

# Division of School Business

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## Alexis Schauss, Chief Financial Officer

Doris K. McCain, Administrative Assistant 984.236.2440

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**Staffing** The total number of personnel in the Division of School Business is 22.

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## Division Overview

- Manage the \$11 billion in state and \$1 billion federal funds
- Collect, compile, and analyze public school financial, student and personnel data
  - Support the General Assembly, SBE and Governors Office in fiscal and policy matters
  - Audit 104,000 educator monthly salaries totaling approx. \$5.5 billion
  - Provide technical support to PSU financial offices
  - Assess the financial health of the charter schools
  - Monitor compliance with state and federal laws
  - Generate and distribute budget, financial, student and personnel data and information
  - Aligns internal and external procedures to comply with all applicable statutes and policies, ensuring they are aligned with the SBE missions and priorities
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## Management Office

### Direct reports to Chief Financial Officer

Doris K. McCain, Administrative Assistant

John Keefer, Budget Manager

Information and Data Analysis:

Frank Cernik, Lead Analyst

Susan Charlton, Analyst

Nicola Lefler, Internal Consultant

Gwendolyn Tucker, Section Chief School Reporting

Lydia Prude, Section Chief School Allotments

### Communications

- Website - [Financial and Business Services | NC DPI](#)
- [School Business Newsletter](#) – Every Friday

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### **Administrative Assistant**

- Administrative support to the entire division
- Program staff for the Principal Fellows Program
- CIHS tuition
- Finance Officer certification and CPE
- Finance and Business conference (one day in July)

### **Independent Public School Support Accountant – Pending position**

- Point person for the independent public schools, attend and represent at charter school advisory board.
- Assesses the financial health of the charter schools on an annual basis for the purpose of assessing financial compliance, renewals and revocation actions
- Support to local education agencies with financial solvency issues
- Coordinate with Office of Charter Schools re: student accounting audits, financial non compliance and renewals.
- Calculates and assigns indirect cost rates for subrecipients including LEAs, regional and charter schools and NGOs
- Monitors PSU's compliance with Maintenance of Effort federal requirement
- Monitors PSU's compliance with carry-over limitation and administrative caps
- Monitors PSU's potential federal grant reversions and notifies the directors, associates, etc.
- Represents School Business at Quarterly Charter School Compliance Team meetings
- Represents School Business on the Charter School Advisory Board (CSAB)

### **Budget Manager**

- Serves as the central liaison between DPI program offices, DPI budget section, LEAs, charter schools, and other key stakeholders to ensure that state and federal grant funds are administered in accordance with applicable regulations, Office of Management and Budget (OMB) circulars, and specific grant terms and conditions.
- Acts as the Division of School Business hub for public schools related to federal grants. Provide consistency across all grant programs in the interpretation and application of state and federal fiscal requirements for financial assistance and provides technical assistance to program managers and subrecipients in establishing effective fiscal management for grants.
- Evaluate the process of formula and competitive federal grants from the receipt of the grant document, the budgeting, the SBE policies on allocations to public school units, the data used for allocation, the determination of the allowability of expenditures, the cash management,

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monitoring tools throughout DPI, the compliance supplement. This works expands outside of School Business.

- Ensure DPI meets all federal requirements as the pass-through entity for federal funding disbursed to PSUs and non-profits. Examples include oversight of subrecipient compliance with federal regulations for MOA, Carryover limitations, period of availability, audit and/or monitoring deficiencies and corrective action.

### **Information and Data Analysis**

**3 staff**

The primary responsibility of the Data Analysis group is to analyze financial, personnel and student data, and respond to requests for information and report data.

- Provides analyses and costing proposals on state, federal, and local expenditures and personnel data. This is used by the Fiscal Research staff of the General Assembly for state budget purposes and proposed legislation.
  - Provides reporting and analyses for all education stakeholders – both scheduled and ad hoc.
  - Compiles data on students, staff, and finances of the school systems
  - Provides student and salary projections and other statistical analyses
  - Provides the data required by for the Federal Agencies
  - Responsible for annual federal reporting on Classroom Teacher Compensation (TCS) and National Public Education Finance Survey (NPEFS), which plays a large part in calculating Title I allocation funds to NC
  - AFT and NEA data collection on Education Salaries and other statistics
  - Disseminates quantitative information about the school systems through publications and electronic means eg. [Statistical Profile](#), [Highlights of the North Carolina Public School Budget](#)
  - Maintains and updates the [Financial and Business Services | NC DPI](#) website and [School Business newsletter](#)
  - Owner of Educational Directory and Demographic Information Exchange ([EDDIE](#)) – this is the authoritative source of school and personnel information.
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## School Financial Reporting Gwendolyn Tucker, Section Chief

### 12 staff members

This section's primary responsibilities are the public school unit financial reporting, certified personnel salary administration, and student accounting. It is comprised of four main groups: Financial Reporting, Salary Audit, Student Accounting & Non Fiscal Data and Systems Support.

- Collects all monthly and annual PSU school financial, payroll and student data
  - Calculate and monitor the certified personnel average salary for budget purposes (65% of the SPSF)
  - Project the average daily membership by PSU and by grade for budget building.
  - Manages the Public School Chart of Accounts and monitors use of state funds to ensure they are allowable. Determines appropriate licensure by account code.
  - Provides technical support to PSUs on financial, salary, student accounting and systems
  - Monitors the allotment usage and ensures overdrafts are refunded in a timely manner or assesses penalties for violation of policies
  - Provides interpretation on new legislation as it pertains to salaries, financial accounting and student accounting
  - Responsible for the policies related to the Section including School Attendance and [Student Accounting Manual](#), [State Salary Manual](#) and the [State Salary Schedules](#)
  - Monitors the salaries of over 100,000 certified personnel in the LEAs to ensure that the certified personnel are paid according to the legislated salary schedules, the licensure areas, years of experience and fund source. Consults with LEA staff to resolve audit exceptions
  - Collects and calculates the [Principals Monthly Report](#), Retentions, Promotion and Graduation, Full Time Personnel, Grade Race Sex, Local Salary Supplements from LEAs and charter schools
  - Responsible for the annual School Activity Report and consulting with PSUs to resolve compliance problems. Used for multiple reports and analyses, including the Highly Qualified Teachers and class size reporting.
  - Serves as a liaison between the PSU's financial system vendors and DPI. Coordinates required system changes due to new legislation
  - Business owner of a suite of financial and data collection systems and financial UERS. Provide business rules and requirements to DPI IT staff and work very closely with them.
  - School Business representative for the System Modernization Project
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## School Allotments

**Lydia Prude, Section Chief**

**4 staff**

This section's primary responsibilities are to budget and manage the allocations of \$11 billion in State funds and \$1 billion in federal funds to public school units and non profits in accordance with NC and federal legislation and state board policy and providing planning data and projections to support future budget needs.

- Prepares the biennial and the continuation budgets for the State Public School Fund
  - Projects funding needs based on average daily membership (ADM) growth and average salary,
  - Prepares projections and analyses of allotment categories as requested by State Board of Education, OSBM, Fiscal Research, LEAs, and other stakeholders
  - Performs special analysis at the request of the Legislature, State Board, PSUs, and other state and outside agencies
  - Develops funding formulas based on legislation and/or State Board approval
  - Allocates state funds including, initial allotments, adjustments due to charter schools and ADM, exceptions to funding formulas, revisions due to receipts during the year and grant approvals, carryover funding.
  - In collaboration with program staff, allocates out federal grants and calculates carryover FIFO
  - Assists PSUs with understanding funding and the implication of new legislation
  - Responsible for the SBE [Allotment Policy Manual](#)
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## **Division of School Business**

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**Shirley McFadden**

**Monitoring & Compliance - Contact Internal Audit Section**

**4 staff**

This section's primary responsibilities are to monitor the use of federal funds to ensure that the LEAs and charter school are in compliance with federal regulations, the audit resolution process and charter school financial assessment.

- Performs on-site visits to LEAs and other public schools to monitor fiscal compliance for major federal grants
- Reviews the LEAs and charter financial audits and follows up on material and/or reportable issues to ensure corrective action has been taken to prevent the error from reoccurring
- Calculates and assigns indirect cost rates for subrecipients including LEAs, regional and charter schools and NGOs
- Monitors LEA and charter schools' compliance with Maintenance of Effort federal requirement
- Monitors LEAs and charter schools' compliance with carry-over limitation and administrative caps
- Provides training to LEAs and charter schools with DPI program staff related to federal grants fiscal issues
- Establishes the fiscal procedures for new federal grants to ensure fiscal integrity
- Monitors LEAs potential federal grant reversions and notifies the directors, associates, etc.
- Coordinates the agency's federal and state Annual Audit Compliance Supplements and provision to the Local Government Commission
- Coordinates the Federal Grants Administered by DPI file on an annual basis
- Responsible for verifying Maintenance of Effort Compliance for Impact Aid applicants and Office of Indian Education to federal government on an annual basis
- Incorporates new or changes to existing federal legislative guidelines for into fiscal procedures
- Assesses the financial health of the charter schools on an annual basis for the purpose of assessing financial compliance, renewals and revocation actions
- Analyzes annual financial audits among other factors to determine financial compliance
- Represents School Business at Quarterly Charter School Compliance Team meetings