

Finance Officers' Newsletter - January 6, 2017

TO: Finance Officers

FROM: Philip Price, CFO

Transportation Funding:

The Transportation Budget Rating Simulator is now available at www.ncbussafety.org - under HIGHLIGHTS. This simulator will be used to calculate "SIMULATOR RATINGS" for 2017-2018 PRC -56 Transportation funding. As a reminder, information about NC Transportation Allotments / Funding Basics (April 2014) is available on this page:

www.ncbussafety.org/resources.html and is also included in the transportation director's manual which is on this page: www.ncbussafety.org/Manuals.

Questions should be directed to DPI Transportation Services at (919) 807-3570 or derek.graham@dpi.nc.gov.

REMINDER - Due January 11 - Charter School Membership by LEA:

In order to have accurate data on student membership in charter schools by LEA of residence, please complete the 2016-17 survey. This survey is for LEAs only (not to be completed by charter schools) and is due January 11, 2017.

The survey is posted under "What's New" on the FBS home page at www.ncpublicschools.org/fbs/ or can be accessed directly via this link: www.surveymonkey.com/r/BRXRJCW.

As a clarification related to the inclusion of the virtual schools: we request that you include the number of students attending either of the 2 virtual charter schools in the total charter school membership (question 3).

Related to the per pupil appropriation (question 4), we do not require you to provide both the local per pupil and the \$790 as this is stipulated in the law.

More details regarding completing the survey may be found in the December 16th Finance Officers' Newsletter at www.ncpublicschools.org/fbs/resources/newsletters/.

Merit Pay Plans - Report:

The Merit Pay Plans do not require SBE approval to be implemented. Payout is required by June 30, 2017. The legislative report which will be submitted can be found at <https://simbli.eboardsolutions.com/Meetings/ViewMeetingOrder.aspx?S=10399&MID=2933>.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter January 13, 2017

TO: Finance Officers

FROM: Philip Price, CFO

Retirement and Hospitalization Rates for FY 16-17:

The Retirement and Hospitalization Rates for FY 16-17 based on SL 2016-94 House Bill 1030, Section 36.20 are as follows:

Retirement Rate:

July 2016 – December 2016 – 16.12%

January 2017 – June 2017 – 16.54%

Blended Rate – 16.33%

Hospitalization Rate:

July 2016- December 2016 – \$5,654

January 2017 – June 2017 - \$5,754

Blended Rate – \$5,659

Additional funds will be allotted before the end of February related to this increase.

Please contact School Business at 919-807-3700 if you have questions.

Reminder: Office of the State Treasurer (OST) Bank Recon File:

DPI is eliminating the dependency on the AS400 and as a result, will stop sending the OST bank recon file. A prior notice of this change was sent in the finance officers newsletter in early October 2016. The December file that we sent this month is the last file to be sent by DPI. Beginning with the January 2017 file, you will need to retrieve the file from the OST Core Banking System. The file layouts were sent to all financial vendors in September 2016 and they were asked to work with OST to provide the method for you to download the file from the Core Banking System into your financial software package. If you have any questions regarding the new process, please contact your financial software vendor.

Driver Education Coordinators Survey:

We have attached a list of the identified driver education coordinators for each local education agency (LEA): [Driver Education Coordinators 011317.xlsx](#). To assist us with compliance with legislation, we are conducting quarterly surveys (which are completed online). We are sending you the list of contacts for you to help us collect the needed information contained in the survey. The first quarter survey was due on November 23, 2016 and thirteen LEAs never responded. We are now sending out the 2nd quarter survey. Thank you for your help with getting these surveys completed.

1. S. 215-216 states, "In accordance with the criteria and standards approved by the State Board of Education (SBE), the State Superintendent of Public Instruction shall organize and administer a program of driver education..."

The State Board of Education has adopted rules to permit local boards of education the flexibility to offer the program which best fits your district.

The **Department of Public Instruction** is responsible for oversight of the State's Driver Education Program. Recently, our Legislature has mandated DPI to step its support and guidance to the local programs. Therefore, we are collecting data which will guide us in making adjustments for the betterment of the program. As one legislator states, "...we are making changes to the program which will affect driver education for the next 20 years!". There are a number of state strategic plans, assessments and other recommendations which are guiding DPI in this most important initiative. Many of these have been shared with your coordinators at the DPI Driver Education Regional Workshops this past August, and also through the Driver Education Advisory Committee (DEAC) quarterly meetings, and through these quarterly surveys.

Your coordinator/contact has been directed to complete a quarterly survey providing data which will be used in reports to the SBE and Legislative reports. It is of utmost importance that we receive the responses in a timely manner to complete our reports, and your cooperation is greatly appreciated!

There are 2 survey links below. At this writing, we have 13 LEAs that have not responded to the 1st quarter survey which was due Nov. 23, which may be due to the incorrect contact listing on file at DPI. The LEA codes are listed with that link. All LEAs are required to respond to **Driver Education 2nd Quarter Survey which is due by Jan. 27**. A copy of those questions are attached to this email, however, we will not accept, emailed, faxed, or U. S. mailed responses. The link below will take you to the survey instrument which will calculate your responses with the other LEAs.

Please forward this to your driver education coordinator.

The following LEAs need to complete the 1st Quarter Survey immediately:

Non-responsive LEAs, 030, 200, 210, 292, 370, 421, 460, 520, 700, 821, 840, 862, 870. Click on the link below to get started.

Past due! Driver Education Survey: End of 1st Quarter - [Click here to begin survey.](#)

All LEAs Driver Education Survey: End of 2nd Quarter - [Click here to begin survey.](#)

PAST DUE - Charter School Membership by LEA:

This survey is for LEAs only (not to be completed by charter schools) and was due January 11, 2017. We are required to report on every LEA, so please submit ASAP even if your LEA doesn't have charter school students. Attached is a spreadsheet, if there is a "0" next to your LEA, we have not received your response as of 11am on 1/13/17. [CS Membership 16-17 Responses.xls](#)

The survey is posted under "What's New" on the FBS home page at www.ncpublicschools.org/fbs/ or can be accessed directly via this link: www.surveymonkey.com/r/BRXRJCW.

As a clarification related to the inclusion of the virtual schools: we request that you include the number of students attending either of the 2 virtual charter schools in the total charter school membership (question 3).

Related to the per pupil appropriation (question 4), provide just the local per pupil but not the \$790 per virtual charter school student (as this is stipulated in the law.)

More details regarding completing the survey may be found in the December 16th Finance Officers' Newsletter at www.ncpublicschools.org/fbs/resources/newsletters/.

Previous years' data is posted at www.ncpublicschools.org/fbs/resources/data/ under the heading "Charter School Membership by LEA - Survey Results".

School Bus Driver Continuation Training:

Transportation directors were sent a survey to request funding for additional school bus driver training before the end of June. The survey must be completed to receive the special allotment for up to 4 hours per driver. The deadline was 1/11/17 but is being extended through Tuesday 1/17/17 due to the bad weather. Questions should be directed to derek.graham@dpi.nc.gov or bob.peters@dpi.nc.gov in the Transportation Services section.

Charter Schools Only: Request for Charter School -2017-18 Projected Initial ADM - Due January 24, 2017:

ALL charter school Executive Directors are required to provide a projected average daily membership and student grade span for 2017-18. This number is critical for the Division of School Business to build the budget and allocate resources. Even if your school has requested State Board approval for growth higher than 20%, you must respond to this request. Charter schools that do not provide a budgeted ADM will be budgeted at the funded ADM for 2016-17, with no growth.

The link to the Charter Schools ADM Projection System is located at the Financial and Business Services website under "What's New": www.ncpublicschools.org/fbs.

As this impacts your schools funding, we will only accept information submitted by the Head of School.

The Charter Schools ADM Projection System (CSADM) is an online system designed to assist each charter school with improving the accuracy of key components in the budgeting process; projected ADM and grades served request. The projected ADM projects the number of students who will be in membership for the fiscal school year, 2017 – 2018. And grades served request represents grade level expansion or reduction for the 2017-2018 fiscal school year. This information is critical to the budget process and ensures adequate funding and minimal disruption to charter schools and LEA funding.

To access the system, the Executive Director will need a North Carolina Identity Management identification (NCID) login. If you do not have an NCID, you must contact the Charter Schools' NCID administrator to set up an account for you. A directory of charter school NCID

administrators is available at

www2.ncid.its.state.nc.us/LEADetails.asp?name=Charter%20Schools%20000. DPI cannot assign an NCID or reset NCID passwords.

If you have questions, please contact Angela Harrison in the Division of School Business at 919-807-3734 or angela.harrison@dpi.nc.gov .

Submission of Purchase Orders to NCDPI Publication Sales:

The NCDPI Publication Sales department will now accept purchase orders not utilizing E-Procurement by email or mail. Because faxes have proven to be less than reliable, **we will no longer accept purchase orders by fax.**

Please email purchase orders to:

Publications@dpi.nc.gov

Or mail to:

NCDPI Publications
6306 Mail Service Center
Raleigh, NC 27699-6306

If you have questions, contact Diane.Dulaney@dpi.nc.gov



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter January 27, 2017

To: Finance Officers

From: Philip W. Price, CFO

Uniform Chart of Accounts:

As part of the School Business Systems Modernization Project, the following Program Report Codes (PRCs) are in the process of being eliminated as "Open Chart of Accounts":

006 - Waivers for Unavailable Categories

018 - State Employee Severance Payments

019 - Small County Supplemental Funding

School Business has identified valid purpose/object combinations for each of the PRCs mentioned above.

These accounts are being incorporated into the Uniform Chart of Accounts and will be updated within the FY 2016-2017 Chart of Accounts Documents located on DPI's website on Monday, January 30, 2017.

If you have any questions concerning the Uniform Chart of Accounts (COA), please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Transportation Director's Monthly Report Distribution:

Transportation directors have now received the December report on BSIP data as entered by personnel at the bus garage. The report helps make sure transportation directors have an idea of what their data looks like so that they can head off small problems before they become big ones. It consists of a high-level overview of the work done and how it is being entered into the fleet system. If there are things which seem out of place, then the transportation director can ask questions and get more specific answers from local or state staff. For more information, contact Kevin.Harrison@dpi.nc.gov (919) 807-3579 in DPI's Transportation Services Section.

New Replacement School Bus Financing:

All paperwork is now in place to process replacement school bus purchase orders and financing agreements. The signed Master Facilitator Agreement and all other relevant documents have been loaded to the www.ncbussafety.org/finance page on our web site. The Master Replacement Bus Financing Agreements should be processed by each

LEA receiving new buses by the end of February. Contact Steve.Beachum@dpi.nc.gov or Derek.Graham@dpi.nc.gov

Finance Officer Webinar Canceled Tuesday, February 14:

The Finance Officers' Webinar scheduled for February 14 has been canceled since many of you will be attending the NCASBO Conference. The webinars will continue Tuesday, February 21.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter - February 3, 2017

TO: Finance Officers

FROM: Philip Price, CFO

OSC Foreign Nationals Taxation update:

We received some outstanding news today concerning NC Department of Revenue (NC DOR) tax filing. As many of you are potentially attempting to determine how you plan to submit your 2016 tax filing for the January 31, 2017 deadline, please review the following link: www.dornc.com/electronic/enc3/waiver.html.

As it relates to **1042-S NC State Withholding**:

- All deposits of money due to NC DOR should be submitted by the January 31 deadline (NC-3 Filing) – NO EXTENSION Provided
- 1042-S Reporting (1042-S, 1042 T and 1042 Summary Report)
- We have received approval for the NC State Entities (State Agencies, State Universities and State Community Colleges) of an extension of reporting to coincide with your federal submission (March 15 to April 15) for tax year 2016, **only!**
- OSC will be reaching out to your entity to determine if you have NC State withholding to report on 1042-S and your estimated reporting date to NC DOR. Please note – not all entities have withheld tax on foreign national income.
- If you do not have NC Tax withholding on 1042-S, you would not be required to submit your 1042 Annual report to NC DOR.
- If you have NC Tax reporting on 1042-S - NC DOR is requesting your entire 1042-S Reporting. For example, if ABC University had 100 1042-S individual recipients and only 2 recipients had NC tax withheld – NC DOR is requesting all 100 1042-S with the summary report and transmittal via paper or electronic. OSC will communicate to those entities with withholding how to report this to NC DOR in a separate communication.

Please let me know if you have any questions or concerns.

Thank you,

Jennifer Trivette Pacheco, CICA

State Controller Financial Specialist

NC Office of the State Controller

3512 Bush Street – MSC 1410

Raleigh, North Carolina 27699-1410

Office: (919) 707-0764

Tax Compliance - Secure Fax: (919) 875-3805

jennifer.pacheco@osc.nc.gov

REMINDER Due February 10, 2017 -

Disaster Recovery (Hurricane Matthew Oct 2016) Reporting - LEAs:

The Disaster Recovery Act of 2016 (SL 2016-124 Section 5.7) provides flexibility to school districts and regional schools affected by Hurricane Matthew on making up instructional days and paying personnel for missed days in 2016-17. The Bill requires local school administrative units and regional schools to provide information to the Department of Public Instruction on the implementation of the legislation. The survey link is www.surveymonkey.com/r/T8PNHBY and is to be completed by **each LEA and regional school**. Please complete and **submit by February 10, 2017**.

If you have questions, contact Gwendolyn Tucker at gwendolyn.tucker@dpi.nc.gov.

Please review the Questions from other LEAs since they may help as you complete your surveys.

Do we need to do the survey if we were not affected by the hurricane?

Yes, you need to complete the survey even if you were not affected. You will select No as your answer to Question 3 and then complete the contact information in Question 9 if you were not affected by Hurricane Matthew.

No schools in our school system were closed any full days in October 2016. We only had an early dismissal and a delay of start on non-consecutive days. I do not know if that information is needed.

No, you do not need to report any data for early dismissal or delay of start.

Regarding the estimated cost of the waived days. Is this question only concerned with hourly paid employees, i.e., those who normally do not get paid if school is not in session?

In calculating the estimated cost of the waived days, please include both salaried and hourly employees. For the hourly employees, estimate the cost as if school was in session on the waived days. And please do the same for the salaried employees even though the salaried employees would have received pay even if the Legislature had not forgiven the days. This does not include central office staff.

Are the days waived instructional (student) days only or do they include teacher/staff workdays?

*Instructional only. HB2 Section 5.7.(a) it states....if a local board of education closed any school in the local school administrative unit during the month of October 2016 due to unusual and extraordinary inclement weather conditions related to Hurricane Matthew for at least two consecutive school days, that school shall be deemed to have **completed any scheduled instructional hours and days** in excess of those two days missed due to Hurricane Matthew during the month of October 2016.*



Finance Officers' Newsletter February 17, 2017

To: Finance Officers
From: Philip W. Price, CFO

State Public School Fund Allotment Overdraft Reports (LEAs):

We netviewed the "State Public School Fund Allotment Overdraft Report" (JHA356EG) for the *current year*, FY 2016-2017, as of the January 2017 processing period, on Tuesday, February 15, 2017. Please submit your refunds effective February 2017 (processing period 8) by Friday, February 24, 2017, to avoid penalties.

The *prior year* report, Company 8000, for FY 16, as of the January 2017 processing period, was netviewed last Thursday, February 16, 2017. Please submit your refunds effective February 2017 (processing period 8) by Friday, February 24, 2017, to avoid additional penalties.

If you have questions, please contact Roxane Bernard at (919) 807-3725 or roxane.bernard@dpi.nc.gov.

Finance Officers' Webinars:

The Finance Officers' Webinars will continue to be led by Philip Price on Tuesday, February 21 and 28 from 9:00 am to 9:30 am. Beginning March 7, Alexis Schauss will continue the Webinars each Tuesday. Below is the registration information in the event you should need to re-register. If you have already registered, you do not need to re-register.

Finance Information Sharing & Questions

Join us for a webinar beginning on Oct 11, 2016 at 9:00 AM EDT.

Register now! <https://attendee.gotowebinar.com/register/881312823461402369>

Weekly opportunity for finance staff at DPI to share updates and for finance officers to ask questions.

After registering, you will receive a confirmation email containing information about joining the webinar.

[View System Requirements](#)

Note: These Webinars have been scheduled thru September 19, 2017.

Email Scam:

School Business has been made aware by our IT department that a couple of LEAs have been targets of an email scam.

The sender of the email pretends to be top people in the organization requesting copies of all employee W2's from Business and Finance staff. The email will appear to come from your LEAs Superintendent or other top administrator.

Please be extra vigilant about these types of scams during this tax season.

Disaster Recovery (Hurricane Matthew Oct 2016) Reporting - LEAs:

The Disaster Recovery Act of 2016 (SL 2016-124 Section 5.7) requires local school administrative units and regional schools to provide information to the Department of Public Instruction on the implementation of the legislation. Each LEA was to submit the survey by **February 10, 2017**. The following LEAs have not responded and are asked to complete and submit the survey immediately. LEAs: 080, 120, 170, 200, 220, 230, 290, 320, 350, 380, 420, 500, 630, 640, 780, 900.

The survey link is <https://www.surveymonkey.com/r/T8PNHBY>. If your district missed NO days during Hurricane Matthew, you still **must** complete questions 1, 3 and 10 of the survey.

If you have questions, contact Gwendolyn Tucker at gwendolyn.tucker@dpi.nc.gov.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter March 3, 2017

TO: Finance Officers

FROM: Adam Levinson, CFO

FYI - News release regarding the new CFO for NCDPI: March 2, 2017:

Adam Levinson Named NCDPI Chief Financial Officer

The State Board of Education hired Adam Levinson as the new Chief Financial Officer for the Department of Public Instruction. Levinson has been a member of the Department's senior leadership team since 2007, serving as chief of staff, director of Policy and Strategic Planning, director of the Race to the Top program, chief performance officer and interim director of the Office of Charter Schools.

Before his work at the education agency, Levinson served as a fiscal analyst at the NC General Assembly for seven years. Early in his career, Levinson provided early childhood intervention and family support services in Orange, Person, and Chatham counties for four years.

"Adam is an excellent choice given the range and depth of his experience in state government finance, in K-12 education and as a fiscal analyst with the General Assembly," said State Board Chairman Bill Cobey. "I am confident that public schools and public charter schools will be well-served through his leadership."

The Chief Financial Officer manages nearly \$10 billion in state and federal funds for education and leads an important part of NCDPI that includes financial services, and school business and support for school operations, including transportation, school facility planning and operation, school nutrition services, textbook services and insurance.

Levinson holds a bachelor's degree in Government and Psychology from Cornell University, a master's degree in Early Intervention & Family Support from the University of North Carolina at Chapel Hill and a master's degree in Public Affairs & Urban and Regional Planning from Princeton University.

Highlights of Governor Cooper's Recommended Budget:

Governor Cooper has presented his recommended budget for the 2017-2019 biennium. The full recommended budget can be found at <https://www.osbm.nc.gov/2017-19-governors-recommended-budget>.

Following are the highlights:

Salary Increases (proposed schedules are not available at this time)

- Teacher
 - 5% increase
- School Based Administrator
 - 5% increase (including step and benefits)
- Central Office and Non Certified Personnel
 - Higher of 2% or \$800 increase plus \$500 one-time bonus

Benefits

- Retirement rate – 16.67% retirement rate + 0.66% one-time COLA
- Health - \$5,880

Instructional Supplies

- \$150 stipend provided to teachers to compensate them for out of pocket expenses paid for classroom supplies (total \$14m)

Text books and Digital Resources

- Adds \$10m non recurring and \$3m recurring to the existing allotment

School Based Personnel Allotment

- \$20m in a new allotment to be allocated by ADM to hire additional school based personnel, including asst. principals, nurses, teaching assistants and other instructional support

Advanced Teaching Roles Pilot

- \$9.8m to fund the pilot program initiated in the 2016-17 budget

Digital Learning Professional Development

- \$5m for professional development for teachers as part of the State's Digital Learning Plan

Transforming Low Performing Schools

- \$10m for coaching personnel in low performing schools

ABC Transfers:

Benefit rates will not be adjusted for the January 1, 2017 rate changes when processing ABC transfers. LEAs will need to move any additional benefit amounts needed in other categories from PRC 003- Non-Instructional Support to adjust allocations. Please contact Sue Holly at Susan.Holly@dpi.nc.gov or 919-807-3675 with any questions.

EDDIE Updates:

LEAs are reminded to enter new and closed schools in EDDIE as soon as the decision is made so that this data can be captured in Allotment Calculations. If you have questions, please contact EDDIE@dpi.nc.gov.

Transportation Director's Monthly Report Distribution:

Transportation directors have now received the report on January BSIP data as entered by personnel at the bus garage. The report helps make sure transportation directors have an idea of what their data looks like so that they can head off small problems before they become big ones. It consists of a high-level overview of the work done and how it is being entered into the fleet system. If there are things which seem out of place, then the transportation director can ask questions and get more specific answers from local or state staff. For more information, contact Kevin.Harrison@dpi.nc.gov (919) 807-3579 in DPI's Transportation Services Section.

Training schedule for Foreign Nationals:

The Office of the State Controller is pleased to announce the 2017 training curriculum for its Foreign Nationals Tax Compliance Program. These informative trainings will be provided via WebEx, at no charge, to all state agencies, universities, community colleges, local education agencies and charter schools, if applicable. Please reference the audience column for each training to determine if the training is applicable to you and your agency. There are two options for registering. You can register for the entire Foreign National Program by [clicking here](#) or you can click on the individual link below.

Our first webinar topic will be Foreign Nationals Tax Compliance – Introduction to Foreign Nationals Tax Compliance - Employees, Vendors & Students, which be held on March 29th, 2016, 9:30am – 11:30am. This training will discuss the basics to processing foreign nationals. As many of you are aware, turnover within our long standing positions has been substantially higher this past year. We are finding all of our agencies and institutions with large gaps in

knowledge as it relates to the basic understanding of why our Foreign National population is subject to additional tax.

QUESTION: How many of you have requested, from your Foreign National employees, vendors (contractors) and/or students information someone has told you to request and you were either lost in why you were asking or your foreign national asked you further questions (the statement I always receive from vendors – no one else has EVER requested I complete these documents).....NOW you just want to throw your hands up and run the other direction. Join us to discuss the basics. [Click Here to Register](#)

To register for this webinar or any other webinar, please click the "Click Here to Register" link for each applicable training or above for the entire program. We encourage your participation at all applicable training events and hope you will find them beneficial to your specific needs. We will send out periodic reminders as training dates approach. Please note that these training dates are subject to change, at management's discretion; however, we will make all attempts to provide adequate notification of any changes. Also, please feel free to pass this invitation along to anyone within your organization that you think may also benefit from these events. If you feel that you have a specific training need, please do not hesitate to let me know.

Contact for Foreign Nationals:

Jennifer Trivette Pacheco, CICA,
State Controller Financial Specialist,
NC Office of the State Controller

jennifer.pacheco@osc.nc.gov

www.osc.nc.gov

OSC Foreign Nationals Taxation Update:

The following is submitted by Jennifer Trivette Pacheco, from the State Controller Office

We received some outstanding news today concerning NC Department of Revenue (NC DOR) tax filing. As many of you are potentially attempting to determine how you plan to submit your 2016 tax filing for the January 31, 2017 deadline, please review the following link:

<http://www.dornrc.com/electronic/enc3/waiver.html>

As it relates to **1042-S NC State Withholding:**

All deposits of money due to NC DOR should be submitted by the January 31 deadline (NC-3 Filing) – NO EXTENSION Provided

1042-S Reporting (1042-S, 1042 T and 1042 Summary Report)

- We have received approval for the NC State Entities (State Agencies, State Universities and State Community Colleges) of an extension of reporting to coincide with your federal submission (March 15 to April 15) for tax year 2016, **only!**
- OSC will be reaching out to your entity to determine if you have NC State withholding to report on 1042-S and your estimated reporting date to NC DOR. Please note – not all entities have withheld tax on foreign national income.
- If you do not have NC Tax withholding on 1042-S, you would not be required to submit your 1042 Annual report to NC DOR.
- If you have NC Tax reporting on 1042-S - NC DOR is requesting your entire 1042-S Reporting. For example, if ABC University had 100 1042-S individual recipients and only 2 recipients had NC tax withheld – NC DOR is requesting all 100 1042-S with the summary report and transmittal via paper or electronic. OSC will communicate to those entities with withholding how to report this to NC DOR in a separate communication.

Please let me know if you have any questions or concerns. Thank you,

Jennifer Trivette Pacheco, CICA, State Controller Financial Specialist, NC Office of the State Controller, jennifer.pacheco@osc.nc.gov, www.osc.nc.gov

[Year-end+driver+Ed+Survey.docx](#)

[2017+FN+Training+Curriculum.doc](#)



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter March 10, 2017

TO: Finance Officers
FROM: Adam Levinson, CFO

DPI Transportation Services Section Chief named:

Kevin Harrison has accepted the position of Section Chief for DPI Transportation Services. Kevin is a native of North Carolina and graduated from North Carolina State University in 2003. He began working in Transportation Services in 2005 as Computing Consultant for the section. He has served in that capacity since then, working over the last 11 years to both support LEAs in their use of the BSIP system and support the section's mission through analysis of data and improved information systems. Kevin began in this new role on February 27, 2017, filling the position previously held by Derek Graham.

Division of School Business Federal Information Webpage Update:

The Division of School Business recently updated its website related to federal and state fiscal compliance with the goal to provide administrators and stakeholders with clear, comprehensive and accurate information. As part of this process, the Division replaced the existing Federal Information webpage with the [Federal Fiscal Compliance and Oversight](#) webpage and several additional subpages designed to offer significantly more guidance, information and additional resources regarding procedures and policies pertaining to State and federal grants. The update to the Division's website was also an opportunity to review existing online documents to ensure timely and reliable fiscal information. As such, the update will be an ongoing process with additional pages and guidance added on a regular basis. New updates will be communicated through the Finance Officers and Office of Charter Schools weekly newsletters.

If you have questions or feedback, please contact Leigh Ann Kerr at LeighAnn.Kerr@dpi.nc.gov.

School Business - modification of certain processes and procedures:

Beginning March 6th, when processing negative vouchers, please be sure to input into a separate batch. **One negative voucher per batch.** Positive vouchers and negative vouchers can no longer be in the same batch. Please remember to email Salary@dpi.nc.gov with the negative batches that have been processed and released.

This procedure is in preparation of additional lines (60 in total) being added to batches. The date is to be announced for the availability of these additional lines.

Please contact Kyshia or Jesse in Salary at salary@dpi.nc.gov with any questions.

Please send all future inquiries to salary@dpi.nc.gov



Finance Officers' Newsletter Friday, March 17, 2017

TO: Finance Officers
FROM: Adam Levinson, CFO

Salary Related Issue for Year End:

Request for Authorization of Graduate Salary (Form G) and Resolving Associated Audit Exceptions

Request for Authorization of Graduate Salary, Form G, submissions are due to the Licensure Section by April 15th. A Form G must be submitted to the Licensure Section to ensure certified educators working in the LEA are paid at the correct legislated salary schedule. A Form G is necessary for any of the following scenarios:

1. A teacher/administrator who holds a master's, advanced, or doctorate degree in a non-teaching area and the degree is directly relevant to the teacher's/administrator's area of assignment.
2. A teacher or instructional support personnel on the "M" salary schedule, who completed a degree at the master's, six-year, or doctoral degree level for which they completed at least one course prior to August 1, 2013 (*Session Law 2014-100 SECTION 8.3./Senate Bill 744*).
3. A new employee who hold a master's or advanced degree in a non-teaching area.
4. A Current employee whose area of assignment has changed.

A new Form G must be submitted each school year per LEA and school number assignment.

If a Form G is submitted after April 15th and is not processed in the current fiscal year, the LEA is responsible for any resulting over or under payments.

The Form G Approval List displays individuals by LEA who are currently on the "M" salary schedule. It is the LEA's responsibility to review and notify the Licensure Section for any additions or deletions. The Form G Approval List is viewable online at the LEA License and Salary Info Center:

<http://licsalweb.dpi.state.nc.us> > Licensure > Form G Approval List.

The following LEA License and Salary Info Center screens provide assistance with identifying an employee who may potentially require a Form G:

1. Employment Inquiry: displays the following message: "No Form G approval information found"
2. Exception List > Exception List – Search Results screen; displays the following message in the Exception column: "OvrPd" (over paid).

Additional information concerning Form G is available by referencing the NC Public School Personnel State Salary Manual:

www.ncpublicschools.org/docs/fbs/finance/salary/salarymanual.pdf.

Questions concerning Form G should be directed to the Licensure Section

asklicensure@dpi.nc.gov.

Questions concerning accessing or navigating the LEA License and Salary Info Center should be directed to the DPI Support Center 919-807-4357 (HELP).

Questions concerning this article should be emailed to Angela Harrison at

angela.harrison@dpi.nc.gov.

Salary Related Issue for Year End:

Salary Exception Messages: A Crosswalk - Old vs Current

The exception messages displayed in the LEA License and Salary Info Center, Exception List – Results screen, have evolved over the years. To assist with associating "familiar" messages of the past with the more current messages displayed; a crosswalk has been developed. The crosswalk is an Excel spreadsheet that allows filtering on either an old or current exception message and displays the associated old/current exception message.

This resource is accessible under "What's New" at www.ncpublicschools.org/fbs/ and also at www.ncpublicschools.org/fbs/finance/salary/ as *Salary Audit Exception Messages Crosswalk*.

Questions concerning the Salary Audit Exception Messages Crosswalk should be addressed to School Business, Angela Harrison, angela.harrison@dpi.nc.gov, 919-807-3734.

Key to North Carolina Licensure Areas and Program Codes:

This document is provided as a reference to assist with interpreting information displayed throughout the online LEA License and Salary Info Center. Salary Analysts use this reference as a tool in determining the certified salaries of Public School employees when resolving salary audit exceptions.

This resource is accessible under "What's New" at www.ncpublicschools.org/fbs/ and at www.ncpublicschools.org/fbs/finance/salary/ .

Questions concerning information contained in this document should be addressed to the Licensure Section at asklicensure@dpi.nc.gov.

FY 2016-17 Summer Reading Camp Estimated Allocations:

The Allotment Section has posted the FY 2016-17 Summer Reading Camp Estimated Allocations on the website at the following web link:

www.ncpublicschools.org/fbs/allotments/state/. The actual allocation will be made in a future revision.

If you have any questions, please contact School Allotments at 919-807-3739.

FY 2017-18 State Budget Planning Document:

The Allotment Section has posted the FY 2017-18 State Budget Planning document on the website on the following web link: www.ncpublicschools.org/fbs/allotments/state/ .

The ADM growth must be approved by the General Assembly in the final budget. These amounts are estimates to assist in building your FY 2017-18 Budgets.

If you have any questions, please contact School Allotments at 919-807-3739.

ABC Transfers:

Benefit rates will not be adjusted for the January 1, 2017, rate changes when processing ABC transfers. LEAs will need to move any additional benefit amounts needed in other categories from PRC 003- Non-Instructional support to adjust allocations. Please contact Sue Holly at Susan.Holly@dp.nc.gov or 919-807-3675.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter March 24, 2016

To: Finance Officers

From: Adam Levinson, CFO

Salary Related Issue for Year End:

CORRECTION to FORM G item in last week's newsletter item.

Last week's newsletter item incorrectly stated that LEAs are required to submit a new Form G for each school year per LEA and school number assignment. That was not accurate.

A new Form G is not required for each school year per LEA and school number assignment.

A Form G is not required for employees that are already approved, *unless there is a change in school location, or assignment within the LEA or the employee is new to the LEA.*

Questions concerning this article should be emailed to Angela Harrison at angela.harrison@dpi.nc.gov.

Mark your Calendars:

Financial and Business Services Annual Conference

On July 27, 2017, the Office of Financial and Business Services will conduct its annual conference at the Sheraton Imperial Hotel and Convention Center, Research Triangle Park. More information will be provided soon.

Reading Camp Allotment:

Reading camp allotments have been posted at <https://www.ncpublicschools.org/fbs/allotments/state>



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter April 7, 2017

TO: Finance Officers
FROM: Adam Levinson, CFO

School Activity Report (SAR) Data Collection - Average Class Size Calculation for Combination Classes:

The SAR Class Size Reporting is used for calculating the average class size. The SAR average class size formula is as follows:

SAR Class size (student/teacher ratio) by grade category = number of students divided by number of teachers and rounded to nearest whole number.

Class size for combination classes are designated by the grade with the majority of students, e.g. a class has 10 1st graders and 8 2nd graders, this class is considered a 1st grade class.

In a combination class with the number of students evenly split between grades, the class is designated by the highest grade for class size maximums. For example, if a class had 18 students (9 2nd graders and 9 3rd graders), the class is designated as 3rd grade (the highest grade).

Additional information is available:

SAR Class Size Average Report:

www.nc-sis.org/Documents/symp_2017/presentations/Home_Base_Symposium_2017-SAR_Class_Size_Average_Report.pdf

School Activity Report (SAR) Guide 2016/17:

www.nc-sis.org/Documents/school_info/Y17_SARguidelines_FINAL.pdf

Questions concerning this article should be emailed to Angela Harrison at angela.harrison@dpi.nc.gov.

Questions from Tuesday, April 4 Webinar:

Following are the answers to questions we have received in the last week, that may be of interest to all.

1. Do we have any new info on federal planning allotments?

We do not have an estimated date yet because of the pending Federal Budget Estimates for each grant. We do hope to have them out before the end of April.

2. How do we know the total number of ninth graders used in the Driver Education allotment calculation?

The Allotments Section has added a 9th grade ADM to the driver training tab to the FY 17-18 LEA Budget Planning file on the web link www.ncpublicschools.org/fbs/allotments/state/.

3. What is the current transfer rule for Teacher Assistants? Will this change for next year?

Based on the current legislation Teacher Assistants cannot be transferred out for Teachers or any other purpose. Changes to this flexibility policy could only occur through legislated action.

4. When will we get information on the additional 3rd grade teacher bonuses?

As soon as we get the final adjustments from the LEAs who needed to do corrections, we can reconcile the accounts and provide instructions for the next steps.

5. Where to send questions for webinar?

officers.only@dpi.nc.gov

Schoolnet:

The current Schoolnet contract term is set to expire on June 30, 2018. This does not mean the Pearson product is reaching end of life, rather the DPI contract is simply up for renewal. Please click [here](#) to access the **Home Base Schoolnet Contract: Process & Next Steps** for more information.

If you have any additional questions please contact Yanisha Mann, Instructional Improvement System Consultant, at (919) 807-3257 or yanisha.mann@dpi.nc.gov.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter April 21, 2017

TO: Finance Officers

FROM: Adam Levinson, CFO

Allotments Year End Deadlines:

ABC Transfer Request - The last date to submit ABC Transfers for processing in FY 16-17 is May 31, 2017.

Revision Request - The last date to submit Allotment Revision items for processing (which includes Federal Grant approvals or funding) for the final revision for FY 16-17 is June 7, 2017. The final regular revision will be processed on June 14, 2017.

If an LEA or Charter School is expecting an allocation and it is not on an Allotment Report to date, please contact the Allotment Section at 919-807-3739 or the Program Grant Administrator.

Charter Schools Only - Average Daily Membership Projection System (CSADM):

Phase II. Final Verification: Initial ADM

The timeline to submit the final Average Daily Membership (ADM) for charter schools will occur during the CSADM Phase II Final Verification, June 1, 2017 through June 15, 2017.

The CSADM Phase II is required for all charter schools, including new charter schools approved by the State Board of Education to open July 1, 2017. New charter schools approved by the State Board of Education to open July 1, 2017 will be available in the CSADM beginning May 1, 2017.

This final verification of the initial ADM submission, Phase II, will be used for the first installment of the annual allotment and will be the maximum actual ADM that the charter school may be funded on for 2017-18.

To access the system, the Charter School administrator or Charter School Board Chair will need a North Carolina Identity Management identification (NCID) login.

If you do not have an NCID, you must contact your Charter Schools' NCID administrator to set up an account for you. A directory of charter school NCID administrators is available at [NCID Administrator](#).

The weekly Finance Officers Newsletter and the Financial and Business Services, Charter Schools Financial Operations website www.ncpublicschools.org/fbs/charterschools/ will maintain the latest communication on this topic.

The link to the Charter Schools ADM Projection System is located at the Financial and Business Services, Charter Schools Financial Operations www.ncpublicschools.org/fbs/charterschools/, under CSADM.

DPI cannot assign an NCID or reset NCID passwords. Please visit the [NCID website](#) for assistance.

Questions concerning CSADM should be addressed to School Business, Angela Harrison @ angela.harrison@dpi.nc.gov or 919.807.3734.

LEA License and Salary Info Center (LicSal) – Exception List Search Results view:

The LicSal Exception List, Search Results view has been enhanced to allow the displayed data to be sorted or exported to MS Excel. This enhancement will assist in resolving and clearing Salary Exceptions.

Questions concerning accessing the LEA License and Salary Info Center should be directed to the DPI Support Center 919-807-4357 (HELP).

If you have questions concerning this new enhancement, please contact School Business, Angela Harrison @ angela.harrison@dpi.nc.gov or 919.807.3734.

Average Daily Membership for LEAs and Charter Schools

The initial estimated maximum funded and budgeted average daily membership for charter schools will be posted under the Financial and Business Services, What's New www.ncpublicschools.org/fbs/ next week.

This data will provide the potential transfer of students from LEAs from which the student resides.

Questions concerning this article should be addressed to School Business, Angela Harrison @ angela.harrison@dpi.nc.gov or 919.807-3734.

MSA & Cash Management Training (LEAs Only):

MSA and Cash Management Training will be offered to LEAs on Monday, May 15, 2017. There is no registration fee for the class, but you must register in order to attend. Class description: DPI Systems Training & Monthly Reports. This class is designed for Finance Officers and their financial staff. The class consists of "Hands-on" training with the emphasis on the MSA/DBS General Ledger System, a brief lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training is located at DPI in Raleigh in Room #564 from 9:00 a.m. - 4:00 p.m. There are a limited number of seats in the training room, so space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at roxane.bernard@dpi.nc.gov or call at 919-807-3725 for questions. You will be notified by email when you have successfully registered for the training class.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter April 28, 2017

TO: Finance Officers

FROM: Adam Levinson

MSA & Cash Management Training (LEAs Only):

MSA and Cash Management Training will be offered to LEAs on Monday, May 15, 2017. There is no registration fee for the class, but you must register to attend. Class description: DPI Systems Training & Monthly Reports. This class is designed for Finance Officers and their financial staff. The class consists of "Hands-on" training with the emphasis on the MSA/DBS General Ledger System, a brief lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training is located at DPI in Raleigh in Room #564 from 9:00 a.m. - 4:00 p.m. There are a limited number of seats in the training room, so space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at roxane.bernard@dpi.nc.gov. If you have questions, please call Roxane Bernard at 919-807-3725. You will be notified by email when you have successfully registered for the training class.

Cash Management and MSA Training (Charter Schools):

We will have a Cash Management and MSA training class for Charter Schools on Wednesday, May 17, 2017 at the Department of Public Instruction in Raleigh, NC, Room #564 from 10:00 am - 4:00 pm. There is no registration fee for the class, but you must register in order to attend. The class is designed for those who work in the charter school finance office. The class consists of "Hands-on" training with the emphasis on understanding the monthly financial reports, a brief lecture on Compliance & Monitoring, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. There are only a certain number of seats in the training room, so limited space is available on a first come, first serve basis.

If you would like to attend this class, please provide your name, your email address, and charter school name and charter school number and email Roxane Bernard at roxane.bernard@dpi.nc.gov. The training class is for current year charter schools. If you have questions, please call Roxane Bernard at 919-807-3725. You will be notified by email when you have been successfully registered for the training class.

Allotments Year End Deadlines

ABC Transfer Request - The last date to submit ABC Transfers for processing in FY 16-17 is May 31, 2017.

Revision Request - The last date to submit Allotment Revision items for processing (which includes Federal Grant approvals or funding) for the final revision for FY 16-17 is June 7, 2017. The final regular revision will be processed on June 14, 2017.

If an LEA or Charter School is expecting an allocation and it is not on an Allotment Report to date, please contact the Allotment Section at 919-807-3739 or the Program Grant Administrator.

REMINDER: Driver Education Teachers Recertification Request

The following information was sent to LEA Coordinators and Contractors:

The following is a very important and time sensitive request! It is imperative that DPI receives the attached Excel spreadsheet completed as accurately as possible! ***This was due by April 14, 2017!***

The **purpose** of the request is to establish the names, number, certification type, and expiration dates of all teachers teaching driver education for the LEA. This information is vitally important, and will serve as essential data to address appropriate State Board of Education Policies.

The following LEAs have not submitted their Teacher Certification information:

Alleghany, Ashe, Avery, Burke, Kannapolis, Hickory City, Chatham, Cherokee, Edenton-Chowan, Cleveland, Whiteville, Currituck, Lexington, Duplin, Durham, Edgecombe, Winston-Salem/Forsyth, Gates, Graham, Halifax, Roanoke Rapids City, Hertford, Hoke, Hyde, Lincoln, Martin, McDowell, Pamlico, Elizabeth City, Perquimans, Person, Robeson, Rowan-Salisbury, Stokes, Elkin City, Clinton City, Tyrrell, Warren, Wilson:

The attached document ([Teacher+Certification.xlsx](#)) contains directions for submitting the requested information. Please complete and forward your information immediately.

If you have questions, contact Karl Logan at Karl.Logan@dpi.nc.gov.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter May 5, 2017

TO: Finance Officers
FROM: Adam Levinson, CFO

Charter Schools Only:

Charter School ADM (Average Daily Membership) Projection System: *Phase II Final Verification - Initial ADM.*

The CSADM is an online system designed to assist each Charter School Administrator and Board Chair with improving the accuracy of key components in the budgeting process. Phase II will be used for the first installment of the annual allotment and will be **the maximum actual ADM** that the school may be funded on for SY 2017-18.

Phase II Final Verification - Initial ADM submissions are required for:

- current charter schools with 2016-17 school attendance,
- charter schools approved by the State Board of Education to open July 1, 2017, and
- University of North Carolina (UNC) laboratory schools scheduled to open July 1, 2017.

Beginning next week, the CSADM will display (view only) information to be used in preparation for Phase II Final Verification - Initial ADM submissions.

The link to the CSADM Projection System and related information is located at the Financial and Business Services, Charter Schools Financial Operations, CSADM www.ncpublicschools.org/fbs/charterschools/.

Questions concerning CSADM should be addressed to School Business, Angela Harrison @ angela.harrison@dpi.nc.gov or 919.807.3734.

Allotments Year End Deadlines:

ABC Transfer Request - The last date to submit ABC Transfers for processing in FY 16-17 is May 31, 2017.

Revision Request - The last date to submit Allotment Revision items for processing (which includes Federal Grant approvals or funding) for the final revision for FY 16-17 is June 7, 2017. The final regular revision will be processed on June 14, 2017.

If an LEA or Charter School is expecting an allocation and it is not on an Allotment Report to date, please contact the Allotment Section at 919-807-3739 or the Program Grant Administrator.

Home Base Opt-in Update:

Forty-two LEAs have opted-in to the Home Base suite of tools for the 2017-18 school year. To access the opt-in tool please go to <https://schools.nc.gov/homebaseaccess>. June 16 is the closing date for your decision. Please contact Jamie Woodlief, Project Coordinator at jamie.woodlief@dpi.nc.gov or 919-807-3745 if you have any questions or see our [FAQ's](#).



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter May 11, 2017

TO: Finance Officers
FROM: Adam Levinson, CFO

Federal Grants Administered through the NC DPI:

Updated information for federal grants administered by DPI is now available on the DPI FBS School Financial [Federal Fiscal Oversight and Compliance](#) page under the **Grants** heading. This document serves as the centralized source of information for federal funding administered by DPI for Local Education Agencies (LEAs) and charter schools.

DPI is required to communicate federal grant award numbers and CFDA numbers to enable appropriate identification in the Schedule of Expenditures of Federal Awards (SEFA).

If you have any questions, please contact Leigh Ann Kerr at Leighann.Kerr@dpi.nc.gov or 919-807-3553.

Allotments Year End Deadlines:

ABC Transfer Request - The last date to submit ABC Transfers for processing in FY 16-17 is May 31, 2017.

Revision Request - The last date to submit Allotment Revision items for processing (which includes Federal Grant approvals or funding) for the final revision for FY 16-17 is June 7, 2017. The final regular revision will be processed on June 14, 2017.

If an LEA or Charter School is expecting an allocation and it is not on an Allotment Report to date, please contact the Allotment Section at 919-807-3739 or the Program Grant Administrator.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter May 19, 2017

TO: Finance Officers
FROM: Adam Levinson, CFO

Home Base Opt-in Update:

The Home Base Opt-in process has been working nicely with the new tool. As of Wednesday, May 17, **69 LEAs** and **28 charter schools** have opted-in for the 2017-18 school year. To verify that your district has made a decision, go to www.dpi.state.nc.us/docs/homebase/opt-in/17-18usage.pdf. For additional information about this year's opt-in process, please check out the [opt-in page on our Home Base website](#).

To ensure access to Schoolnet and local professional development components in Truenorthlogic by the start of the school year, a response by your district must be submitted by the June 16 deadline. If you have any questions, please contact Jamie Woodlief, Project Coordinator, at jamie.woodlief@dpi.nc.gov or 919-807-3745.

PRC 076 – Lottery – Expenditures in MFR File:

DPI has identified inconsistencies in posting expenditure data for PRC 076, Public School Capital Fund – Lottery (Local Use); which affects the "Per Pupil" calculation. LEAs are to report lottery funds as state funds.

The following reviews will ensure a more accurate Per Pupil calculation:

- Verify local PRCs are flagged correctly so expenditures are in the appropriate column (state, federal, or local).
- Local money from other state or federal sources should be flagged on the general ledger with "S" (State) or "F" (Federal) in the MFR (amr) file.

If you have any questions, please contact Angela Harrison, School Business Division at angela.harrison@dpi.nc.gov or 919-807-3734.

Charter School ADM (Average Daily Membership) Projection System:

Upcoming Webinar: Phase II Final Verification of Initial ADM

Please register for the Charter School ADM (Average Daily Membership) Projection System: Phase II Final Verification - Initial ADM webinar on June 8, 2017, 3:30 PM EDT at:
<https://attendee.gotowebinar.com/register/5323771912611365891>.

The CSADM is an online system designed to assist each Charter School Administrator and Board Chair with improving the accuracy of key components in the budgeting process. Phase II will be used for the first installment of the annual allotment and will be the maximum actual ADM that the school may be funded on for SY 2017-18.

Phase II Final Verification - Initial ADM submissions are required of all:

- current charter schools with 2016-17 school attendance,
- charter schools approved by the State Board of Education to open July 1, 2017, and
- University of North Carolina (UNC) laboratory schools scheduled to open July 1, 2017.

After registering, you will receive a confirmation email containing information about joining the webinar.

If you have any questions, please contact Angela Harrison, School Business Division at angela.harrison@dpi.nc.gov or 919-807-3734.

Financial and Business Services Summer Conference:

The annual Financial and Business Services Summer Conference is scheduled for Thursday, July 27, 2017. The [attached memorandum](#) provides additional information regarding the conference. Conference information and online registration is available on our website at www.ncpublicschools.org/fbs/conferences/. The Sheraton Imperial has created a personalized hotel website for you using the following link: www.starwoodmeeting.com/Book/NCDPIFinancialBusiness2017.

If you have any questions regarding the conference, please contact Alexis Schauss or Doris McCain at 919-807-3700.

Publication Sales Purchases for 2016-17 Fiscal Year Must be Submitted by June 12:

To assist with your planning for year-end purchases, the NCDPI Publication Sales section wants to make you aware that purchases must be submitted by Monday, June 12 to be processed in the 2016-17 fiscal year. Purchases submitted after that date will be processed in the next fiscal year. If you have any questions, please contact Diane Dulaney at publications@dpi.nc.gov or 919.807.3467.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter May 25, 2017

TO: Finance Officers
FROM: Adam Levinson, CFO

Allotments Year End Deadlines:

ABC Transfer Request - The last date to submit ABC Transfers for processing in FY 16-17 is May 31, 2017.

Revision Request - The last date to submit Allotment Revision items for processing (which includes Federal Grant approvals or funding) for the final revision for FY 16-17 is June 7, 2017. The final regular revision will be processed on June 14, 2017.

If an LEA or Charter School is expecting an allocation and it is not on an Allotment Report to date, please contact the Allotment Section at 919-807-3739 or the Program Grant Administrator.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter June 2, 2017

TO: Finance Officers
FROM: Adam Levinson, CFO

Home Base Opt-in Update and Deadline:

Providing school districts and charter schools with access to robust digital content is a priority for DPI. Through the Digital Learning Initiative, we are collaborating with state partners to bring additional digital content to Home Base in the 2017-2018 school year. There are many new features including NCVPS course content; new and improved digital content through collaboration with state partners; formative assessment items for many high school Career and Technical Education courses; additional assessment and reporting features in Schoolnet; local professional development tracking and course creation with Truenorthlogic; and PowerTeacher Pro (Gradebook) in PowerSchool.

All LEAs (Finance Officers) and Charter Schools (Directors) are asked to indicate their opt-in decision by using the Home Base Tool (<https://schools.nc.gov/homebaseaccess>) **by June 16, 2017**. To ensure access to Schoolnet and local professional development components in Truenorthlogic by the start of the school year, a response must be submitted by the June 16th deadline.

Currently, 88 LEAs and 44 Charter Schools have opted-in for the 2017-18 school year. To see if your district/charter school has made a decision yet, please go to the Home Base opt-in page (www.dpi.state.nc.us/homebase/opt-in/) for more information.

If you have any questions, please contact Jamie Woodlief, Project Coordinator, at jamie.woodlief@dpi.nc.gov or 919-807-3745. You can also access our [FAQs](#) for answers to the most common questions.

*****The following information is for Charter Schools and The University of North Carolina (UNC) Laboratory Schools Only*****

Charter School ADM (Average Daily Membership) Projection System, CSADM – Phase II Submissions:

The CSADM is an online system designed to assist each charter school with improving the accuracy of key components in the budgeting process. This online system collects data in three phases, each with a specific collection period established by the Department of Public Instruction. The phases are as follows:

- Phase 0 – Submission of Material Increase in ADM or Grade Expansion
- Phase I - Initial Submission for the ADM Projection
- Phase II - Final Verification: Initial ADM

Phase II Action Required Now!!

CSADM is now accepting submission for Phase II, Final Verification: Initial ADM for school year 2017-18. The submission window is open from Thursday, June 1 through Thursday, June 15, 2017.

Phase II, *Final Verification - Initial ADM* submissions are required from:

- Current charter schools with 2016-17 school attendance
- Charter schools approved by the NC State Board of Education to open July 1, 2017
- UNC laboratory schools approved by the UNC Board of Governors to open July 1, 2017.

This final verification of the initial ADM submission will be used for the first installment of the annual allotment, and will be the maximum actual ADM that the charter school may be funded on for 2017-18. As this impacts your schools' funding, **we will only accept information submitted by the Executive Director.** However, other charter school personnel assisting with the budget process may access and view data within CSADM.

The following links provide guidance for accessing the CSADM:

- How to Subscribe to the CSADM Projection System ([pdf, 336kb](#))
- Accessing the [CSADM Projection System](#)
- North Carolina Identity (NCID), please contact your [NCID Administrator](#)

CSADM – Upcoming Webinar:

Please register for the Charter School ADM (Average Daily Membership) Projection System: Phase II, *Final Verification - Initial ADM* webinar on June 8, 2017, 3:30 PM EDT at: <https://attendee.gotowebinar.com/register/5323771912611365891> .

This webinar is presented during the Phase II submission period, affording the opportunity to address any questions concerning navigating the CSADM, data utilization, and submission.

After registering, you will receive a confirmation email containing information about joining the webinar.

If you have questions about the CSADM or the webinar, please contact Angela Harrison, School Business Division at angela.harrison@dpi.nc.gov or 919-807-3734.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter June 9, 2017

TO: Finance Officers
FROM: Adam Levinson, CFO

No Finance Officers' Webinar on June 27:

The regular Finance Officers' Webinar scheduled for **Tuesday, June 27** has been cancelled. Adam Levinson and Alexis Schauss will be presenting at the annual WRESA Summer Leadership Conference.

Survey: Days Missed for Inclement Weather Survey:

All LEAs are **REQUIRED** by Legislation to complete the Days Missed Survey for school year 2016-17. LEAs ONLY (no charter schools) must complete the online survey and submit **by June 23, 2017**.

The survey can be found at the following link: www.surveymonkey.com/r/XHCKDGO or on the Financial and Business Services website at www.ncpublicschools.org/fbs/ under "What's New." If you have questions regarding the survey, please contact Ozella Wiggins at ozella.wiggins@dpi.nc.gov or (919) 807-3721.

Transportation Parts Inventory:

You must complete your physical inventory of all transportation inventory parts, fuel, etc. before the end of the fiscal year (June 30). Instructions for how to navigate the BSIP side of the process are located on this page under *Annual Physical Inventory*: www.ncbussafety.org/BSIP/TransactionProcedures.html.

Note that these processes – involving a blind count - must be followed for the main inventory. It is not sufficient to count from a list of parts and make manual adjustments to items that are wrong. Creation of documents, entry, and posting of counts provides the electronic records that the count has been performed, when it was performed, and what counts were found for each item at the time of inventory.

A PowerPoint presentation providing guidance related to this process is available: www.ncbussafety.org/BSIP/Resources.html.

If you have any questions, please contact Jeff Moore at Jeff.Moore@dpi.nc.gov or (919-807-3571).

New NCDPI Process for Addressing LEA Use of Invalid Account Codes:

One of the initiatives NCDPI has been pursuing this spring is changing the Uniform Education Reporting System (UERS) process to use the Monthly Financial Report (MFR) file to post expenditures to the Management Science of America (MSA) system instead of the 60-byte record. With this process change, NCDPI needs to modify the handling of invalid account codes submitted by LEAs.

NCDPI did a study to see which LEAs use invalid account codes and which codes tend to be invalid. DPI noted 48 LEAs using invalid account codes. Nine LEAs have had ten or more reported instances this fiscal year. We will provide a list of the LEAs with invalid account codes to the Finance Officers.

New Process: NCDPI plans to post all invalid account codes to a suspense account. When the LEA moves the expenditure on their General Ledger to a valid account, the next month MFR file will reflect the change. The corrected account will post to MSA and relieve the suspense transaction. NCDPI will send a report each month to the LEA of the invalid account used (currently, your vendor software warns you when you use an invalid account). Please note that the zero-out process and per pupil process will not recognize any expenditure posted to the suspense account. **You must use valid account codes to report your expenditures.**

NCDPI will implement this new process in the 2017-18 fiscal year. We will begin parallel testing the processing change with the June data file. The new process will be moved to production once testing is complete.

Please contact Gwendolyn Tucker at gwendolyn.tucker@dpi.nc.gov should you have any questions about the new process for dealing with invalid account codes.

Note: As part of the Business Systems Modernization initiative, NCDPI will eventually retire MSA and only use MFR as a reporting mechanism. We will report the data from the LEAs, and there will no longer be a need for the reconciliation of NCDPI and LEA account balances.

Timeline for Final BUD Batches for FY 2017 (LEAs only):

Please read the following section completely:

DPI will process BUD batches twice per day from **Monday, June 12 through Friday, June 30, 2017**. This will allow LEAs an opportunity to submit corrections to denied batches on the same day that they are denied and receive the communication form at the end of the day.

Communication forms from the morning run will be sent for **denied batches** only at **11:30 each morning**. Please run SURF after 11:40 to receive these files.

Batches received at DPI **by 12:00** will be processed in the afternoon processing cycle. Communication forms will then be sent **at 3:30** for all approved batches for the entire day and for afternoon denied batches. Please run SURF after 3:40 to receive these files.

You must submit all FY 2017 BUD batches by midnight June 30, 2017. DPI will process those batches on Saturday, **July 1** beginning at 7:30 with DPI **salary analysts available for questions until 12:00 noon**. A file to allow you to send batches after the June 30 deadline will be sent to all LEAs on Saturday morning, July 1. You must run SURF to receive this file.

Please refer to the remaining schedule below for processing and correction period information:

Saturday, July 1: Assuming DPI receives all LEA June data files on time, we will post these files midday and proceed immediately with the loading of June salary vouchers. This will allow for processing of the June batches that were on hold pending the voucher

load. Note that this processing will not include DPI salary analyst involvement and any corrections will need to be handled by the LEA. Communication forms will be sent for **denied** batches only. The exact time for sending communications depends on the time it takes to load the June salary vouchers. You must run SURF to receive the communication forms.

You may send correction batches and any other clean-up batches from **late afternoon, Saturday, July 1 through 11:59 PM July 4.** DPI will run several processing cycles during this time period and send communication forms after each processing cycle. Note that these processing cycles will not include salary analyst involvement and any corrections will need to be handled by the LEA. The exceptions to processing during this correction period are as follows:

1. Salary analysts will be available on Saturday, July 1 from 7:30 until 12 noon and on Monday, July 3 during normal working hours for questions.
2. Communication forms for **approved** batches cannot be sent on banking holidays or weekends so any communication forms sent on July 1, 2 and 4 will be for **denied** batches only. Approved communication forms will be sent on Monday, July 3 for weekend processing and Wednesday, July 5 for July 4 processing.
3. Note that the auto receive job **does not** run on weekends, so you will need to run SURF to receive any files or communication forms sent over the weekend. The auto receive job (also known as auto SURF) runs Monday through Friday, including holidays, at 6:00 AM.

Communication forms will be sent on the dates/times below during this correction period:

Please wait 10-15 minutes from the times listed to run SURF.

Saturday July 1	8:00 AM
Sunday July 2	8:00 AM and 4:00 PM
Monday July 3	10:15 AM and 4:00 PM
Tuesday July 4	12:00 PM

Please adhere to the final deadline for sending batches as **any batches sent after the final cutoff time of 11:59 PM on July 4, will not be processed.** DPI will process final batches on **Wednesday, July 5.** This will be the final processing for FY 2017. The salary analysts will correct as much as they can on July 5 but may need to contact you if they have questions. The contact information you previously provided to Kyshia McIntyre and Joselito Mangilit will be used for any questions regarding batch correction on July 5. If they are not able to get in touch with someone at your LEA on July 5, you **will not** be given another opportunity to submit. **Final communication forms** for FY 2017 will be **sent at 3:30 on Wednesday, July 5.**

Thank you for helping us meet our deadlines for closing out the year in a timely manner. If you have any questions regarding these instructions, please contact Gwen Tucker at Gwendolyn.Tucker@dpi.nc.gov or 919-807-3708.

Home Base: Opt-in due June 16, 2017; Payments by check due September 1:

We are in the final stretch! Please indicate your opt-in decision by using the Home Base Tool <https://schools.nc.gov/homebaseaccess> **by June 16, 2017**. To ensure access to Schoolnet and local professional development components in Truenorthlogic by the start of the school year, your response must be submitted by the June 16 deadline. *Invoices are due September 1, 2017.*

Currently, 106 LEAs and 54 Charter Schools have opted-in for the 2017-18 school year. For more information and to see if your district/charter school has made a decision yet, please go to the Home Base opt-in page www.dpi.state.nc.us/homebase/opt-in/. Contact Jamie Woodlief, Project Coordinator, at jamie.woodlief@dpi.nc.gov or 919-807-3745 if you have any questions.

To opt-in to Home Base services this year, you must pay by check. Please make the checks payable to the North Carolina Department of Public Instruction (TIN # 56-1492826), and type "**Home Base 2017-18**" *in the memo line*. Payment is due **September 1, 2017**.

Please mail your invoice and check to: NC Department of Public Instruction, Cash Management and Collections, 6336 Mail Service Center, Raleigh, NC 27699-6336. If you have any questions, please contact Meera Phaltankar, Financial Services Director, at meera.phaltankar@dpi.nc.gov or 919-807-3636.

FY 2017 Close Out Deadlines-Reminders:

Information regarding FY 2017 Close Out Deadlines and Reminders for LEAs and Charter Schools: www.ncpublicschools.org/fbs/.

Close Out Letters:

[LEAs](#)

[Charter Schools](#)



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter June 16, 2017

TO: Finance Officers
FROM: Adam Levinson, CFO

CORRECTION – Closing Letter, Retirement Rate for Accrual Adjustment Files for 11th and 12th Installments

DPI inadvertently listed the employer's matching retirement rate for FY 17-18 incorrectly in the closing letter dated June 7, 2017. **The correct matching retirement rate is 16.54%**. You should use this rate to accrue the matching retirement benefits to be paid in July and/or August.

We apologize for the confusion caused by our error. Should you have any further questions, please contact Gwendolyn Tucker at Gwendolyn.Tucker@dpi.nc.gov or (919) 807-3708.

Clarification for Federal Programs Closing

June expenditures for object codes higher than 300 can be paid after June 30th for federal funds with a federal fiscal year end of September 30.

Closing procedures for federal programs remain the same - no adjustments may be made to the FY 17 year after posting expenditures by 6/30/17 and making BUD entries in the specified correction window. To allow districts more flexibility, since the federal fiscal year does not close until 9/30/17, invoices only (no payroll or benefit related expenses) dated during the 16-17 school year may now be paid *after* DPI closes the 16-17 year on June 30th.

Note: FY 17 invoices paid in FY 18 will not be brought back into the FY 17 books at DPI, so please refer to the year-end instructions from your software provider to assure you handle entry and payment of these invoices correctly.

For example, if your district holds a workshop held onsite in June (FY 17), the workshop contracted services can be paid in the next fiscal year (FY 18) and there will be no audit exception. This could be particularly useful for those end-of-year conferences that require travel reimbursements. Program managers will just need to keep this in mind when budgeting.

Should you have any further questions, please contact Gwendolyn Tucker at gwendolyn.tucker@dpi.nc.gov or (919) 807-3708.

Timeline for Final BUD Batches for FY 2017 (LEAs only)

Please read the following section completely:

DPI will process BUD batches twice per day from **Monday, June 12 through Friday, June 30, 2017**. This will allow LEAs an opportunity to submit corrections to denied batches on the same day that they are denied and receive the communication form at the end of the day.

Communication forms from the morning run will be sent for **denied batches** only at **11:30 each morning**. Please run SURF after 11:40 to receive these files.

Batches received at DPI **by 12:00** will be processed in the afternoon processing cycle. Communication forms will then be sent **at 3:30** for all approved batches for the entire day and for afternoon denied batches. Please run SURF after 3:40 to receive these files.

You must submit all FY 2017 BUD batches by midnight June 30, 2017. DPI will process those batches on Saturday, **July 1** beginning at 7:30 with DPI **salary analysts available for questions until 12:00 noon**. A file to allow you to send batches after the June 30 deadline will be sent to all LEAs on Saturday morning, July 1. You must run SURF to receive this file.

Please refer to the remaining schedule below for processing and correction period information:

Saturday, July 1: Assuming DPI receives all LEA June data files on time, we will post these files midday and proceed immediately with the loading of June salary vouchers. This will allow for processing of the June batches that were on hold pending the voucher load. Note that this processing will not include DPI salary analyst involvement and any corrections will need to be handled by the LEA. Communication forms will be sent for denied batches only. The exact time for sending communications depends on the time it takes to load the June salary vouchers. You must run SURF to receive the communication forms.

You may send correction batches and any other clean-up batches from **late afternoon, Saturday, July 1 through 11:59 PM July 4**. DPI will run several processing cycles during this time period and send communication forms after each processing cycle. Note that these processing cycles will not include salary analyst involvement and any corrections will need to be handled by the LEA. The exceptions to processing during this correction period are as follows:

1. Salary analysts will be available on Saturday, July 1 from 7:30 until 12 noon and on Monday, July 3 during normal working hours for questions.
2. Communication forms for **approved** batches cannot be sent on banking holidays or weekends so any communication forms sent on July 1, 2 and 4 will be for **denied** batches only. Approved communication forms will be sent on Monday, July 3 for weekend processing and Wednesday, July 5 for July 4 processing.
3. Note that the auto receive job **does not** run on weekends, so you will need to run SURF to receive any files or communication forms sent over the weekend. The auto receive job (also known as auto SURF) runs Monday through Friday, including holidays, at 6:00 AM.

Communication forms will be sent on the dates/times below during this correction period:

Please wait 10-15 minutes from the times listed to run SURF.

Saturday July 1	8:00 AM
Sunday July 2	8:00 AM and 4:00 PM
Monday July 3	10:15 AM and 4:00 PM
Tuesday July 4	12:00 PM

Please adhere to the final deadline for sending batches as **any batches sent after the final cutoff time of 11:59 PM on July 4, will not be processed**. DPI will process final batches on **Wednesday, July 5**. This will be the final processing for FY 2017. The salary analysts will correct as much as they can on July 5 but may need to contact you if they have questions. The contact information you previously provided to Kyshia McIntyre and Joselito Mangilit will be used for any questions regarding batch correction on July 5. If they are not able to get in touch with someone at your LEA on July 5, you **will not** be given another opportunity to submit. **Final communication forms** for FY 2017 will be **sent at 3:30 on Wednesday, July 5**.

Thank you for helping us meet our deadlines for closing out the year in a timely manner. If you have any questions regarding these instructions, please contact Gwen Tucker at Gwendolyn.Tucker@dpi.nc.gov or 919-807-3708.

Survey: Days Missed for Inclement Weather Survey

All LEAs are **REQUIRED** by Legislation to complete the Days Missed Survey for school year 2016-17. LEAs ONLY (no charter schools) must complete the online survey and submit **by June 23, 2017**.

The survey can be found at the following link:

<https://www.surveymonkey.com/r/XHCKDGO> or on the Financial and Business Services website at: www.ncpublicschools.org/fbs/ under "What's New." If you have questions regarding the survey, please contact Ozella Wiggins at ozella.wiggins@dpi.nc.gov or (919) 807-3721.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter June 23, 2017

TO: Finance Officers
FROM: Adam Levinson, CFO

Retirement Rate for Accrual Adjustment Files for 11th and 12th Installments

During the Legislative Update Webinar on Tuesday, we were asked what retirement rate should be used for the accrual adjustment files for 11th and 12th since the conference budget has been released. The retirement rate in the conference budget is **17.13%**. LEAs may use this rate for the June accrual file and the July and August installments.

If your accrual file has already been built with the 16.54% retirement rate, this is acceptable. However, *you must use the 16.54% retirement rate to pay the July and August installments.*

Should you have any further questions, please contact Gwendolyn Tucker at gwendolyn.tucker@dpi.nc.gov.

Timeline for Final BUD Batches for FY 2017 (LEAs only)

Please read the following section completely:

DPI will process BUD batches twice per day from **Monday, June 12 through Friday, June 30, 2017**. This will allow LEAs an opportunity to submit corrections to denied batches on the same day that they are denied and receive the communication form at the end of the day.

Communication forms from the morning run will be sent for **denied batches** only at **11:30 each morning**. Please run SURF after 11:40 to receive these files.

Batches received at DPI **by 12:00** will be processed in the afternoon processing cycle. Communication forms will then be sent **at 3:30** for all approved batches for the entire day and for afternoon denied batches. Please run SURF after 3:40 to receive these files.

You must submit all FY 2017 BUD batches by midnight June 30, 2017. DPI will process those batches on Saturday, **July 1** beginning at 7:30 with DPI **salary analysts available for questions until 12:00 noon**. A file to allow you to send batches after the June 30 deadline will be sent to all LEAs on Saturday morning, July 1. You must run SURF to receive this file.

Please refer to the remaining schedule below for processing and correction period information:

Saturday, July 1: Assuming DPI receives all LEA June data files on time, we will post these files midday and proceed immediately with the loading of June salary vouchers. This will allow for processing of the June batches that were on hold pending the voucher load. Note that this processing will not include DPI salary analyst involvement and any corrections will need to be handled by the LEA. Communication forms will be sent for

denied batches only. The exact time for sending communications depends on the time it takes to load the June salary vouchers. You must run SURF to receive the communication forms.

You may send correction batches and any other clean-up batches from **late afternoon, Saturday, July 1 through 11:59 PM July 4**. DPI will run several processing cycles during this time period and send communication forms after each processing cycle. Note that these processing cycles will not include salary analyst involvement and any corrections will need to be handled by the LEA. The exceptions to processing during this correction period are as follows:

1. Salary analysts will be available on Saturday, July 1 from 7:30 until 12 noon and on Monday, July 3 during normal working hours for questions.
2. Communication forms for **approved** batches cannot be sent on banking holidays or weekends so any communication forms sent on July 1, 2 and 4 will be for **denied** batches only. Approved communication forms will be sent on Monday, July 3 for weekend processing and Wednesday, July 5 for July 4 processing.
3. Note that the auto receive job **does not** run on weekends, so you will need to run SURF to receive any files or communication forms sent over the weekend. The auto receive job (also known as auto SURF) runs Monday through Friday, including holidays, at 6:00 AM.

Communication forms will be sent on the dates/times below during this correction period:

Please wait 10-15 minutes from the times listed to run SURF.

Saturday July 1	8:00 AM
Sunday July 2	8:00 AM and 4:00 PM
Monday July 3	10:15 AM and 4:00 PM
Tuesday July 4	12:00 PM

Please adhere to the final deadline for sending batches as **any batches sent after the final cutoff time of 11:59 PM on July 4, will not be processed**. DPI will process final batches on **Wednesday, July 5**. This will be the final processing for FY 2017. The salary analysts will correct as much as they can on July 5 but may need to contact you if they have questions. The contact information you previously provided to Kyshia McIntyre and Joselito Mangilit will be used for any questions regarding batch correction on July 5. If they are not able to get in touch with someone at your LEA on July 5, you **will not** be given another opportunity to submit. **Final communication forms** for FY 2017 will be **sent at 3:30 on Wednesday, July 5**.

Thank you for helping us meet our deadlines for closing out the year in a timely manner. If you have any questions regarding these instructions, please contact Gwen Tucker at Gwendolyn.Tucker@dpi.nc.gov or 919-807-3708.

Home Base Opt-in Thank You!

Thank you for helping to make this year's Home Base opt-in process a success! We hope the new tool made the process easier. With your help, we were able to achieve 100% opt-in with the LEAs for the third year in a row. About 42% of charter schools have opted-in. Your charter school/district will have access to Schoolnet and local professional development components in Truenorthlogic. There are many new resources and features including new and improved digital content, and assessment items. If you have any questions about Home Base, please see our [website](#) or contact our Digital Teaching and Learning Office at 919-807-3293.

No Finance Officers' Webinar on June 27

The regular Finance Officers' Webinar scheduled for **Tuesday, June 27** has been cancelled. Adam Levinson and Alexis Schauss will be presenting at the annual WRESA Summer Leadership Conference.

Information on the Budget

The Division of School Business will be posting items related to the budget as they are completed. Please check under "What's New" at <http://www.ncpublicschools.org/fbs/>.

Financial and Business Services Conference Update

The 2017 Financial and Business Services [Summer Conference](#) will be held at the Sheraton Imperial Hotel and Convention Center, on July 27, 2017, in RTP, NC.

As a friendly reminder, the **cut-off date to reserve your hotel room** for the conference is **June 27, 2017**.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance and Business Weekly Newsletter - June 30, 2017

TO: Finance Officers
FROM: Adam Levinson, CFO

Timeline for Final BUD Batches for FY 2017 (LEAs only)

Please read the following section completely:

DPI will process BUD batches twice per day from **Monday, June 12 through Friday, June 30, 2017**. This will allow LEAs an opportunity to submit corrections to denied batches on the same day that they are denied and receive the communication form at the end of the day.

Communication forms from the morning run will be sent for **denied batches** only at **11:30 each morning**. Please run SURF after 11:40 to receive these files.

Batches received at DPI **by 12:00** will be processed in the afternoon processing cycle. Communication forms will then be sent **at 3:30** for all approved batches for the entire day and for afternoon denied batches. Please run SURF after 3:40 to receive these files.

You must submit all FY 2017 BUD batches by midnight June 30, 2017. DPI will process those batches on Saturday, **July 1** beginning at 7:30 with DPI **salary analysts available for questions until 12:00 noon**. A file to allow you to send batches after the June 30 deadline will be sent to all LEAs on Saturday morning, July 1. You must run SURF to receive this file.

Please refer to the remaining schedule below for processing and correction period information:

Saturday, July 1: Assuming DPI receives all LEA June data files on time, we will post these files midday and proceed immediately with the loading of June salary vouchers. This will allow for processing of the June batches that were on hold pending the voucher load. Note that this processing will not include DPI salary analyst involvement and any corrections will need to be handled by the LEA. Communication forms will be sent for **denied** batches only. The exact time for sending communications depends on the time it takes to load the June salary vouchers. You must run SURF to receive the communication forms.

You may send correction batches and any other clean-up batches from **late afternoon, Saturday, July 1 through 11:59 PM July 4**. DPI will run several processing cycles during this time period and send communication forms after each processing cycle. Note that these processing cycles will not include salary analyst involvement and any corrections will need to be handled by the LEA. The exceptions to processing during this correction period are as follows:

1. Salary analysts will be available on Saturday, July 1 from 7:30 until 12 noon and on Monday, July 3 during normal working hours for questions.
2. Communication forms for **approved** batches cannot be sent on banking holidays or weekends so any communication forms sent on July 1, 2 and 4 will be for **denied** batches only. Approved communication forms will be sent on Monday, July 3 for weekend processing and Wednesday, July 5 for July 4 processing.

3. Note that the auto receive job **does not** run on weekends, so you will need to run SURF to receive any files or communication forms sent over the weekend. The auto receive job (also known as auto SURF) runs Monday through Friday, including holidays, at 6:00 AM.

Communication forms will be sent on the dates/times below during this correction period:

Please wait 10-15 minutes from the times listed to run SURF.

Saturday July 1	8:00 AM
Sunday July 2	8:00 AM and 4:00 PM
Monday July 3	10:15 AM and 4:00 PM
Tuesday July 4	12:00 PM

Please adhere to the final deadline for sending batches as **any batches sent after the final cutoff time of 11:59 PM on July 4, will not be processed**. DPI will process final batches on **Wednesday, July 5**. This will be the final processing for FY 2017. The salary analysts will correct as much as they can on July 5 but may need to contact you if they have questions. The contact information you previously provided to Kyshia McIntyre and Joselito Mangilit will be used for any questions regarding batch correction on July 5. If they are not able to get in touch with someone at your LEA on July 5, you **will not** be given another opportunity to submit. **Final communication forms** for FY 2017 will be **sent at 3:30 on Wednesday, July 5**.

Thank you for helping us meet our deadlines for closing out the year in a timely manner. If you have any questions regarding these instructions, please contact Gwen Tucker at Gwendolyn.Tucker@dpi.nc.gov or 919-807-3708.

State Health Plan July Invoices

DPI has received inquiries regarding payment of the Blue Cross Blue Shield July invoices. The July invoices still reflect the 2016-2017 rates. DPI contacted representatives at the State Health Plan and they advise LEAs to pay the July invoices as billed. SHP will send invoices for the differences in the rate after the new budget is ratified.

Should you have any further questions, please contact Gwendolyn Tucker at Gwendolyn.Tucker@dpi.nc.gov or 919-807-3708.

Web documents

The Appropriations Bill has been ratified and School Business is continuing to work on guidance documents as well as the initial allotments.

We will be posting items to the website under [What's New](#) as we complete them.

The following documents have been posted to the FBS website related to the Budget:

- 2017-18 Salary Schedules
- Final Budget with Comparisons

- Final Budget with Special Provisions
 - Budget Impact on Charter Schools
 - CIHS funding
 - NC Commerce Tiers
 - HB 13 Class size requirements and reporting effective July 1, 2017
-

Bus Driver Pay Increases

In lieu of the \$1,000 increase to 12 month noncertified personnel, the General Assembly provided \$16.9 m that is restricted to bus driver increases. FBS is working with the DPI Transportation Section to propose an allotment formula to the State Board of Education at its August meeting. Per legislation, once the allotment is distributed, the LEAs are required "to increase the average rates of pay for all school bus drivers in the local school administrative unit on an equitable basis." Your LEA will not be provided funding to increase bus driver pay except in this special allotment to PRC056. Please communicate to your bus drivers that they will receive a raise effective July 1, but it will not be paid out until the allotment is made, unless the LEA uses other funding sources.

Substitute Rates

Effective July 1, 2017, substitute daily rates are as follows:

	<u>Minimum</u>	<u>Maximum</u>
Non-certified substitute	\$80	\$159
Certified substitute	\$103	\$159

Benefits Rates

Effective July 1, 2017:

Retirement	17.13%
Health	\$5,869



Weekly Finance Newsletter - July 14, 2017

FINANCIAL AND BUSINESS SERVICES

Financial and Business Services is made up of two divisions: School Business Administration, and Financial Services. These Divisions report to Adam Levinson, CFO.

FY 2017 - 13th Month MFR File – Reminder (LEAs Only):



This is a reminder that every LEA must upload its FY 2017 13th Month MFR files by Tuesday, July 18, 2017. We will pull your FY 2017 13th month MFR File that evening. Please make sure your LEA is signed into FY 17!

The 13th month information is very important because the information represents your "Per Pupil" calculation and the information is reported in the NC School Report Cards.

Please do the following before building the 13th Month MFR file:

1. Make sure that you are signed into FY 17!
2. Book the Period 12 zero-out entry to your GL in June (Period 12)
3. Correct all your MFR errors, including local account codes.
4. Review the AFR/MFR Recommendations located on the Financial and Business Services web page:
<http://dpi.state.nc.us/docs/fbs/finance/reporting/amfr/recommendations.pdf>
5. Make sure that when you use Local Fund 2 PRC 056 it mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
6. Record your State Textbook expenditures through journal entries within your LEA's general ledger. You cannot record expenditures within the BUD system for State Textbooks (PRC 130) (Expenditures - 1-5110-130-412 and Revenue 1-3211-130-000).
7. Flag the local revenue and expenditures within Local PRC 076 – Public School Capital Fund - Lottery as **state**.

If you have questions about your MFR file, please contact Roxane Bernard at (919) 807-3725 or roxane.bernard@dpi.nc.gov or Richard Smith at 919-807-3729 or richard.smith@dpi.nc.gov.

FY2018 Principal Schedules update (7/12/2017)

There are 2 modifications to the Principal Schedules originally posted to NC DPI web on 6/28/2017:

1. Monthly Salary dollar amounts are now formatted to show 2 decimals (in previous version it was published as a whole number). The 2 decimal places are required to ensure that the monthly amounts agree with the annual totals as legislated in the Appropriations Bill.
 2. Daily Rates for "Met Growth" and "Exceeded Growth" schedules have been corrected and reposted due to a previous calculation error.
-

State Health Plan Premium Rates

DPI has received notification from the State Health Plan that the health plan premium rate will not change until January 1, 2018. The plan premium changes are on a calendar basis.

~~You must use the 2017 premium rate of \$5,659 through December 31, 2017. The new premium rate of \$5,869 will be effective January 1, 2018 through December 31, 2018.~~



Should you have any further questions, please contact Gwendolyn Tucker at gwendolyn.tucker@dpi.nc.gov.

Principal Pay Guidance

A FAQ on principal pay has been posted on the FBS home page at <http://www.ncpublicschools.org/fbs/>. This document will be updated as needed.

Please note that during the last Tuesday webinar, it was communicated that LEAs must use the accountability growth status from the school years 2013-14, 2014-15 and 2015-16 to determine the 2017-18 principal's salary. Since that time, there has been further discussions and it has been determined that the years 2014-15, 2015-16 and 2016-17 shall be used, subject to SBE approval. For many principals, this will leave their salary unknown until after the release of the 2016-17 growth.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Weekly Finance Newsletter - July 21, 2017

CORRECTION- State Health Plan Premium Rates

In the July 14th newsletter, DPI inadvertently included State Health Plan information before it was ready to be released. Following is the correct information:

The General Assembly approved the hospitalization rates of \$5,869, however the State Health will NOT adjust their rates until January 1, 2018. Therefore, there is NO change to the employer portion rate at this time. LEAs should continue to pay 479.48 through December 31, 2017.

In order to comply with the new legislated fiscal year rate of 5,869, the monthly rate would become \$498.69 for Jan - June.

	Hospital Match to align with the legislated amount of \$5,869
July	479.48
Aug	479.48
Sept	479.48
Oct	479.48
Nov	479.48
Dec	479.48
Jan	498.69
Feb	498.69
Mar	498.69
Apr	498.69
May	498.69
June	498.69
	\$5,689.02

We apologize for the confusion caused by our error. Should you have any further questions, please contact Gwendolyn Tucker at Gwendolyn.Tucker@dpi.nc.gov or (919) 807-3708.

Principal Pay Tables

The Division of School Business has worked with DPI IT staff to develop a table in the **LicSal system** that will provide information on each principal's certified salary. The certified salary is preliminary and may change with the 2016-17 Accountability results and/or the 2017-18 ADM for the school the principal is assigned.

You can find the table under "Salary Administration Reports". In addition, there is a pdf document called "Principal Legislated Salary-Report Notes" that will provide an explanation of the fields.

2017-18 Special Annual Leave Bonus (3 days)

Session Law 2017-257 Section 35 provides 3 additional days of special annual bonus leave to any person who is a full-time, permanent employee of a local board of education on July 1, 2017, if the employee is eligible to earn annual leave. This leave will be coded to absence code "29: - Bonus Leave." This leave has no deductions.

DPI is preparing a FAQ to apply to the 2018 Special Bonus Leave. The FAQ will be available on the Financial and Business Services web page. Should you have any further questions, please contact Gwendolyn Tucker at Gwendolyn.Tucker@dpi.nc.gov or (919) 807-3708.

New Principal/Assistant Principal (AP) Budget Codes and July Installments:

If your LEA **has not** processed your July installments and you have some employees whose remaining escrow was accrued on now invalid codes, please move the escrow and process the July installments with the new codes.

Please contact your software vendor if you need assistance with moving the escrows to the new codes.

If your district **has** already processed your July installments for Principals/AP using the 2017 salary codes, you must correct the accounts codes on your books. The payroll and matching benefit codes must be updated to reflect the new budget codes. Your LEA ledger balances must reflect these new salary codes. Please contact your software vendor if you need assistance with correcting your subsidiary and general ledger balances.

DPI will globally change the Principal/Assistant Principal account codes in LicSal. For vouchers coded as 5400-xxx-114 and the corresponding 5400-xxx-129 or 5400-xxx-181 if applicable, the 5400 purpose will be globally changed to 5410.

For vouchers coded as 5400-xxx-116 or 117 and the corresponding 5400-xxx-129 or 5400-xxx-181 if applicable, the 5400 purpose will be globally changed to 5420.

DPI will globally change the Principal/Assistant Principal codes in the Summary file before processing the July installment file. For budget account codes 5400-xxx-114, the 5400 purpose will be globally changed to 5410.

For budget account codes 5400-xxx-116 or 117, the 5400 purpose will be globally changed to 5420.

Should you have additional questions please contact Gwendolyn Tucker at: gwendolyn.tucker@dpi.nc.gov or 919.807.3708.

Financial and Business Services Conference Update

The 2017 [Financial and Business Services Summer Conference](#) will be held at the Sheraton Imperial Hotel and Convention Center, on July 27, 2017, in RTP, NC.

As a friendly reminder, the cut-off date to register for the conference will be Monday, July 24, 2017 at the close of business.

Please see the [workshop schedule](#). Please make all central office staff are aware of the sessions being offered.

Looking forward to the FBS Summer Conference.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Weekly Finance Newsletter - July 28, 2017

Federal Overspent Programs (LEAs Only):

Please wait until DPI sends your LEA a letter providing instructions on how to pay back any federal overspent programs from FY 16-17. Your LEA cannot pay back federal overspent programs through the BUD system.

Also, your LEA cannot prepare BUD entries to pay back Single Audit Questioned Costs. Your LEA will need to send in a check from local funds to pay back federal questioned costs.

Your LEA can pay back state overspent for FY 16-17 as a prior year refund within the BUD system.

If you have additional questions, please contact Roxane Bernard at 919-807-3725 or roxane.bernard@dpi.nc.gov or Richard Smith at 919-807-3729 or richard.smith@dpi.nc.gov.

New Personnel in FBS



Many of you are aware that Debbie Jackson retired at the end of May after many successful years with DPI. We have been fortunate to welcome Annette Clifton to the Financial and Business Services team to take over the accounting and communications duties that Debbie had performed. You can reach Annette at (919) 807-3603 or Annette.clifton@dpi.nc.gov.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Weekly Finance Newsletter - August 4, 2017

Continuing Professional Education (CPE) Credit Hours

Each Finance Officer must complete 24 hours of approved Continuing Professional Education (CPE) Credit hours in each fiscal year and report the CPE credit hours to NCASBO for approval. Within the next two weeks, DPI will send out letters notifying you if your CPE Credits hours for FY 2016-17, as documented by NCASBO, did not meet the 24-hour requirement. Please check to be sure you have submitted any CPE hours earned in 2016-17. If you need to submit hours, please contact Pam Satterfield at ncasbo@gmail.com.

FY 2017 - 13th Month MFR File – Reminder (LEAs Only):

This is a reminder that we will pull your FY 2017 13th month MFR File next **Tuesday evening, August 8, 2017**. Originally, the date to pull files was the 15th but the files cannot be pulled on that date. Therefore, we will not be pulling the 13th month 2017 MFR files on Tuesday evening, August 15, 2017.

Please make sure your LEA is signed into FY 2017. If you are going to prepare corrections to your 13th month files, please make sure that you have **rebuild** your 13th month 2017 MFR files. *If you are satisfied with your current 13th month 2017 MFR files you do not need to do anything.*

DPI reviewed your last 13th month 2017 MFR reports last Monday, July 31, from the July 18 pull. Please review your reports carefully. The MFR reports are your general ledger and there is a report called the PGA10RP5 MFR Revenue/Expenditure Summary Report that should assist you with Funds 1 and 3 Revenue and Expenditure differences.

Your LEA cannot send DPI paper 202s to correct DPI side of the DBS/MFR Match report for Period 13, since DPI books for FY 2017 are closed. You will need to make corrections on your general ledger.

Friendly reminders:

The 13th month information is very important because the information represents your "Per Pupil" calculation and the information is reported in the NC School Report Cards.

Please do the following before rebuilding the 13th Month MFR file (Please make sure that you are signed into FY 17):

- (1) Book the Period 12 zero-out entry to your GL in June (Period 12)
- (2) Correct all your MFR errors, including local account codes.

- (3) Review the AFR/MFR Recommendations located on the Financial and Business Services web page:
dpi.state.nc.us/docs/fbs/finance/reporting/amfr/recommendations.pdf
- (4) Make sure Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- (5) Do not try to record expenditures within the BUD system for State Textbooks (PRC 130) (Expenditures - 1-5110-130-412 and Revenue 1-3211-130-000). Your LEA will need to record your State Textbook expenditures through journal entries within your LEA's general ledger.
- (6) Flag the local revenue and expenditures within Local PRC 076 –Public School Capital Fund - Lottery –as **State**.

The **Final** 13th month 2017 MFR pull will be on Tuesday, August 29, 2017.

If you have additional questions, please contact Roxane Bernard at 919-807-3725 or roxane.bernard@dpi.nc.gov or Richard Smith at 919-807-3729 or richard.smith@dpi.nc.gov.

Federal Overspent Programs (LEAs Only):

Please do not attempt to refund the State for federal overspend in 2016-17 until DPI sends your LEA a letter providing instructions on how to pay back any federal overspent programs. Your LEA cannot pay back federal overspent programs through the BUD system.

Also, your LEA cannot prepare BUD entries to pay back Single Audit Questioned Costs. Your LEA will need to send in a check from local funds to pay back **federal** questioned costs.

Your LEA can pay back State overspent for FY 2016-17 as a *prior* year refund within the BUD system.

If you have additional questions, please contact Roxane Bernard at 919-807-3725 or roxane.bernard@dpi.nc.gov or Richard Smith at 919-807-3729 or richard.smith@dpi.nc.gov.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Weekly Finance Newsletter - August 11, 2017

Friendly Reminder to all Finance Officers and Interims



Any time you change who is occupying your Finance Officer position, please notify Annette Clifton at Annette.clifton@dpi.nc.gov.

Please refer to the following link for the Finance Officers Policy Manual: stateboard.ncpublicschools.gov/policy-manual/finance-officers/professional-certification-program-for-nc-school-finance-officers.

FY 2018 Travel Subsistence Rate Changes

Information regarding Travel Subsistence Rate Revision, Effective July 1, 2017, is available on the North Carolina Office of State Budget and Management's (OSBM) webpage at ncosbm.s3.amazonaws.com/s3fs-public/documents/files/memo20170706_TravelSubsistenceRateChanges.pdf.

Monthly Financial Reports (LEAs Only)

DPI netviewed your July 2017 MFR reports yesterday (Thursday, August 10) for the month of July 2017 (Period 1).

DPI will netview your latest 13th month 2017 MFR reports next Wednesday, August 16, from the Tuesday, August 8, 2017 pull. The MFR reports are your general ledger and there is a report called the PGA10RP5 MFR Revenue/Expenditure Summary Report that should assist you with Funds 1 and 3 Revenue and Expenditure differences.



The **Final** 13th month 2017 MFR pull will be on Tuesday, August 29, 2017.

If you have additional questions, please contact Roxane Bernard at 919-807-3725 or roxane.bernard@dpi.nc.gov or Richard Smith at 919-807-3729 or richard.smith@dpi.nc.gov.

Federal Overspent Programs (LEAs Only)

Please do not attempt to pay back overspent federal funds until DPI sends your LEA a letter providing instructions on how to pay back federal overspent programs from FY 2016-17. Your LEA cannot pay back federal overspent programs through the BUD system.

Also, your LEA cannot prepare BUD entries to pay back Single Audit Questioned Costs. Your LEA will need to send in a check from local funds to pay back federal questioned costs.

Your LEA can pay back state overspent for FY 2016-17 as a prior year refund within the BUD system.

If you have additional questions, please contact Roxane Bernard at 919-807-3725 or roxane.bernard@dpi.nc.gov or Richard Smith at 919-807-3729 or richard.smith@dpi.nc.gov.



Compliance with Audit/Financial Reporting Due Dates

Please make sure that you meet all published deadlines for audit/financial reporting! **Failure to provide timely and complete required reports, including responses to federal fiscal monitoring reports and audit resolution letters, constitutes noncompliance with state and federal laws and regulations.** State and federal legislation authorizes DPI to impose enforcement remedies due to noncompliance. Instances of repeated or chronic failure to respond will be referred to the State Board of Education in conjunction with a request that appropriate action be taken as prescribed by [North Carolina General Statute § 115C-438](#), [2 CFR 200.338](#) and SBE [Policy CHTR-006](#). Remedies for enforcement include the following:

- Temporarily withholding payments, including salaries for administrative officers
- Disallowing costs
- Suspending or terminating awards
- Initiating suspension or debarment proceedings
- Withholding further federal or state awards
- Assigning Financial Noncompliance status (for a charter school)
- Implementing other remedies that may be legally available.

Please contact Leigh Ann Kerr at 919-807-3553 or leighann.kerr@dpi.nc.gov with any questions about audit/financial reporting due dates or processes.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Bus Driver Allocation and Pay



The bus driver allocation has been allotted.

Please note the following:

- The funds are allotted in PRC056.
- The funds shall be used only to increase bus driver pay; you may not use these funds to pay other transportation personnel.
- The funds shall not be used for any other purpose.
- Bus drivers are currently paid at a State pay grade 51.
- The minimum and maximum for pay grade 51 have been increased by \$1,000. The new minimum monthly amount is \$1,981.73 and the maximum is \$2,828.13.
- The legislation directs LEAs to use the funds to increase the average rates of pay for all school bus drivers in the local school administrative unit on an equitable basis.
- It is up to local boards of education to determine and approve the increases to the rates of pay within their LEAs.
- At this time, no notification or information is required to be submitted to DPI.

Allotment Transfer Report

The Appropriations Bill (Section 7.23J) modified the reporting requirements for LEAs related to transfers of allotments in to and out of PRCs.

There is no change to the requirement to post expenditure data and PRC and object code descriptions. As in prior years, the Division of School Business will provide a link to our website with the reports (www.ncpublicschools.org/fbs/resources/data/). Please anticipate the 2017 expenditure reports being available on this site by September 1.

Following is the new legislated requirement for data from 2015, 2016 and 2017:

A description of each allotment transfer that increased or decreased the initial allotment amount by more than five percent (5%), including the following information:

- a. The amount of the transfer.
- b. The allotment category into which the funds were transferred.
- c. The purpose code for the funds following the transfer.

- d. A description of any teacher positions fully or partially funded, because of the transfer, including all subject areas taught by the teacher in the position.
- e. The educational priorities that necessitated the transfer.

LEAs are required to post this information on their website by October 15, and DPI is required to compile the information from all the LEAs in to a report that will be submitted to the Joint Legislative Education Oversight Committee.

To facilitate the reporting for both the LEAs and DPI, the Division of School Business has created a template that identifies the transfers that meet the reporting requirement and instructions to provide the required information.

Next Week, each finance officer will receive an email from Frank Cernik (frank.cernik@dpi.nc.gov) with their LEA's template attached. The email will include instructions for how to complete the required information. Please look out for the email and plan to meet the legislative requirements by the required deadlines.

Summer Reading Camps

Thank you for your work to support early literacy and reading proficiency through Summer Reading Camps. We understand that as teachers and administrators worked with children through the reading camps over the last several months, specific needs and resources were identified that could further support reading proficiency for the children who attended the camps, and that many school districts and charters have remaining funds in PRC016 that will revert in October if left unexpended. Because reading camp is defined in legislation as an additional educational program that occurs outside of the instructional calendar year, any supporting materials, additional days of instruction, or other supports for children who attended the 2017 reading camps must be purchased or provided prior to the beginning of the new instructional year (in most cases August 28).



Going forward, school districts and charters are encouraged to use the budget experiences of this year to plan, in advance of, the 2018 camps for purchases of any supplemental material to be provided when the children leave camp, supplemental reading instruction immediately prior to the school year, or other supports. During the 2017-18 school year, DPI staff will also be working with districts and charters on parental communications, camp schedules and offerings, and other methods to boost eligible student

attendance in 2018. Those districts with high enrollment rates in reading camps are also encouraged to share best practices with their peers.

Allotment Section

The ABC Transfer System is now open. You can also view the Transfer Policies in the Allotment System under the ABC Transfer tab.

Please contact Sue Holly, susan.holly@dpi.nc.gov if you have any questions.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Weekly Finance Newsletter - August 25, 2017

Home Base Opt-In:



The **payments** for Home Base opt in for fiscal year 2017-18 are **due by September 1, 2017**. Financial Services will email delinquent notices right after the due date. To avoid the notice, please mail the checks promptly.

Form G Approval List Report - LEA License and Salary Info Center (LicSal)

The Form G Approval List is available in the online LEA License and Salary Info Center (LicSal) system at <https://licsalweb.dpi.state.nc.us/licsal/login.asp>.

A Form G is utilized by the Licensure Section to grant authority to pay a teacher/administrator who holds a master's, advanced, or doctorate degree in a non-teaching area where the degree is directly relevant to the teacher's/administrator's area of assignment.

Note: The Form G Approval list displays one (1) Form G per LEA/School Assignment for each fiscal year. For an individual with multiple Form G LEA/School assignments in the current fiscal year, please access the online licensure system to view all records.

If an individual has a Form G Master at the beginning of the current fiscal year but completes a six year Advanced Degree in December of the same fiscal year, only the Advanced Degree Form G for the LEA/School Assignment is on the Form G Approval list.

Selected LicSal screen snapshots are provided below to assist with accessing and navigating the new LicSal layout.

Should you have additional questions please contact Gwendolyn Tucker at: gwendolyn.tucker@dpi.nc.gov or 919.807.3708.

How to access the Form G Approval List

1. Access the LEA License and Salary Info Center(LicSal)
<https://licsalweb.dpi.state.nc.us/licsal/login.asp>
 2. Locate the Category, Salary Admin and Exception Reports and select Salary Administration Reports
 3. Locate the Category, Salary Admin Reports and select Form G Approval List
 4. Form G Approval List
-

Dual Language Immersion Classes Survey for SY 2017-18 - LEAs Only – Due August 31, 2017

Beginning SY 2017-18, class size requirements for kindergarten through third grade shall not apply to dual language immersion classes (Session Law 2017-57).



Dual language immersion classes are classes in which at least one third of the students' dominant language is English, and instruction involves both English and a target foreign language with a minimum of fifty percent (50%) of core content taught in the target foreign language in order to promote dual language proficiency for all students.

Each LEA is required to complete and submit the **Dual Language Immersion Classes survey**. Please include the SY 2017-18 Course Number and Course Name of the Dual Language Immersion Classes scheduled in the "Comments" section of the survey, if applicable.

The survey is accessible at the following link:

www.surveymonkey.com/r/FBCY5W9 or on the Financial Business Services website at www.ncpublicschools.org/fbs/ under "What's New".

If you have questions about the survey, please contact Ozella Wiggins at ozella.wiggins@dpi.nc.gov or (919) 807-3721.

13th Month 2017 Monthly Financial Reports (LEAs Only):

DPI netviewed your latest 13th month 2017 Monthly Financial Reports (MFR) last Wednesday evening, August 23 2017 based upon your Tuesday, August 8, 2017 13th month MFR pull. The MFR reports are your general ledger and there is a report called the PGA10RP5 MFR Revenue/Expenditure Summary Report that should assist your LEA with Funds 1 and 3 Revenue and Expenditure differences.

The **Final** 13th month 2017 MFR pull will be next Tuesday evening, August 29, 2017.

If you have additional questions, please contact Roxane Bernard at 919-807-3725 or roxane.bernard@dpi.nc.gov.

Online Child Transfer System for Children with Disabilities

The Online Child Transfer System for Children with Disabilities will be opened to LEAs and Charter Schools for access starting Monday, August 28, 2017.

For questions, please call Lydia Prude at (919)218-6416, or Chona Alejandro at (919)807-3732.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Weekly Finance Newsletter - September 1, 2017

Voluntary Shared Leave Reporting - LEAs Only (Not Charter Schools):



This survey is collected annually in response to General Statute 126-8.3(c) and is **due September 14, 2017**. The survey is posted on the FBS home page at www.ncpublicschools.org/fbs/ under What's New or accessed directly at www.surveymonkey.com/r/K6CJ7WX.

Note: Do not enter decimal points or any symbols when entering numbers.

EDDIE Update Reminder

Please ensure that your "LEA Contact Information" for the following Staff Titles reflect the most accurate information:

- Finance Officer
- Student Information Coordinator

We are currently preparing to send communications to these individuals and want to ensure that the information reaches its intended audience.

Information concerning EDDIE, including a list of subscribed users who can update your data, is available at the Finance and Business Services webpage: www.ncpublicschools.org/fbs/accounting/eddie/.

If you have any questions about EDDIE, please email eddie@dpi.nc.gov.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Weekly Finance Newsletter - September 8, 2017

Voluntary Shared Leave Reporting - LEAs Only (not charter schools)

This survey is collected annually in response to General Statute 126-8.3(c) and is **due September 14, 2017**. The survey is posted on the Finance & Business Services (FBS) home page at www.ncpublicschools.org/fbs/ under What's New and can be accessed directly at www.surveymonkey.com/r/K6CJ7WX.

Note: Do not enter decimal points or any symbols when entering numbers.

ABC Transfer Reporting deadline October 15 – LEAs only (not charter schools)

Each finance officer should have received from DPI an emailed Excel file with the ABC transfers that meet the threshold of required reporting as prescribed in SL 2017-57. The email included instructions on completing the template.

Please note that the deadline for returning the completed information is **October 15, 2017**.

If you have any questions or if you did not receive the email, please contact Frank Cernik at frank.cernik@dpi.nc.gov or call at 919.807.3719.

Updated Principal Pay in LicSal

The 2016-17 Accountability results were released at the September 7 State Board meeting, and the Division of School Business is working with the FBS IT staff to recalculate principal pay for 2017-18 using data from the most recent three years. We tentatively anticipate this calculation being completed and tested by Wednesday, September 13.

Retroactive Bonuses - 2015-16 Teacher Results

Last year, 3rd grade reading teachers and AP/IB teachers were eligible for bonuses, if they qualified based on their students test results. In both cases in order to be qualified for the bonus, the teacher was required to remain teaching 3rd grade or an advanced course, respectively.

During the recent legislative session, Session Law 2017-88 (SB169) authorized LEAs to pay the teachers who were eligible for either the 3rd grade bonus or the AP/IB bonus, but were disqualified due to their 2016-17 teaching assignment. In addition, the legislation provides funds to refund the LEAs that had already paid the disqualified teachers the bonus from local funds.

Attached are the following two documents related to this item:

1. A document that provides instructions regarding payment to the teachers - https://content.govdelivery.com/attachments/NCSBE/2017/09/08/file_attachments/876543/Retroactive%2BBonus%2BPay%2BForm.pdf
2. An Excel form to use to notify the Division of School Business of the teachers that are eligible for the retroactive bonus and to request a refund for locally funded bonuses - https://content.govdelivery.com/attachments/NCSBE/2017/09/08/file_attachments/876526/Retroactive%2BBonus%2BPay%2BRequest%2BForm%2Bv2_xlsx.aspx.mht

Uniform Chart of Accounts (COA)

If you have any questions concerning the Uniform Chart of Accounts (COA) or request for changes, please direct them – for now - to Angela Harrison, angela.harrison@dpi.nc.gov.

Please be sure to submit the **COA Revision Request Form** to request COA revisions. This form is on the Financial and Business Services website, under Working Documents FY 2017-2018: www.ncpublicschools.org/fbs/finance/reporting/coa2018.

Program Code (PRC) 131 – Textbook and Digital Resources (Dollar Transfer) is now available for use. Valid account codes associated with PRC 131 are displayed in the **COA Summary of Updates** www.ncpublicschools.org/fbs/finance/reporting/coa2018.

Public School Building Capital Fund / Lottery Funding (LEAs only).

Kenneth Phelps (DPI School Planning Section), who currently handles funding applications, will retire effective October 1, 2017. After September 25, please direct applications, questions, and reports to Dennis Hilton, Dennis.Hilton@dpi.nc.gov, (telephone) 919-807-3563, (fax) 919-807-3558, (mail) NC Department of Public Instruction, 6319 Mail Service Center, Raleigh, NC 27699-3561.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Officers' Newsletter September 15, 2017

Voluntary Shared Leave Reporting - LEAs Only (not charter schools)

Thank you for your prompt response to the Voluntary Shared Leave Reporting survey!

Retroactive Bonuses - 2015-16 Teacher Results

Last year, third-grade reading teachers and AP/IB teachers were eligible for bonuses, if they qualified based on their students' 2015-16 test results. In both cases, in order to qualify for the bonus, a teacher was required to have maintained her teaching assignment – i.e, teaching third-grade or an advanced course, respectively – into the 2016-17 school year.

During the recent legislative session, Session Law 2017-88 (SB169) authorized LEAs to pay the teachers who were eligible for either the third-grade bonus or the AP/IB bonus, but had been disqualified due to their 2016-17 teaching assignments. In addition, the legislation provides funds to refund LEAs that had already paid the disqualified teachers the bonus from local funds.

The following two documents are posted on the Finance & Business Services (FBS) home page at www.ncpublicschools.org/fbs/ under What's New:

1. A Word document that provides instructions regarding payment to the teachers.
 2. An Excel form to use to notify the Division of School Business of the teachers that are eligible for the retroactive bonus and/or to request a refund for locally funded bonuses.
-

QZAB Policy (LEAs only)

S.L. 2017-187 (SB 468) has resulted in changes to state policy regarding use of QZAB authorizations. Future bond proceeds may be used for purposes listed in 26 U.S.C. 54E, and future applications will be reviewed and prioritized according to the Development Tier and economic distress rank of the counties (determined by NC Department of Commerce) and eligibility of schools to receive free or reduced lunch under the federal lunch program.

QZAB applications received on or before October 24, 2017, will be prioritized accordingly. If funding authorization remains, additional applications will be prioritized and reviewed every thirty (30) days thereafter. Current federal authorization is \$8,998,572.50, which will expire December 31, 2018.

Uniform Chart of Accounts (COA) – Request for Revisions

The COA Revision Request Forms will be processed on a weekly basis beginning Wednesday, September 20, 2017, except in the case of an emergency.

The form is on the Financial and Business Services website, under Working Documents FY 2017-2018: www.ncpublicschools.org/fbs/finance/reporting/coa2018.

A COA Revision Request Form received by noon on Wednesday that passes the review process will be available for use on the following Monday.

If you have any questions concerning the Uniform Chart of Accounts (COA) or request for changes, please direct them - for now - to Angela Harrison, angela.harrison@dpi.nc.gov.

FY 2017 - 13th Month MFR File – LEAs Only (not charter schools)

The FINAL FY 2017 13th month MFR File data file pull is scheduled for **Monday evening, September 18, 2017**.

Please make sure your LEA selects FY 2017 when building the 13th month MFR file. If you are making corrections to your 13th month files, please make sure you **rebuild** your 13th month 2017 MFR files. If you are satisfied with your current 13th month 2017 MFR files you do not need to do anything.

Note: Your LEA cannot send DPI paper 202s to correct the DPI side of the DBS/MFR Match report for Period 13, since DPI books for FY 2017 are closed. You will need to make FY 2017 corrections on your general ledger.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction



PUBLIC SCHOOLS OF NORTH CAROLINA
Educating the Whole Child

New NCDPI Process for Posting Data File from Monthly Financial Report (MFR) – (LEAs Only)

DPI is currently scheduled to change the Uniform Education Reporting System (UERS) process to use the Monthly Financial Report (MFR) file to post expenditures to the Management Science of America (MSA) system instead of the 60-byte summary record. This process will be implemented with the October Data File which will be reported to DPI on November 2, 2017.

The new process involves NCDPI posting all invalid account codes to a suspense account. When the LEA moves the expenditure on their General Ledger to a valid account, the next month MFR file will reflect the change. The corrected account will post to MSA and relieve the suspense transaction. NCDPI will send a report each month to the LEA of the invalid account used (currently, your vendor software warns you when you use an invalid account). Please note that the zero-out process and per pupil process will not recognize any expenditure posted to the suspense account.

You must use valid account codes to report your expenditures.

Prior to the implementation of this process, LEAs are required to correct all their invalid accounts. DPI is providing a list of the invalid account codes reported during PP01 and PP02 data file processing. For the list for Period 1, DPI changed the end date for the Chart of Account (COA) file for the principal and assistant principal salary codes, so this report does not reflect any Purpose 5400 invalid accounts unless it was truly an invalid code (did not exist on the COA). For Period 2, DPI reported all invalid accounts including the principal and assistant principal salary codes. Also note that for Period 2, the principal and assistant principal salary codes must also be corrected in LicSal through the BUD system. Your district must review these lists and correct all invalid account codes prior to October 31, 2017.

With the October data file processing, all invalid accounts will post to a suspense account and may adversely affect your zero-out dollars.

ABC Transfers

Please remember that LEA allocations have not been reduced for new and growing charter schools or the higher of 1 or 2nd month ADM (if applicable) when **requesting ABC transfers**. **Please contact the School Allotment Section at 919-807-3739 if you have additional questions.**

Prior Year ABC Transfers

To access prior year ABC transfers, please go to the Allotment System, ABC Transfer Tab, View Transfer List, Processed Transfers. This may be useful when completing the required spreadsheet for the General Assembly.

DPI WORKERS' COMP SESSIONS

DPI will present four informative WC Sessions. We encourage LEAs involved or managing workers' compensation claims to attend one of these sessions.

October 17th - 10:00 am-12:00 noon

Winston-Salem Forsyth Education Building
4801 Bethania Station Road, Winston-Salem, NC 27102

October 18th - 10:00 am- 12 noon

Asheville Board of Education
85 Mountain Street, Asheville, NC 28801

*please use parking area behind the Building

October 20th - 10am-12 noon

Cape Fear Community College
502 N. Front Street, Wilmington, NC 28401

*room 512 in Union Station @ the corner of Front and Red Cross Streets - No parking pass required

October 23rd - 10am-12noon

Department of Public Instruction
301 North Wilmington Street, Raleigh, NC 27601

*7th Floor board room

Please advise the number of individuals participating in each session. Contact me via email with the name of the person(s) and which session they will be attending.

Traci Waters: 919-807-3521 or Traci.Waters@dpi.nc.gov

Agenda to Include:

- Reporting a Claim –when to report; how to report; type of incident to report
- Available Leave v. Workers' Compensation
- User v. WCA
- Communicating with Adjuster
- Managed Care Providers and How They Interact
- Split Funding-Appropriate Funding Source
- Form 22
- Return to Work
- Settling Claims
- Disability Income Plan of NC
- Health Insurance & Separation Due to Unavailability
- Retirement Benefits
- Medicare and Workers' Compensation

Installment Collapse (LEAs Only)

Effective 8/31/17, DPI posted the 11th & 12th installment payments for State funds in the current year in the special installment codes: 5110-001-120, 5110-001-210, and 5110-001-220. This procedure is known as the Installment Collapse. The installment payments are "cash" payments for July and August and they are not expenditures from your current year allotments but they are included only to reflect an accurate "cash" balance. These amounts were posted on your general ledger when the checks were written, but DPI did not post to the Cash Account on the MSA system until August. This process will not affect your bank reconciliation. A copy of the Installment Report (date run of August 13, 2017) detailing the installment amounts posted for your LEA was netviewed on Monday, September 25, 2017.

Each LEA should reverse the State accrual entries on their general ledgers now, if it has not already been done. Any differences between the accrual amount and the actual installment payment for State Funds should be moved on your general ledger to the special installment codes listed above, so that only current year expenditures are reported in the current year expenditure codes. Your LEA cannot post the entries through the BUD system.

Also, effective August 31, 2017, DPI posted the State installment payments and accrual reversing entries to Prior Year State. DPI also netviewed a copy of the Allotment Balance Reconciliation Report (JHA351EG) for Prior Year (Company 8000) on Monday, September 25, 2017. ([Attachment](#))

If you have any questions concerning the Installment Collapse, contact Richard Smith at richard.smith@dpi.nc.gov or 919-807-3729.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction



Class Size Report – September data – LEA only

DPI has provided each LEA with draft Class Size Reports, as required by HB13, through the secure Accountability server. For your information, [attached is the communication](#) sent to all LEA superintendents earlier this week regarding these draft reports.

Please review your LEA's reports. You may need to adjust payroll and/or PowerSchool data to ensure accuracy. You do not need to notify DPI of any adjustments to the data – changes will be captured in the final reports that DPI pulls on October 31.

DPI will conduct a Class Size Reporting webinar from 10:00 – 11:00 a.m. on Friday, October 13, to discuss the new class size requirements outlined in HB13. You may use the following link to register for the webinar:

<https://attendee.gotowebinar.com/register/809323407267354369>

New NCDPI Process for Posting Data File from Monthly Financial Report (MFR) – (LEAs Only):

DPI is currently scheduled to change the Uniform Education Reporting System (UERS) process to use the Monthly Financial Report (MFR) file to post expenditures to the Management Science of America (MSA) system instead of using the summary record. This process will be implemented with the October Data Files which will be reported to DPI on November 2, 2017.

The new process involves NCDPI dropping all invalid account codes prior to posting the MFR totals. When a LEA corrects the expenditure account code on their General Ledger to a valid account, the MFR file will reflect the change the following month. The corrected account will then post to MSA.

If there are any invalid account codes used, NCDPI will send a list of the invalid codes to the LEAs each month as part of the Monitoring Letter. Please note that the zero-out process and per pupil process will not recognize any expenditure posted to an invalid code. You must use valid account codes to report your expenditures.

Prior to the implementation of this process, LEAs are required to correct all invalid account codes. DPI has provided a list of invalid account codes that were reported during PP01 and PP02 data file processing.

For Period 1, DPI changed the end date for the Chart of Account (COA) file for the principal and assistant principal salary code. This report does not reflect any Purpose 5400 invalid accounts unless it was truly an invalid code, meaning it did not exist on the Chart of Accounts.

For Period 2, DPI reported all invalid accounts including the principal and assistant principal salary codes. Also, note that for Period 2, the principal and assistant principal salary codes must also be corrected in LicSal via paper 202.

If your LEA Data File Contact did not receive a list of invalid account codes in an email last week, there were no invalid codes reported for your LEA.

To make this a successful transition, your district must review and correct all invalid account codes prior to October 31, 2017. With the October data files processing in early November, all expenditures associated with invalid accounts will be dropped/ignored until the expenditures are moved to valid accounts. This may adversely affect your zero-out dollars.

Please contact Gwendolyn Tucker at gwendolyn.tucker@dpi.nc.gov should you have any questions about the process of clearing the invalid account codes.

Technical Corrections Bill S582 – LEAs only

The Legislature came in to session this week and ratified S582. The changes included:

1. Changes to the Highly Qualified NC Teaching Graduates provision to differentiate the edTPA assessments based on license area. More information and guidance will be forthcoming on this legislation.
2. Modification to the Assistant Principal and Principal hold harmless provision. The hold harmless calculation now compares current year to whichever schedule the individual was paid from in 2016-17 (whether it be teacher, AP, or principal schedule) + longevity received.

This bill has been sent to Governor Cooper for his signature.

Principal Legislated Bonuses – LEAs & Charters

The Appropriations Bill provided bonuses to principals in all public schools if the principal supervised a school for the majority of 2016-17 and met one or both of the following conditions:

1. Supervised a school which had a 2016-17 growth score in the top 50% of the schools in the state.

2. Supervised a school that either met or did not meet expected growth in 2015-16, but exceeded growth in 2016-17.

The bonuses are required to be paid no later than October 31, 2017.

The Division of School Business has posted the Principal Bonus Report on LicSal, section Salary Admin Reports this week. This report includes LEA principals only. Charter schools whose principals are eligible for the bonus will be notified next week.

Some LEAs have notified us that they have found a discrepancy in one or more of their principals' eligibility when comparing with our report. Specifically, these differences relate to principals' eligibility based on being employed in the school for the majority of the year. We are reviewing these differences and will modify the qualifications of individual principals, if necessary.

The allotments will be posted the week of October 16th. This will provide the LEAs and the Division of School Business enough time to ensure any discrepancies have been reconciled.

Notify Frank Cernik if you see any discrepancy or if you have any questions.

Frank.Cernik@dpi.nc.gov or (919) 807-3719.

SS200 Full-Time Personnel Report for FY 2017-18 (LEAs & Charter Schools)

The SS200 Online Report will be due **Friday, November 18, 2017**.

The link to the SS200 online application will be available Monday, October 31, 2017 and appear on the FBS web site under *What's New* (www.ncpublicschools.org/fbs/).

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 (2017 – 2018).

The individual submitting the report will need an active North Carolina Identity Management identification (NCID) login.

If you (or your staff) need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: www.ncid.its.state.nc.us/LEAListing.asp. DPI cannot assign an NCID or reset NCID passwords.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection and reporting for the SS200.

If you have questions, please contact Angela Harrison, angela.harrison@dpi.nc.gov.

Retro Pay Bonuses – 2015-16 Teacher Results – LEAs only

LEAs were asked to complete an excel form to notify the Division of School Business of teachers eligible for the retroactive bonuses and to request a refund for locally funded bonuses. The due date for submission of the forms was September 30, 2017.

The following LEAs have submitted forms:

010 Alamance-Burlington 600 Charlotte-Mecklenburg

100 Brunswick 650 New Hanover

111 Asheville City 670 Onslow

140 Caldwell 680 Orange

180 Catawba 681 Chapel Hill-Carrboro

181 Hickory City 710 Pender

182 Newton Conover City 740 Pitt

260 Cumberland 760 Randolph

291 Lexington City 790 Rockingham

320 Durham 800 Rowan-Salisbury

350 Franklin 810 Rutherford

370 Gates 840 Stanly

410 Guilford 860 Surry

421 Roanoke Rapids City 861 Elkin City

430 Harnett 880 Transylvania

440 Haywood 910 Vance

470 Hoke 920 Wake

500 Jackson 970 Wilkes

530 Lee 980 Wilson

550 Lincoln 990 Yadkin

560 Macon

If your LEA is not listed above and you need to complete the form, please do so immediately. The document providing instructions regarding the bonus payments to the teachers and refunds to the LEAs; and the excel form are located on the [Financial & Business Services webpage](#) under What's New.

If you have questions, contact Gwendolyn Tucker at gwendolyn.tucker@dpi.nc.gov or 919-807-3708.

ABC Transfer Reporting - deadline October 15, 2017 (LEAs only)

This is a reminder of approaching deadline for ABC Transfer Reporting prescribed in SL 2017-57 **The report must be posted on your website by October 15, 2017.**

LEAs are required to email this report to the Division of School by the same due date (October 15, 2017) so we can summarize the data and submit to the Legislature.

As of 10/5/2017, DPI has received reports from less than half of the districts. Each finance officer should have received an excel spreadsheet with the ABC transfers that meet the threshold of required reporting.

If you have not received this file or have any questions, please contact Frank Cernik at Frank.Cernik@dpi.nc.gov or call 919.807.3719.

LEA Expenditure Report (Plain English Bill)

Along with the ABC Transfer report, districts are required to post their 2016-17 expenditures (SL 2017-57). As in the past, NC DPI has compiled this report and made it available at www.ncpublicschools.org/fbs/resources/data/. Refer to section "ANNUAL EXPENDITURE REPORT BY LEA" and subsection "2016-17" and "Expenditure Report 2016-17". You can link to the report on your website. If you have any questions, please contact Frank Cernik at Frank.Cernik@dpi.nc.gov or call 919.807.3719.

School Bus Driver Pay Grade

The State Board of Education approved a new pay grade for bus drivers to accommodate the appropriation to bus driver pay. The new pay grade of 51B was approved with a minimum monthly pay of \$2,051.03 and a maximum of \$2,965.48. The modified salary schedules have been posted to the FBS website at <http://www.ncpublicschools.org/fbs/finance/salary/>.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction



PUBLIC SCHOOLS OF NORTH CAROLINA

Educating the Whole Child

2017-18 Local Per Pupil Reporting and Charter School Membership by LEA (LEAs only)

All LEAs (school districts) – and **LEAs only** (not charters) - must complete the 2017-18 template and survey, which are posted under "What's New" at www.ncpublicschools.org/fbs/. Beginning this year, every LEA must provide the Local Per Pupil Reporting template in conjunction with the Charter School Membership survey. Both documents will be reported to the State Board of Education. Please complete both and **submit by October 27, 2017**. If you have questions, contact nicola.lefler@dpi.nc.gov.

New NCDPI Process for Posting Data File from Monthly Financial Report (MFR) – (LEAs Only):

DPI is currently scheduled to change the Uniform Education Reporting System (UERS) process to use the Monthly Financial Report (MFR) file to post expenditures to the Management Science of America (MSA) system instead of using the summary record. This process will be implemented with the October Data Files which will be reported to DPI on November 2, 2017.

The new process involves NCDPI dropping all invalid account codes prior to posting the MFR totals. When a LEA corrects the expenditure account code on their General Ledger to a valid account, the MFR file will reflect the change the following month. The corrected account will then post to MSA.

If there are any invalid account codes used, NCDPI will send a list of the invalid codes to the LEAs each month as part of the Monitoring Letter. Please note that the zero-out process and per pupil process will not recognize any expenditure posted to an invalid code. **You must use valid account codes to report your expenditures.**

Prior to the implementation of this process, LEAs are required to correct all invalid account codes. DPI has provided a list of invalid account codes that were reported during PP01 and PP02 data file processing.

Last month, DPI sent Period 1 and Period 2 invalid codes.

For Period 1, DPI changed the end date for the Chart of Account (COA) file for the principal and assistant principal salary code. This report does not reflect any Purpose 5400 invalid accounts unless it was truly an invalid code, meaning it did not exist on the Chart of Accounts.

For Period 2, DPI reported all invalid accounts including the principal and assistant principal salary codes. Also, note that for Period 2, the principal and assistant principal salary codes must also be corrected in LicSal via paper 202.

Period 3 invalids are included in this month's Monitoring Letter. Please note that any invalid accounts not corrected by September 30, 2017 are listed on this letter.

To make this a successful transition, your district must review and correct all invalid account codes prior to October 31, 2017. With the October data files processing in early November, all expenditures associated with invalid accounts will be dropped/ignored until the expenditures are moved to valid accounts. This may adversely affect your zero-out dollars.

Please contact Gwendolyn Tucker at gwendolyn.tucker@dpi.nc.gov should you have any questions about the process of clearing the invalid account codes.

SS300 Local Salary Supplements Report (LEAs only)

The SS300 Local Salary Supplements Report is **due by Tuesday, November 21, 2017** and is available online on the Financial and Business Services website under "What's New": www.ncpublicschools.org/fbs/.

The SS300 Local Salary Supplements Report is *completed by LEAs only*. The information requested in this report will be the same as it has been in past years. An FAQ tab is included to answer questions regarding what is to be included in the report. If you have questions that are not addressed in the FAQ, please contact Ozella Wiggins at 919.807.3721 or ozella.wiggins@dpi.nc.gov.

The information will be completed online and the individual submitting the report will need a North Carolina Identity Management identification (NCID) login. If you or your staff need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: www.ncid.its.state.nc.us/LEAListing.asp. DPI cannot assign an NCID.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection for this report.

If you have questions, contact Ozella Wiggins at 919.807.3721 or ozella.wiggins@dpi.nc.gov.

Principal Bonus Q&A

The allotment for the principal bonus will go out this week. LEAs need to verify the employment status of the principals in 2017-18 to ensure that they are eligible. School Business has posted a FAQ on principal bonus on the [FBS website](#) under What's New.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Newsletter - October 24, 2017

Principal Bonuses – Requests for Revisions due by COB, Tuesday, 10/24!



Principal Bonus funds were made available to districts last Friday. Requests for any revisions (due to principals being promoted to Central Office, relocating to different districts, etc.) must be sent to Frank.Cernik@dpi.nc.gov by close of business on **Tuesday, October 24.**

Reminder: 2017-18 Local Per Pupil Reporting and Charter School Membership by LEA (LEAs only)

All LEAs (school districts) must complete the 2017-18 template and survey, which are posted under "What's New" at www.ncpublicschools.org/fbs/. Beginning this year, every LEA must provide the Local Per Pupil Reporting template in conjunction with the Charter School Membership survey. Both documents will be reported to the State Board of Education. Please complete **both** and **submit by October 27, 2017**. If you have questions, contact nicola.lefler@dpi.nc.gov.

Retention/Promotion Report (RP) - Collection period ends on 10/27



The collection period for the Retention/Promotion Report ends this Friday, October 27.

As of this morning, we have 879 Warnings and 157 Fatal Exceptions occurring in multiple LEAs.

Examples of Warnings include the following: "Incorrect Promotion Status of PROM" or "Summer School graduate missing historical grade with LOCS."

Examples of Fatal Exceptions include the following: "Retained Student missing valid

retention code," "Student missing Admission Status," "Student Missing Promotion Status and Exit Code."

Please review all warnings to ensure the accuracy of the student's information. Please remember that **ALL** Fatal Exceptions **MUST** be cleared before the report can be approved.

School Activity Report (SAR) - Collection period ends on November 15

The collection period for the School Activity Report (SAR) will end on November 15.

As we are only a few weeks away from this deadline, please make sure that you're running and reviewing the SAR as often as possible. There are still a significant number of Warning and Fatal Exceptions on the SAR.

ALL Fatal Exceptions **MUST** be cleared before the SAR can be approved! Warnings must be reviewed and corrected as needed to ensure an accurate report of school data.

If you are experiencing technical issues with the RP or the SAR and need assistance, please submit a ticket to the Technology Support Center (<https://nc-myit.us.onbmc.com>) as soon as possible! Do not wait until the last minute to report issues that are preventing you from completing and approving the reports.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Newsletter - October 27, 2017

PUBLIC SCHOOLS OF NORTH CAROLINA

Educating the Whole Child

SS200 Full-Time Personnel Report for FY 2017-18

To be completed by all LEAs, Charter, Regional and UNC Laboratory Schools:

The SS200 Online Report is due by **Friday, November 18, 2017**.

The link to the SS200 online application will be available Monday, October 31, 2017 and appear under the FBS, What's New www.ncpublicschools.org/fbs/.

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 (2017 – 2018). You may reference your Human Resource Management (HRMS) SS-200 Full-Time Personnel Report or the SS200 report provided by LINQ to assist in completing this report.

The information will be completed online and the individual submitting the report will need an active North Carolina Identity Management identification (NCID) login.

If you (or your staff) need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: www.ncid.its.state.nc.us/LEAListing.asp. DPI cannot assign an NCID or reset NCID passwords.

If you are not responsible for submitting this report, please share this information with other staff in your LEA or charter school that may be involved with data collection and reporting for the SS200.

If you have questions, please contact Angela Harrison, 919.807.3734 or angela.harrison@dpi.nc.gov.

Charter School Average Daily Membership (CSADM) Projections for SY 2018-19

To be completed by all Charter, Regional and UNC Laboratory Schools Only:

CSADM Phase 0 – Material Increase in Average Daily Membership (ADM) and/or Grade Expansion for 2018-19 – Due November 8, 2017.

Requests for SY 2018-19 enrollment growth and/or grade expansion of the provisions of a charter application must be electronically submitted using the online CSADM Projection System by November 8, 2017. Only electronic submissions using CSADM will be included in the State Board of Education approval meeting.

The link to the CSADM Projection System will be available November 1, 2017 under FBS, What's New, www.ncpublicschools.org/fbs/ and the Financial and Business Services, Charter Schools Financial Operations, CSADM, www.ncpublicschools.org/fbs/charterschools/.

All Charter, Regional and UNC Laboratory School Administrators and Board Chairs are required to submit Phase 0, even if the school does not intend to increase their enrollment or grade expansion. Guidelines for completing and navigating the CSADM are located within the system.

Please use your NCID to access the Charter School ADM Projection System (CSADM). If you have questions about NCID, please contact your LEA NCID Administrator:

www.ncid.its.state.nc.us/LEAListing.asp.

If you have questions about the CSADM, please contact Angela Harrison, 919.807.3734 or angela.harrison@dpi.nc.gov.

Bonus Allotments

The following is additional information on allotments and refunds sent out this week:

- PRC045 - The Veteran Teacher Bonus is a guaranteed allotment. See [Q&A](#) (LEAs only)
 - PRC048 - The Principal bonus funds are to be paid by October 31st. (Select LEAs and Charters dependent on school results)
 - PRC048 - The bonus funds for retroactive 2017 3rd Grade and/or A/IB bonuses per S169. These funds are to be paid to teachers who were not paid the bonus in 2017 due to their class assignment. These funds include social security and were based on the information provided by the Finance Officer to the Division of School Business. (Select LEAs and charters)
 - Refund – Per S169, The Division of School Business sent funds to LEAs that used local funds in 2016-17 to pay teachers who earned a bonus in 2017, but who were not eligible for a State funded bonus due to their class assignment. These funds were based on the information provided by the LEA Finance Officer to the Division of School Business. (Select LEAs and charters)
-

2017-18 Local Per Pupil Reporting and Charter School Membership by LEA (LEAs only) - DUE TODAY, Friday, October 27, 2017.

The following LEAs have submitted templates and surveys as of 11:10 am October 27th:

010-Alamance-Burlington	390-Granville	710-Pender
030-Alleghany	410-Guilford	720-Perquimans
090-Bladen	421-Roanoke Rapids City	730-Person
111-Asheville City	422-Weldon City	750-Polk
132-Kannapolis City	430-Harnett	760-Randolph
150-Camden	440-Haywood	770-Richmond
160-Carteret	460-Hertford	790-Rockingham
170-Caswell	480-Hyde	800-Rowan
180-Catawba	490-Iredell	810-Rutherford

181-Hickory City	510-Johnston	820-Sampson
182-Newton City	520-Jones	821-Clinton City
190-Chatham	530-Lee	830-Scotland
210-Chowan	540-Lenoir	850-Stokes
230-Cleveland	550-Lincoln	860-Surry
240-Columbus	560-Macon	862-Mount Airy City
241-Whiteville City	580-Martin	870-Swain
250-Craven	590-McDowell	880-Transylvania
260-Cumberland	610-Mitchell	910-Vance
291-Lexington City	620-Montgomery	920-Wake
292-Thomasville City	640-Nash	930-Warren
300-Davie	650-New Hanover	940-Washington
320-Durham Public	680-Orange	960-Wayne
340-Forsyth	681-Chapel Hill-Carrboro	970-Wilkes
370-Gates	690-Pamlico	980-Wilson
380-Graham	700-Pasquotank	990-Yadkin



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

PUBLIC SCHOOLS OF NORTH CAROLINA

Educating the Whole Child

Charter School Average Daily Membership (CSADM) Projections for SY 2018-19 – Due November 8, 2017 (Charter **ONLY**)

All Charter School Administrators or Board Chairs are required to submit through the (CSADM), even if the school does not intend to increase their enrollment or expand grades in 2018-19.

The CSADM is accessible at any of the following links:

- CSADM website: <https://schools.nc.gov/csadm>
- Financial and Business Services (FBS) website, *What's New*, www.ncpublicschools.org/fbs/
- FBS website, Charter Schools Financial Operations, CSADM, www.ncpublicschools.org/fbs/charterschools/

Requests for SY 2018-19 enrollment growth and/or grade expansion of the provisions of a charter application must be electronically submitted using the online CSADM by November 8, 2017. Only electronic submissions using CSADM will be included in the materials considered by the State Board of Education for approval.

Guidelines for completing and navigating the CSADM are located within the system.

Please use your North Carolina Identity Management Identification (NCID) to access the CSADM. Questions about NCID should be addressed to your NCID Administrator: www2.ncid.its.state.nc.us/LEADetails.asp?name=Charter%20Schools%20000.

Questions concerning the CSADM should be addressed to Angela Harrison, 919.807.3734 or angela.harrison@dpi.nc.gov.

SS300 Local Salary Supplements Report (LEAs **ONLY**)

The SS300 Local Salary Supplements Report is **due by November 21, 2017** and is available online by accessing the Financial and Business Services website under *What's New*: www.ncpublicschools.org/fbs/.

Only LEAs submit the SS300 Local Salary Supplements Report. We have added an FAQ tab to answer questions about what you must include in your submission.

The individual submitting the report will need an NCID login. DPI cannot assign an NCID. If you or your staff need an NCID, you must contact your LEA NCID

administrator to set up an account for you. A directory of the LEA NCID administrators is available at: www.ncid.its.state.nc.us/LEAListing.asp.

If you are not responsible for submitting the SS300 report, please share this information with other staff in your LEA who may be involved with data collection for this report.

If you have additional questions about the SS300, please contact Ozella Wiggins at 919.807.3721 or ozella.wiggins@dpi.nc.gov.

New NCDPI Process for Posting Data File from Monthly Financial Report (MFR) – (LEAs ONLY):

DPI is implementing a change of the Uniform Education Reporting System (UERS) process to use the Monthly Financial Report (MFR) file to post expenditures to the Management Science of America (MSA) system, instead of using the summary record. The October MFR Files received November 2, 2017 will be used to post October expenditures to the MSA system.

With the October data files processing, all expenditures associated with invalid accounts will be dropped/ignored until the expenditures are moved to valid accounts. This may adversely affect your zero-out dollars. When a LEA corrects the expenditure account code on their General Ledger to a valid account, the MFR file will reflect the change the following month. The corrected account will then post to MSA.

If there are any invalid account codes used, NCDPI will send a list of the invalid codes to the LEAs each month as part of the Monitoring Letter. Please note that the zero-out process and per pupil process will not recognize any expenditure posted to an invalid code. **You must use valid account codes to report your expenditures.**

Please contact Gwendolyn Tucker at gwendolyn.tucker@dpi.nc.gov should you have any questions about the process of clearing the invalid account codes.

Student Accounting Manual and Class size waiver forms – LEAs Only

At the November meeting, the State Board of Education approved a modification to the class size waiver policy.

LEAs may request a waiver for classes organized for program enhancement areas using the [Waiver Form B](#), located on the FBS website in the Student Accounting tab. LEAs use this form to request class size waivers for classes of K-3 students taught by program enhancement teachers. Program enhancement teachers are defined in G.S. 115C-301(f)(2)(a) as teachers who teach: arts disciplines, including dance, music, theater, and the visual arts; physical education and health programs; or world languages.

For requests using Waiver Form B, a LEA may use one application to request a waiver for all classes within their LEA that are program enhancement. Waivers shall only be

considered if the LEA is in compliance with the LEA-wide average maximums for all grades.

[Waiver Form A](#) should be used for any overage for an individual K-3 class that does not meet the definition for Waiver Form B.

For any questions, please contact Ozella Wiggins at 919.807.3721 or Ozella.wiggins@dpi.nc.gov



Public Schools of North Carolina
State Board of Education
Department of Public Instruction



PUBLIC SCHOOLS OF NORTH CAROLINA

Educating the Whole Child

SS200 Full-Time Personnel Report for FY 2017-18

To be completed by all LEAs, Charter, Regional and UNC Laboratory Schools.

The SS200 Online Report is **due by November 17, 2017** and the SS200 online application is available by accessing the Financial and Business Services website under *What's New*: www.ncpublicschools.org/fbs/ or <https://schools.nc.gov/ss200>.

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 (2017 – 2018).

You may reference your Human Resource Management (HRMS) SS200 Full-Time Personnel Report or the SS200 report provided by LINQ to assist in completing this report. The information will be completed online and the individual submitting the report will need an active North Carolina Identity Management identification (NCID) login.

If you (or your staff) need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: www.ncid.its.state.nc.us/LEAListing.asp. DPI cannot assign an NCID or reset NCID passwords.

If you are not responsible for submitting the SS200 report, please share this information with other staff in your LEA or charter school who may be involved with data collection and reporting for the SS200.

If you have additional questions about the SS200, please contact Angela Harrison at 919.807.3734 or angela.harrison@dpi.nc.gov.

2017 Unemployment (UE) Year-end Information

IMPORTANT: You now have 30 days to submit your Year-end UE Tax Bill

We are requesting that you electronically submit your Year-end Reporting for each Employee Worksheet for Unemployment Benefits Charged. Make sure your totals balance to the Division of Employment Security (DES) statement. **DPI is not responsible for late fees or penalties.**

Please follow the steps below to complete your submission:

1. Review **Statement from DES** and determine when your school employed individuals who are listed on the statement. Complete the [attached](#) Excel **Employee Worksheet** for each listed employee on your account. Include on Worksheet: employee's name, benefit year began, your Unemployment Insurance (UI) number, your name and phone number.
2. Please complete the **Employee Worksheet** based on your 100% reimbursable tax status. A **Master Worksheet** is also [attached](#) for your use. It is provided as an

additional tool in order to calculate Total Wages from each individual employee worksheet. Please include with your electronic Master Worksheet submission to Traci Waters.

3. Determine base period of each individual listed. North Carolina base period is the first four of the last five completed calendar quarters prior to the quarter in which a claim for benefits is filed. Wages earned during the base period determine both the amount and duration of an individual's unemployment insurance benefits.

EXAMPLE:

- A. Benefit Year Began 6/6/00 (second quarter of 2000)
- B. Last five completed quarters
 - (1st, 2nd, 3rd & 4th quarters of 1999 & the first quarter of 2000)
- C. Base Period = First four quarters
 - (1st, 2nd 3rd & 4th quarters of 1999)

Note: If you are not able to figure out the base period, please notify Traci Waters (see information below) and I will email a copy of the "Alternative Base Period". This will help you to figure benefits paid out.

4. Please mail your checks for your Food, Local & Federal payment to the NC Department of Public Instruction. Payments must be made payable to the Department of Public Instruction.

Mail checks to:

NC Department Public Instruction
Insurance Section
Attention: Traci Waters
6320 Mail Service Center
Raleigh, NC 27699-6320

5. Electronically submit your worksheets, along with your statements from DES to Traci Waters. Email traci.waters@dpi.nc.gov.
6. If you are disputing an employee's wages, please explain your reasons in writing to the Employment Benefits Center (EBC) Unit. Fax # (919) 733-1126. You must pay the year-end charges. Disputed Statements will be considered by the ESC and your account will reflect any credit applied.

If you have not received Details of Charges to your Account or if you have any additional questions, please contact Traci Waters at 919-807-3521.





November 17, 2017

FINANCIAL AND BUSINESS SERVICES

Financial and Business Services is made up of two divisions: School Business Administration and Financial Services. These Divisions report to Adam Levinson, CFO.

DUE TODAY!! SS200 Full-Time Personnel Report for FY 2017-18

To be completed by all LEAs, Charter, Regional and UNC Laboratory Schools.

The SS200 Online Report is **due today, Friday, November 17, 2017**. The link to the SS200 online application is available under FBS, What's New www.ncpublicschools.org/fbs/ or <https://schools.nc.gov/ss200>.



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 (2017 – 2018). You may reference your Human Resource Management (HRMS) SS-200 Full-Time Personnel Report or the SS200 report provided by LINQ to assist in completing this report.

The information will be completed online and the individual submitting the report will need an active North Carolina Identity Management identification (NCID) login. If you (or your staff) need an NCID, you must contact your LEA NCID administrator to set up an account for you.

A directory of NCID administrators is available at www.ncid.its.state.nc.us/LEAListing.asp. DPI cannot assign an NCID or reset NCID passwords.

If you are not responsible for submitting this report, please share this information with other staff in your LEA or charter school that may be involved with data collection and reporting for the SS200.

If you have questions, please contact Angela Harrison, 919.807.3734 or angela.harrison@dpi.nc.gov.

PRC 104 (Title III – Language Acquisition) Funding

Due to some communication challenges related to consortium formation and approval, we will be recalculating the 2017-18 PRC 104 allocations. We anticipate allotting funds based on the updated calculation within two weeks after the Thanksgiving holiday.

We appreciate your patience as we make these adjustments. Please contact the School Allotments section at (919) 807-3718 or Lydia.prude@dpi.nc.gov if you have questions about your allotment.

Child Count Transfers



Reminder: The funding for Children with Disabilities follows the child the first 60 days of school. We are preparing the transfers received as of 11/16/2017 for an upcoming revision. These transfers could impact your PRC 032 Allocation. Please contact School Allotments at 919-807-3739 if you have questions.

Title I School Improvement (PRC 105) Planning Allotment

The Title I School Improvement Planning Allotment for FY 2017-18 was revised and posted to BAAS on 11/16/17. If you have any questions, please contact Susan Holly in School Allotments at 919-807-3739 or susan.holly@dpi.nc.gov.

Allotment System Restart Module

The Restart Module should be available in the Allotment System by Monday, November 20, 2017. **All transfers must be completed by December 15, 2017.** Help screens are provided at the top of the enter transfer screen.

Please note that the Average Salaries posted under Support documentation on the School Allotments website did not contain the final salary increase. That file has been reposted with the updated salaries, which are also reflected in the Restart Module in the Allotment system.

Please contact School Allotments at (919) 807-3739 if you have questions.





Correcting Invalid Account Codes - Charter Schools Only

As DPI prepares for School Business Modernization, we anticipate implementing a change to the Monthly Financial Report (MFR) process, beginning in the 2018 calendar year.

The new process will involve NCDPI dropping all invalid account codes prior to posting the MFR totals. The zero-out process and per pupil process will not recognize any expenditure posted to an invalid account code. **You must use only valid account codes.**

When a charter school corrects the expenditure account code on their General Ledger to a valid account code, the MFR file will reflect the change the following month. The corrected account code will then post to Management Sciences America (MSA).

As part of the current monthly data file process, NCDPI includes a list of the invalid codes in the Monitoring Letter. In anticipation of the new process, **any charter school with invalid codes should correct them as soon as possible.**

Please contact Roxane Bernard at roxane.bernard@dpi.nc.gov should you have any questions about the process of clearing the invalid account codes.

Teacher Assistants who are Student Teaching - LEAs only

[SL 2017-189 \(SB599\)](#) (see page 27) modified the language in G.S.115C-310(b) related to teacher assistants who are student teaching. Prior to this change, LEAs had discretion regarding whether to pay teacher assistants while they were student teachers.

The general statute reference has now been changed to 115C-269.30 and the law now requires the LEA to pay the teacher assistant, stating the following:

"(c) Salary and Benefits. –Teacher assistants shall continue to receive their salary and benefits while interning in the same local school administrative unit where they are employed as a teacher assistant."

No additional funds were appropriated for this activity. FLSA applies.

Coding Held Harmless Salary

Please ensure that you are properly coding all object 129 salary vouchers.

A number of LEAs have continued to submit improperly coded object 129 vouchers. These improperly coded vouchers impact the Average Salary calculations as well as reports created for Fiscal Research, news media, etc. DPI has previously "fixed" these vouchers to avoid their

negative impact in average salary calculations and other reporting of total salaries. In order to direct limited staff time to the highest priority items, **DPI will no longer manually modify the salary vouchers, but will simply post all vouchers and adjustments as they are received.**

DPI has previously instructed LEAs to code the 129 salaries voucher to "mirror" the certified salary payroll vouchers. Mirroring means:

- Fund, Purpose, PRC, School, Days in the Pay Period, Days Employed, Days Paid, and Percent Employed should be the same for the certified salary and held harmless vouchers.
- Only the Object, Payline Gross, Net Gross and Net Pay fields on the held harmless vouchers should be different than the certified salary voucher.

The Payline Gross field on the Held Harmless vouchers is used in calculating Average Salaries. This example readily demonstrates the potential problem with using the *Total Salary Payline Gross* amount on object 129 vouchers.

Please review your object 129 salary coding and if these vouchers do not mirror the certified salary voucher, correct these vouchers through the BUD system as a salary-only adjustment.

Class Size Reports

The Division of School Business placed the class size reports required under House Bill 13 in the Accountability Division's Secure Shell (accessible to each LEA Testing/Accountability Director) at 4:30pm on Wednesday. The data in these reports are from the school districts' October 31 PowerSchool database and the school districts' October payroll data. The Superintendents were notified via email. Please note that class size waiver requests are required to be submitted by November 30 for classes that exceed the maximum as of the 40th day. The full policy is located in the [Student Accounting Manual](#).

People Helping People Scholarship Program - New Allocation Formula

State Employees' Credit Union members, via the SECU Foundation, are committed to the Credit Union philosophy of "People Helping People." Since 2004, the *People Helping People* Scholarship program has provided over *\$50 million* in educational funding throughout North Carolina. SECU Foundation will again be providing funding for scholarships in 2018, with **major changes to our eligibility, allocation and distribution method**. To ensure equity in distribution between LEAs throughout the state and in some cases within LEAs, SECU Foundation will distribute our scholarships to LEAs through a new allocation formula (*note*: the process for charter schools will remain the same as in prior years – 3 scholarships will be awarded).

Starting in the 2017-2018 award year, scholarships for LEAs will no longer be provided to each regular public high school. Instead SECU Foundation will provide a minimum of at least one scholarship valued at \$10,000 (\$1,250 per semester for 8 consecutive semesters) to each LEA. Additional scholarships will be awarded to LEAs using a formula based on information

provided by DPI using the 12th grade average daily membership (ADM) as a percentage of the statewide 12th grade ADM.

If you have questions about the People Helping People Scholarship program, please contact Anna Spahr, Program Coordinator at the SECU Foundation, at Anna.Spahr@ncsecu.org or (919) 839-5203.

2017 Unemployment (UE) Yr End Information - Benefits Charged and "1%"

Benefits Charged

Please remember to complete the master and individual worksheets for your 2017 UE Benefits Charged. As the deadline for payment to the Department of Employment Security (DES) is December 15, **please send all worksheets and checks - payable to DPI - to DPI by December 11**. Relevant instructions and worksheet templates previously shared are:

- [Unemployment+100%25+Master+Worksheet.xls](#)
- [Unemployment+100%25+Employee+Worksheet.xls](#)
- [2017+UE+Instructions.doc](#)

We have received many questions about how to calculate the 2017 Benefits Charged. To arrive at the correct amount charged, you must add the amount listed on your October 2017 benefit statement from DES, **plus** quarters 3-2016, 4-2016, 1-2017 and 2-2017 (found in your account on DES website).

1% of Taxable Wages

LEAs are required by NC G.S. 96-9.6(e) to have at least 1% of Taxable Wages in their UE account at the beginning of each calendar year. **For the 2017-18 payment, DPI will pay the difference between current balance and the 1%.** (Note: this is different than what was explained on the webinar this morning...the update is based on further analysis and consideration of additional information).

Please be aware that **this process will change for 2018-19**. In a later communication, DPI will send you more information about how to plan for the December 2018 DES billing/payment. You will have sufficient notice to plan for handling the payment differently in December 2018.

If you have any questions about the UE calculations or payments, please contact Traci Waters at traci.waters@dpi.nc.gov or (919) 807-3521, or Eileen Townsend at eileen.townsend@dpi.nc.gov or 807-3522.

Reminder: State Health Plan Premium Rates

The General Assembly approved a hospitalization rate of \$5,869, however the State Health Plan will NOT adjust their rates until January 1, 2018. Therefore, there is no change to the employer contribution rate until January 2018.

LEAs should continue to pay \$479.48 through December 31, 2017. In January 2018, in order to comply with the new legislated fiscal year rate of \$5,869, the monthly employer contribution becomes \$498.69 for Jan - June.

Hospital Match to align with the legislated amount of \$5,869	
July	479.48
Aug	479.48
Sept	479.48
Oct	479.48
Nov	479.48
Dec	479.48
Jan	498.69
Feb	498.69
Mar	498.69
Apr	498.69
May	498.69
June	498.69

Should you have further questions about the employer contribution for hospitalization, please contact Gwendolyn Tucker at Gwendolyn.Tucker@dpi.nc.gov or (919) 807-3708.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

PUBLIC SCHOOLS OF NORTH CAROLINA
Educating the Whole Child

Coding Held Harmless Salary

Please ensure that you are properly coding all object 129 salary vouchers.

A number of LEAs have continued to submit improperly coded object 129 vouchers. These improperly coded vouchers impact the Average Salary calculations as well as reports created for Fiscal Research, news media, etc. DPI has previously fixed these vouchers to avoid their negative impact in average salary calculations and other reporting of total salaries. In order to direct limited staff time to the highest priority items, **DPI will no longer manually modify the salary vouchers, but will simply post all vouchers and adjustments as they are received.**

DPI has previously instructed LEAs to code the 129 salaries voucher to mirror the certified salary payroll vouchers. Mirroring means:

- Fund, Purpose, PRC, School, Days in the Pay Period, Days Employed, Days Paid, and Percent Employed should be the same for the certified salary and held harmless vouchers.
- Only the Object, Payline Gross, Net Gross and Net Pay fields on the held harmless vouchers should be different than the certified salary voucher.

The Payline Gross field on the Held Harmless vouchers is used in calculating Average Salaries. This example readily demonstrates the potential problem with using the *Total Salary Payline Gross* amount on object 129 vouchers.

Please review your object 129 salary coding and if these vouchers do not mirror the certified salary voucher, correct these vouchers through the BUD system as a salary-only adjustment.

Please see **examples**:

- [Held+Harmless+Salary+attachment+-+12-1-17.docx](#)





Replacement School Buses

Transportation directors and finance officers in most counties have received a notification that authorizes an LEA purchase order for replacement school buses listed on an attachment labeled Purchase Order Authorization. Note that purchase orders must be sent to DPI Transportation Services for verification. In the case of an e-procurement purchase order, a copy of the PO must be faxed to DPI Transportation Services 919-807-3578 or emailed to Jeff.Moore@dpi.nc.gov. Information on financing and documents which must be submitted to the financing company are forthcoming.

Questions should be directed to Jeff.Moore@dpi.nc.gov (questions or corrections to the order) or Steve.Beachum@dpi.nc.gov (financing).

Correcting Invalid Account Codes (Charter Schools Only)

As DPI prepares for School Business Modernization, we anticipate implementing a change to the Uniform Education Reporting System (UERS) process for Charter Schools.

The new process involves NCDPI dropping all invalid account codes prior to posting the Monthly Financial Report (MFR) totals. When a Charter corrects the expenditure account code on their General Ledger to a valid account code, the MFR file will reflect the change the following month. The corrected account code will then post to Management Sciences America (MSA).

As part of the monthly data file process, NCDPI currently includes a list of the invalid codes in the Monitoring Letter. Please note when the new process is implemented the zero-out process and per pupil process will not recognize any expenditure posted to an invalid account code. **You must use valid account codes to report your expenditures.**

Prior to the implementation of this process, Charter Schools are required to correct all invalid account codes. DPI anticipates implementing the new MFR processing in the 2018 calendar year.

Please contact Roxane Bernard at roxane.bernard@dpi.nc.gov should you have any questions about the process of clearing the invalid account codes.

Coding Held Harmless Salary

As part of the School Business Modernization System, we are now focused on the automation of the adjustments. This automation requires DPI to change some previous business practices. **DPI will no longer manually modify adjustments.** DPI will post all vouchers and adjustments as they are received. There are several LEAs submitting improperly coded object 129 vouchers. These improperly coded vouchers impact the Average Salary calculations as well as reports created for Fiscal Research, news media, etc. DPI has previously fixed these vouchers to avoid their negative impact in average salary calculations and other reporting of total salaries. Since DPI will no longer manually modify these vouchers, LEAs must properly code all object 129 salary vouchers.

LEAs have been instructed to code the 129 salaries voucher to "mirror" the certified salary payroll vouchers. Mirroring means:

- Fund, Purpose, PRC, School, Days in the Pay Period, Days Employed, Days Paid, and Percent Employed should be the same for the certified salary and held harmless vouchers.
- Only the Object, Payline Gross, Net Gross and Net Pay fields on the held harmless vouchers should be different than the certified salary voucher.

This is easiest shown with these [examples](#). The Payline Gross field on the Held Harmless vouchers is used in calculating Average Salaries. This example readily demonstrates the potential problem with using the total salary payline gross amount on object 129 vouchers.

Please review your object 129 salary coding and if these vouchers do not mirror the certified salary voucher, correct these vouchers through the BUD system as a salary-only adjustment.

Clarification of the State Health Plan Rate Change

The new employer health rates are effective January 2018. However, since December premiums are for January coverage, **LEAs should change the employer rate in December** for payment in January 2018. The benefit amount provided by Benefit Focus is \$498.68.

Should you have questions, please contact Gwendolyn Tucker at Gwendolyn.Tucker@dpi.nc.gov.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction



Coding Held Harmless Salary

Please ensure that you are properly coding all object 129 salary vouchers.

A number of LEAs have continued to submit improperly coded object 129 vouchers. These improperly coded vouchers impact the Average Salary calculations as well as reports created for Fiscal Research, news media, etc. DPI has previously fixed these vouchers to avoid their negative impact in average salary calculations and other reporting of total salaries. In order to direct limited staff time to the highest priority items, **DPI will no longer manually modify the salary vouchers, but will simply post all vouchers and adjustments as they are received.**

DPI has previously instructed LEAs to code the 129 salaries voucher to mirror the certified salary payroll vouchers. Mirroring means:

- Fund, Purpose, PRC, School, Days in the Pay Period, Days Employed, Days Paid, and Percent Employed should be the same for the certified salary and held harmless vouchers.
- Only the Object, Payline Gross, Net Gross and Net Pay fields on the held harmless vouchers should be different than the certified salary voucher.

The Payline Gross field on the Held Harmless vouchers is used in calculating Average Salaries. This [example](#) readily demonstrates the potential problem with using the *Total Salary Payline Gross* amount on object 129 vouchers.

Please review your object 129 salary coding and if these vouchers do not mirror the certified salary voucher, correct these vouchers through the BUD system as a salary-only adjustment.

Child Count Transfer System

The time has passed for requesting Child Count Transfers for FY 2017-18. We do have some unprocessed requests that will be processed in January 2018.

If you have any questions, please contact School Allotments at 919-807-3739.

Reminder: State Health Plan Premium Rates - Correction

The General Assembly approved a hospitalization rate of \$5,869, however the State Health Plan will NOT adjust their rates until January 1, 2018. The new employer health rates are effective January 2018.

However, since December premiums are for January coverage, **LEAs should change the employer rate in December** for payment in January 2018. The benefit amount provided by the State Health Plan is \$498.68.

	Hospital Match to align with the legislated amount of \$5,869
July	479.48
Aug	479.48
Sept	479.48
Oct	479.48
Nov	479.48
Dec	479.48 498.68 Corrected Amount
Jan	498.68
Feb	498.68
Mar	498.68
Apr	498.68
May	498.68
June	498.68
Total	\$5,888.16

All amounts are per the State Health Plan.

Should you have further questions about the employer contribution for hospitalization, please contact Gwendolyn Tucker at Gwendolyn.Tucker@dpi.nc.gov or (919) 807-3708.

Teacher Bonuses

The budget Bill appropriated funds for merit bonuses to teachers based on 2016-17 Accountability results. A summary these bonuses can be found [here](#) and the SBE approved allotment policies are located on the [Allotments Page](#).

The allotments for these bonuses will be provided in January, however the program staff have the teachers names available at this time and have placed the list on the secure shell accessible to the Personnel Administrators.

Reading and Math Bonuses - DPI has sufficient information to determine the teachers who meet the accountability standard based on the EOG reading and math and have placed the list of these teachers on the secure shell accessible to the Personnel Administrators Friday December 15th. Contact Tom Tomberlin thomas.tomberlin@dpi.nc.gov

CTE Bonuses - The Career Technical Education Division has determined the CTE teachers who had students that obtained the credential or certification included in the bonus program. The list of these teachers were placed on the secure shell accessible to the Personnel Administrators and Vault accessible to CTE Directors. Contact John Kirkman at john.kirkman@dpi.nc.gov

Advanced Placement Bonuses - Although DPI has the total number of Advanced Placement exams and International Baccalaureate exams passed at each school, DPI does not have this data at the teacher level. The LEAs and charter school are required to determine the teachers who are eligible for the bonuses. Contact Sneha.shahcoltrane@dpi.nc.gov or Isaac Lake Isaac.lake@dpi.nc.gov



Public Schools of North Carolina
State Board of Education
Department of Public Instruction



NetView Reports now on eMFTS (LEAs only)

In September 2016, NCDPI began implementing a New Secure File Transfer Service – eMFTS (electronic Managed File Transfer Service) to streamline the workflow for sending and receiving financial files (UERS, MFR, and financial reports).

This month NCDPI is placing the monthly financial reports on eMFTS starting with November 2017 reports. All the November reports sent in December, except for the compliance/monitoring reports, are now in your Reports folder on eMFTS. The reports on eMFTS should match the reports sent to your AS/400 earlier in December.

NCDPI plans to publish the reports on your AS/400 as well as in your eMFTS Reports folder for the next couple of months so you will be able to update any processes you may have at your end to download/save/print reports. We will notify you when we have a date for no longer putting the reports on the AS/400.

Placing the reports on eMFTS eliminates the issue of your reports being replaced by other files. eMFTS will store 2 months (current and prior month) of reports in the Reports folder. When the new month's reports are placed in the Reports folder, the oldest month's reports will be moved to the archive folder. Going forward, you will only need to contact the support desk if you are missing historical reports (reports prior to November 2017).

At this point, your LEA should be registered to use eMFTS to view your monthly files and reports.

If you have any questions on how to subscribe or how to use NCDPI's eMFTS, please contact Systems Accounting at: systems_accounting@dpi.nc.gov

Reminder: State Health Plan Premium Rates – Correction

The General Assembly approved a hospitalization rate of \$5,869, however the State Health Plan will NOT adjust their rates until January 1, 2018. The new employer health rates are effective January 2018.

However, since December premiums are for January coverage, **LEAs should change the employer rate in December** for payment in January 2018. The benefit amount provided by the State Health Plan is \$498.68.

	Hospital Match to align with the legislated amount of \$5,869
July	479.48
Aug	479.48
Sept	479.48
Oct	479.48
Nov	479.48
Dec	479.48 498.68 Corrected Amount
Jan	498.68
Feb	498.68
Mar	498.68
Apr	498.68
May	498.68
June	498.68
Total	\$5,888.16

All amounts are per the State Health Plan.

Should you have further questions about the employer contribution for hospitalization, please contact Gwendolyn Tucker at Gwendolyn.Tucker@dpi.nc.gov or (919) 807-3708.

Correcting Invalid Account Codes (Charter Schools Only)

As DPI prepares for School Business Modernization, we anticipate implementing a change to the Uniform Education Reporting System (UERS) process for Charter Schools.

The new process involves NCDPI dropping all invalid account codes prior to posting the Monthly Financial Report (MFR) totals. When a Charter corrects the expenditure account code on their General Ledger to a valid account code, the MFR file will reflect the change the following month. The corrected account code will then post to Management Sciences America (MSA).

As part of the monthly data file process, NCDPI currently includes a list of the invalid codes in the Monitoring Letter. Please note when the new process is implemented the zero-out process and per pupil process will not recognize any expenditure posted to an invalid account code. **You must use valid account codes to report your expenditures.**

Prior to the implementation of this process, Charter Schools are required to correct all invalid account codes. DPI anticipates implementing the new MFR processing in the 2018 calendar year.

Please contact Roxane Bernard at roxane.bernard@dpi.nc.gov should you have any questions about the process of clearing the invalid account codes.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction