in the eMFTS/WinSCP system.

[Link to the Webinar](#)
Password: Jg23i75V

If you have any questions, please contact SchoolFinancialReporting@dpi.nc.gov.

Sales Tax Refund – LEAs Only

For sales tax refunds on closed PRCs, please submit a check and payment memo to DPI.

Until an automated refund process is developed, PSUs can follow the steps listed below for sales tax refunds on open PRCs:

- Local refund sales tax amount to move to Core account
 - Do not send a physical check unless it is a closed PRC (October for ESSER, etc.)
- Create negative cash request in the PSU Cash Application (PCA) for the amount of sales tax reimbursement
 - This will be the net amount of expenditures + sales tax combined
 - Example: expenditure amount \$100,000.00 * sales tax amount of \$1,000.00 = \$99,000.00 PCA cash request
 - Due to current system limitations in the PSU Cash Application (PCA), PSUs can only return up to the amount that they have requested
 - Example: YTD cash request in PRC181 is \$1,000.00. Sales tax is \$1,100.00. The entry can only be up to (\$1,000.00).
- Create contra account using sales tax account 04720 (previously object code 472 in COA) in budget

However, it may be best for the zero out to adjust cash due to the timing of the 9/30 deadline because the next cash request FRD date will be in October and after the grant expires.

For additional assistance, please contact CashMgt@dpi.nc.gov.

ESSER Audit Findings Webinar - LEAs Only

Thank you for attending this week's ESSER Audit Findings webinar. For those that could not attend, the recording has been posted to the [What's New page](#).

Required Annual Reporting Due October 31, 2024

The [SS200 \(All PSUs\)](#) and [SS300 \(LEAs only\)](#) reports are due by October 31, 2024 and are now available. An annual subscription (request to access) is required to access the reports. The individual submitting the report will need an active North Carolina Identity Management Identification (NCID) to access the reports. If you (or your staff) need an NCID, or it has expired, you must contact your NCID administrator to set up an account for you. A [directory of the LEA NCID administrators](#) is available on NCDIT's website, as well as a [directory of IPS/Charter NCID administrators](#). DPI cannot assign an NCID or reset NCID passwords. Please share this information with other staff that may be involved with data collection and reporting of either of these reports. If you have questions related to the SS200 or SS300, please contact david.cauthorn@dpi.nc.gov.

SS200 Full-Time Personnel Report – All PSUs

The SS200 Full-Time Personnel Report is an online system that collects race/ethnicity, gender and fund source of full-time personnel employed through October 1 of the current school year. A Full Time Employee is defined as a person employed to fill a vacancy whose regular work week is the number of hours established as full-time for the class of work assigned, but not less than 30 hours per week. All Public-School Units (PSUs) and Independent Public Schools (Charters, Regional, UNC Lab Schools) must complete this report.

SS300 Local Salary Supplements Report – LEAs Only

The SS300 Local Salary Supplements Report is completed by LEAs only. We have added an FAQ tab to answer questions about what is to be included in the SS300 report.

Required Postings on LEA Websites - LEAs Only

The following reports are required to be posted on LEA's websites per G.S.105.25. (c) by **October 15th** and keep it there for at least 3 years:

1. Expenditure Report with PRC and Object Code Summary

The Division of School Business has posted the reports on our [Expenditure Data webpage](#) and LEAs may choose to link to these files to comply with the [legislation](#).

2. ABC Transfers – Budget Flexibility Report

This was sent via email to the finance officer listed in EDDIE on Wednesday, September 12, 2024. In addition to posting the information on the LEA website, all LEAs are required to complete the template and submit it to Michael Ray at Michael.Ray@dpi.nc.gov by **10/15/2024**.

From the Office of Digital Teaching and Learning

NCSIS PMR Update for Infinite Campus Phase I Schools

NCDPI PMR (Principals Monthly Report) is now available in NCSIS for Phase 1 schools to generate. To assist you in reviewing the report, please refer to the linked Infinite Campus Knowledge Base article below.

- [NC Principal's Monthly Report Extract | Infinite Campus](#)

The PMR can only be generated once all the PMR fatal validations are cleared. The PMR validations can be found in the data validation reports under Reporting. Once the FATAL validations are clear, the PMR Summary and PMR Detail reports can be generated and viewed on the screen or downloaded.

Please do not submit PMR reports until Monday, September 30, 2024, as we are finalizing the Membership Last Day column. Membership Last Day is currently reporting incorrectly for those who have withdrawn. Your patience is appreciated, and we will notify you once the updates are complete.

If you have questions about PMR Extract functionality, please contact your [Regional SIS Professional Learning Consultant](#).

If you have questions about student accounting policy, please email StudentAccounting@dpi.nc.gov.

From the Center for Safer Schools

2024-2025 School Safety Grants - All PSUs

The application for the 2024-2025 School Safety Grants is now live in CCIP. The Center for Safer Schools will award a total of \$30 million in funding to North Carolina public school units for Safety Equipment, Services for Students in Crisis and Training to Increase School Safety.

The application deadline is **Monday, Oct. 14 at 11:59 p.m.** The grant – titled “Equipment, Services for Students in Crisis, and Training to Increase School Safety” – can be found under CCIP, FY 2025.

Due to the amount of funding available, there will be a limit on awards to PSUs in each grant category:

School Districts

- Safety Equipment: \$500,000
- Services for Students in Crisis: \$350,000
- Training to Increase School Safety: \$350,000

Charter Schools

- Safety Equipment: \$250,000
- Services for Students in Crisis: \$350,000
- Training to Increase School Safety: \$350,000

The Center for Safer Schools will conduct virtual School Safety Grant trainings from 11 a.m.-12:30 p.m. on [Thursday, Sept. 26](#) and [Tuesday, Oct. 1](#). Both sessions are the same. Please register for the trainings using those links. Due to limited space, public school units are allowed only one registration per session. Please note that if a PSU's staff does not attend the training and its application is incorrect, it might affect funding. If you have questions, send an email to schoolsafetygrants@dpi.nc.gov.

From the Office of School Facilities

October PSBCF, PSBRRF, and NBPCF Lottery Distribution Requests - LEAs Only

Monthly distribution requests for PSBCF, PSBRRF, and NBPCF lottery revenue for Capital Projects are due by **October 25, 2024**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email at dennis.hilton@dpi.nc.gov.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
09/30/2024	Athletic Funds Survey	08/29/2024
10/31/2024	SS200 Full-Time Personnel Report	09/19/2024
11/01/2024	Cleaner Classrooms for Carolina Kids Enrollment	01/05/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
09/30/2024	Voluntary Shared Leave Reporting 2023-2024	09/19/2024
10/14/2024	Charter School Membership Survey and Local Per Pupil Template	09/19/2024
10/15/2024	Small County/Low Wealth Signing Bonus for Teachers (PRC 0062) Survey	09/19/2024
10/15/2024	ABC Transfer Budget Flexibility Report	09/12/2024
10/31/2024	SS300 Local Salary Supplements Report	09/19/2024

[View Prior Newsletters](#)