

School Business – January 4, 2019

Prepare Now for the CSADM Phase I Submission - Due January 25, 2019 from Charter and Regional Schools with Current Enrollment Only

Phase I: Average Daily Membership (ADM) Projection - Initial Submission for School Year 2019-20

EVERY charter school and regional school Executive Director (Head of School, Board Chair, etc.) is required to submit to the Charter School ADM Projection System (CSADM), Phase I - ADM Projection Initial Submission for School Year 2019-20. The CSADM will accept these Phase I submissions **between January 15 – 25, 2019**.

Phase I requires the following field to be completed: **Requested 2019-20 ADM**. This represents a projection of the number of students who will be in membership for the fiscal school year 2019-20.

This submission is required even if your school has requested State Board approval for growth higher than 20%; you must respond to this request.

The CSADM Projection System is accessible at the following links:

- CSADM system: <https://schools.nc.gov/csadm>
- Financial and Business Services, Charter Schools Financial Operations: www.ncpublicschools.org/fbs/charterschools/

As this impacts your school's funding, **we will only accept information submitted by the Executive Director**.

The 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 is the number of students who will be in membership for the fiscal school year, 2019-20 and grades served should capture any planned grade level expansion or reduction for the 2019-20 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 www.ncid.its.state.nc.us/LEAListing.asp.

DPI cannot assign an NCID or reset NCID passwords. NCID questions should be directed to the North Carolina Department of Information Technology (NC DIT) at <https://it.nc.gov/ncid/>.

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



School Business – January 11, 2019

AP IB Teacher Bonuses for NCVPS Teachers

The list of eligible NCVPS teachers should be delivered via the HR secure shell (this is the same server NC DPI used for providing names of teachers for reading and math bonuses). Districts are responsible for verifying that these teachers meet qualification criteria as required by law.

For more information, refer to the updated document “AP, IB, and Cambridge AICE Teacher Bonus 2018-19 FAQ” available @ <http://www.ncpublicschools.org/fbs/>

Coming Tuesday: CSADM Phase I - Open January 15 – 25, 2019

Due from Charter and Regional Schools with Current Enrollment Only

Phase I: Average Daily Membership (ADM) Projection - Initial Submission for School Year 2019-20

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Phase I requires the following field to be completed: **Requested 2019-20 ADM**. This represents a projection of the number of students who will be in membership for the fiscal school year 2019-20.

This submission is required even if your school has requested State Board approval for growth higher than 20%; you must submit your response for CSADM Phase I.

The CSADM Projection System is accessible at the following links:

- CSADM system: <https://schools.nc.gov/csadm>
- Financial and Business Services, Charter Schools Financial Operations: www.ncpublicschools.org/fbs/charterschools/

As this impacts your school's funding, **we will only accept information submitted by the Executive Director**.

For more information about CSADM and NCID, see the January 4th newsletter posted at www.ncpublicschools.org/fbs/resources/newsletters/.

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

Change in School Allotments

Calls and/or emails usually sent to Maricia Small-Smith should now be directed to Lydia Prude at Lydia.Prude@dpi.nc.gov, Susan Holly at Susan.Holly@dpi.nc.gov, or call 919-807-3739.



Public Schools of North Carolina
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School Business – January 18, 2019

IRS Mileage Rate Change Effective January 1, 2019

See the memo from State Budget Director Charles Perusse posted at www.ncpublicschools.org/fbs/resources/memos/ and note the new IRS mileage rate of 58.0 cents per mile effective January 1, 2019.

Unemployment Late Payment Charges

We have been receiving calls and emails regarding the 2018 unemployment late payment charges, assessed to LEAs by the Division of Employment Security Commission (DES).

Please do not pay penalties or interest charges. DES approved DPI's request that all 2018 penalties and interest are waived on behalf of the LEAs. These notices have been electronically generated by DES. On behalf of all LEAs, DPI will electronically transfer the 2018 Unemployment charges to DES on 1/22/19, as discussed with DES.

If you have any questions, please call **Traci Waters at 919-807-3521**.

Reminder – CSADM Phase I is Due Friday, January 25

Due from Charter and Regional Schools with Current Enrollment Only

For more information about CSADM, see the January 4th newsletter posted at www.ncpublicschools.org/fbs/resources/newsletters/.

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

The next School Business newsletter will go out on February 8, 2019.



Public Schools of North Carolina
State Board of Education
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School Business – February 8, 2019

Principal Salary – LicSal Report (LEAs only)

The Principal Salary Report in LicSal was updated yesterday afternoon, 2/7/2019. We are asking Finance Officers to check it for accuracy. If there is any discrepancy, please report it ASAP via email to salary@dpi.nc.gov. Include the principal's last and first name, LEA and school number, and the reason you believe the report is not accurate.

Short Term Disability Payments Beyond Six Months (LEAs Only)

DPI no longer keys Short-Term Disability payments beyond six months (Object Code 186) on DPI's general ledger. These payments are refunds passed through DPI from the Department of the State Treasurer, Retirements Systems Division. When the Retirement System processes LEA refund requests, they send the total refund to DPI, along with documentation for each refund. DPI sends a letter to the Finance Officer of each LEA receiving a refund – detailing who the refund is for, the reimbursement amount and the reimbursement period being refunded.

DPI will deposit the total amount of each LEA's refund into their state bank account. It is imperative that the LEAs reconcile their bank accounts in a timely manner to record their current disability refund.

Based upon the total amount of Reimbursement for Disability Benefits, the LEA should credit account code 1-5110-009-186 and credit account code 1-5110-009-231 for total amount of reimbursement for the State Health Plan. The offsetting debit entry should be to their state cash account.

Questions concerning the amounts reimbursed by the Retirement Systems should be directed to Angela Williams, Disability Benefits Supervisor, Retirement Systems Division at angela.williams@nctreasurer.com.

Questions concerning the posting of the refund to your general ledger should be directed to Roxane Bernard at roxane.bernard@dpi.nc.gov.



Public Schools of North Carolina
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School Business – February 22, 2019

Average Daily Membership for LEAs and Charter Schools

The 2019-20 Comparison of Actual and Projected ADM to Allotted ADM for LEAs and Charter Schools has been posted on the FBS site under “What’s New” at

<http://www.ncpublicschools.org/fbs/> and also here:

<http://www.ncpublicschools.org/fbs/allotments/support/> .

Financial Transparency Dashboard

Thanks to all the Finance Officers who previewed the Financial Transparency Dashboard. We appreciate your questions as well as the feedback provided.

Many of you have requested the business rules for the charts and tables. The business rules document will be made available next week.

Another preview period will be provided to allow another review of the site after additional changes and suggestions have been incorporated.

The preview period is for your review only and not for public release.



Public Schools of North Carolina

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School Business – March 8, 2019

Governors Recommended Budget - Education

This budget can be found at https://files.nc.gov/ncosbm/documents/files/REC2019-21_Education.pdf and has also been posted on our website under "What's New" at www.ncpublicschools.org/fbs/.

Highlights of the NC Public School Budget 2019

A report that presents charts and tables which describe how state and federal funds are distributed to North Carolina's Public Schools, it has been posted at www.ncpublicschools.org/fbs/resources/data/ and has also been posted on our website under "What's New" at www.ncpublicschools.org/fbs/.



Public Schools of North Carolina
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School Business – March 15, 2019

UERS Absence Code Compliance Errors (LEAs Only)

DPI has contacted some LEAs regarding Absence Codes Compliance Errors. Provided below is an excerpt from the Salary Manual showing the Absence Codes that DPI processes. LEAs may use additional Absence codes; however, the codes should be flagged within your vendor software as not reportable to DPI. For some districts, this will mean using a code that is within a range of pre-determined absence codes. Other LEAs may need to set a flag within the software that the absence code is not included in the files sent to DPI.

III. Absence Reporting

A. ABSENCE CODES

The required codes for reporting absences are as follows:

Codes when Employing Non-certified Substitutes		Codes when Employing Certified Substitutes	
<u>Codes</u>	<u>Pay Status</u>	<u>Codes</u>	<u>Pay Status</u>
01 Sick Leave	No Deduction	11 Sick Leave	No Deduction
03 Extended Sick Leave	\$50 Deduction	13 Extended Sick Leave	\$50 Deduction
04 Absence Without Deduction	No Deduction	14 Absence Without Deduction	No Deduction
05 Absence With Deduction	\$50 Deduction	15 Absence With Deduction	\$50 Deduction
06 Personal Leave	\$50 Deduction ⁽¹⁾	16 Personal Leave	\$50 Deduction ⁽¹⁾
07 Absence Without Pay	Days Pay Deduction	17 Absence Without Pay	Days Pay Deduction
08 Sick Leave Bank	No Deduction	18 Sick Leave Bank	No Deduction

Other Absences Codes	
<u>Codes</u>	<u>Pay Status</u>
10 Child Involvement Leave	At LEA Discretion
20 Annual Leave	No Deduction
22 Annual Leave for Catastrophic Illness	No Deduction
26 Personal Leave Day/Non Instructional Day	No Deduction
28 Bonus Annual Leave	No Deduction
37 Teacher Assistant When Subbing	Days Pay Deduction
50 Donated Annual Leave	No Deduction
51 Donated Sick Leave	No Deduction
52 Donated Leave Used	No Deduction
56 Substitute Not Used ⁽¹⁾	\$50 Refund (must be a negative value) ⁽¹⁾

(1) If no substitute is hired when a teacher takes personal leave, LEAs shall refund the \$50 deduction.

If the Absence Codes you are using are not in the list above and the code is reported to DPI in the voucher line, you will receive a UERS Compliance Error.

Should you have questions, please direct them to Icilma Burroughs at icilma.burroughs@dpi.nc.gov.

SRO and Mental Health Grants

School Resource Officer Grant – The SRO grant is funded with recurring funds and unless there is legislative action to end the grant, funding will continue in 2019-20. Grant recipients are required to submit a Grant Program Report in April of 2019. Grantees who submit the required reporting will have their grants automatically extended into the 2019-2020 school year. Those who do not will have to reapply.

Mental Health Grant – This grant is funded with non-recurring funds. We are hopeful that the grant will continue but legislative action is required for this to happen.

Note: Current year grant funds do not carryover and any unspent funds at June 30, 2019 will expire and revert to the State.

If you have questions related to the program administration of the SRO or Mental Health grants, please contact Erika Berry at Erika.berry@dpi.nc.gov.

K-3 Class Size Averages and Maximums (LEAs Only)

DPI has received inquiries regarding the K-3 Class Size Averages and Maximums for upcoming school years. There is no change that we are aware of outside of the phase-in that was approved in 2017 HB90 (Session Law 2018-2). The chart below provides the class size averages and individual class size maximums for 2018-19 thru 2021-22 school years.

2018-2019			2019-2020			2020-2021			2021-2022		
	Avg	Max		Avg	Max		Avg	Max		Avg	Max
K	20	23	K	19	22	K	18	21	K	18	21
1	20	23	1	19	22	1	18	21	1	16	19
2	20	23	2	19	22	2	18	21	2	17	20
3	20	23	3	19	22	3	18	21	3	17	20

Class size information is published in Chapter 4, page 37 of the School Attendance and Student Accounting (SASA) manual:

www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf.

EDDIE Update Reminder (Charters and LEAs)

Please ensure that your LEA or school contact information for Staff Titles reflects the most current and accurate information. School Business regularly sends communications to these individuals and wants to ensure that the information reaches its intended audience.

- Director (Charters)
- Finance Officer (LEAs)
- Student Information Coordinator (Charters & LEAs)

These and all other staff titles in EDDIE should be kept current as multiple areas of DPI use them to send communications.

Information about EDDIE, including a list of subscribed users who can update your data, is available at www.ncpublicschools.org/fbs/accounting/eddie/.

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



Public Schools of North Carolina
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School Business – March 22, 2019

Summer Reading Camp Allotments

Summer reading camp allotments will go out within the next week. The spreadsheet with allotment amounts is posted on the DPI Financial and Business Services website under “What’s New” www.ncpublicschools.org/fbs/.

If you have any questions, please contact Andrew Cox at Andrew.cox@dpi.nc.gov.

Low Wealth Funding Letters

Low Wealth Funding letters were sent out this week to LEAs. These do NOT need to be sent back to DPI. The purpose of the letter is to provide information to each district on their potential status with low wealth funding in the coming years. Using the spreadsheets provided should help prevent districts from getting into a situation of supplanting and thus lose low wealth funding. LGC and DPI will pull the official information in the green boxes on the minimum appropriations tab from LEAs and County audited financial statements but are being provided to you in advance to help with your budget planning and discussion with counties around minimum funding levels required to stay in compliance with low wealth guidelines.

If you have any questions related to the low wealth letters or spreadsheet sent out, please contact Lydia Prude at Lydia.prude@dpi.nc.gov.

Targeted Support and Improvement (TSI) Funds

We are currently reviewing the TSI allocations provided by federal programs. We plan to allot them within in the next two weeks. They will be allotted in PRC 115.

Annual Financial Report / Monthly Financial Report (AFR / MFR) Recommendations

We have updated the Annual Financial Report / Monthly Financial Report (AFR / MFR) Recommendations located on our website at www.ncpublicschools.org/fbs/finance/reporting/.

The report includes the exclusions of certain purpose codes, program report codes and one location code that affect the “Per pupil” calculations. We will be excluding purpose codes 5230-Pre-K Children with Disabilities Curricular Services and 5340-Pre-K Readiness/Remedial and Supplemental Services to name a few purpose codes that will be excluded from the “Per Pupil” calculations.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.



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School Business – March 29, 2019

Allotment Updates

PRC 016 – Summer Reading Camp allotment will go out today.

PRC 058 – CTE – Pathways Initiative Grant (formerly Capacity Building) will go out today.

PRC 115 – Planning allotments have not gone out yet. We are waiting on federal programs for the final allotment totals. We hope to receive the information so the planning allotments can be loaded next week. Once the planning allotments are out, you will need to submit a budget in LBAAS/Budget Builder to be approved by federal programs before receiving your actual allotment. Please allow one to two weeks after your budget has been approved to receive your allotment.

ABC Transfers – any ABC transfer in the allotment system as of 3/25/19 were processed and should be available today.

Planning information for 19-20 – We hope to have the state planning information available sometime in April.

If you have questions related to allotments, please contact Sue Holly at susan.holly@dpi.nc.gov.

School Safety Grants 2019-20

The NC Center for Safer Schools is not able to offer grant applications at this time as the grant program is dependent on FY20 appropriations from the General Assembly. Once the General Assembly officially allocates money for the grant program, the Department will post applications on the Center for Safer Schools website at <http://www.ncpublicschools.org/cfss/>.

Home Base Opt-in Availability 2019-20

NCDPI is pleased to announce that the full suite of Home Base will become available to all districts and charter schools for the 2019-20 school year in early to mid-April. The cost will remain the same as last year - \$1/ADM which gives access to Schoolnet and NCEES Unified Talent Perform and Professional Learning. Districts and charter schools can acquire Canvas for an additional cost of \$3.74 per user through the state negotiated convenience contract.

Home Base users can expect to see a streamlined assessment creation and scheduling dashboard, including easy access to share assessments and locally created question banks in Schoolnet. NCEES Unified Talent Perform and Professional Learning will offer:

- updated dashboards to track CEUs through local PD course modules and varied PD opportunities
- free access to NCDPI self-paced Canvas and Moodle modules aligned to staff standards and elements
- effective educator evaluation instruments based on NC teacher standards and NC standards for administrators

We hope to see 100% district opt-in as in the past. If you have questions concerning the 2019-20 Home Base Opt-in process, please contact Yolanda Wilson, Home Base Opt-in Administrator, at (919) 807-3485 or yolanda.wilson@dpi.nc.gov.



Public Schools of North Carolina

State Board of Education

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School Business – April 5, 2019

MSA & Cash Management Training (LEAs Only)

MSA and Cash Management Training will be offered to LEAs on Monday, April 29, 2019. There is no registration fee for the class, but you must register to attend. This class is designed for those who work in an LEA finance office. The class consists of "Hands-on" training on the MSA General Ledger System, a brief lecture on Compliance & Monitoring, review of the LEA's financial monthly reports, 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 provide your name, email address, LEA name and LEA number to Roxane Bernard at roxane.bernard@dpi.nc.gov or call 919-807-3725 with questions. You will be notified by email when you have successfully registered for the training class.

Refund State or Federal Program Report Code (PRC) Overages (LEAs Only)

Review your monthly financial reports, State - Allotment Balance Report (JHA351EG) and Federal - Budget Balance Report (JHA305EG) for overages. Refund any state and federal overages. If you are expecting additional allotments, please contact the program administer and the Allotment section. You should not be recording expenses if you do not have an allotment for those expenses.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

FY 2019 Year End Planning (LEAs Only)

It is never too early to start planning year-end processing and we have provided preliminary planning for year-end FY 2019. The final instructions will be part of the FY 2019 Year End Letter that will be available later.

1. Friday, 6/28/2019 Payroll file due by 11:59 PM.
2. Saturday, 6/29/2019 DPI receives payroll file. LEA and vendor contacts on call.
3. Saturday, 6/29/2019 DPI releases LEA and vendor contacts at start of salary load.
4. Saturday, 6/29/2019 After salary load is complete, DPI releases BUD batches on hold for processing.

5. Saturday, 6/29/2019 DPI processes BUD batches on hold. DPI sends new data file with date of 7/1/2019 and communications for denied batches to all LEAs. LEA must receive data file and denied batch communication forms by:

- a. For Serenic LEAs, run fast path SURF to receive files – must be signed in as BUDPUSER to run SURF.
- b. For LINQ LEAs, the data file is placed on the web for pick up. Manually run the process to receive files.

Approved communication forms for weekend processing will be sent Monday afternoon, 7/1/19. LEAs will have from late afternoon on 6/29/19 until 11:59 PM on 7/1/19 to send corrections and new batches. DPI Salary analysts will be available Monday, July 1, 2019 beginning at 7:00 AM for LEA questions.

6. Tuesday, 7/2/2019 DPI will process batches beginning at 7:00 AM and send denied communications forms and new data files to LEAs with denied batches. LEAs must receive data files and denied batch communication forms by following **instructions in steps 5a and b above**. The new data files will allow LEAs with denied batches to submit corrections only **until 1:00 PM** on 7/2/2019. **No new batch activity will be accepted during this second correction period.** **Any new BUD batches sent will be denied.**
7. Tuesday, 7/2/2019, DPI will receive and process correction batches beginning at 1:00 PM. DPI will verify that all batches are processed for the FY 2019 before running final SUTI. This will be the final BUD processing for FY 2019. Communication forms for all batches will be sent late Tuesday afternoon, 7/2/19.
8. Another data file due on Tuesday, 7/2/2019 by 11:59 PM.
9. Wednesday, 7/3/2019 DPI processes data files.

These steps are for pay period 12 only. Pay period 13 (accruals) will be documented separately.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Q & A on Home Base Opt-in Availability and Digital Literacy

Finance Officers will have an opportunity to hear from DPI staff regarding two topics - Home Base Opt-in and Digital Literacy. We will have guest speakers during the School Business webinars on April 9th for LEAs and April 10th for Independent Public Schools (Charter, Labs, Regional, etc.) Information about the Opt-in was in last week's newsletter, information on Digital Literacy is below.

NCDPI Awards \$1.8 Million to Economically Distressed Counties to Support Local K-8 Digital Literacy Efforts

The North Carolina Department of Public Instruction (NCDPI) is excited to announce a new partnership with [Learning.com](https://www.learning.com/) to improve digital literacy across the state!

All funding-eligible LEAs and Charter Schools within Tier One counties must complete an “intent-to-contract” form (sent directly to their Finance Officer in early April 2019) if they intend to execute a local contract with Learning.com for the 2019-20 school year by **5pm on April 26, 2019**.

All LEAs and Charter Schools will work directly with Learning.com to execute local contracts (whether they are eligible to receive funding or not), by contacting mspence@learning.com.

More information about NCDPI’s digital literacy efforts may be found at <https://homebase.ncpublicschools.gov/applications/learningcom>.



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

School Business – April 12, 2019

Cash Management and MSA Training (Charter Schools)

We will have a Cash Management and MSA training class for Charter Schools on Friday, April 26, 2019 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 to attend. The class is designed for those who work in the charter school's 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.

The above training date is for current charter schools. New charter school training will be given later and the information will be sent out very soon.

If you would like to attend this class, please provide your name, email address, charter school name and charter school number. 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 been successfully registered for the training class.

MSA & Cash Management Training (LEAs)

MSA and Cash Management Training will be offered to LEAs on Monday, April 29, 2019. For details, see last week's newsletter.

Refund State or Federal Program Report Code (PRC) Overages (Charter Schools)

Review your monthly financial reports, Budget Balance Reconciliation Report (JHA705EG) and Cash Balance Report (JHA714EG) for overages. Refund any state and federal overages. If you are expecting additional allotments, please contact the program administrator and the Allotment section. You should not be recording expenses if you do not have an allotment for those expenses.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.



Public Schools of North Carolina
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School Business – April 18, 2019

2019-20 Planning Documents

School Allotments has completed most of the Planning documents for 2019-20. Those that have been completed will be posted today and the remainder will be posted next week.

Reminders:

Prepare Now - FY 2019 Year End Planning (LEAs Only) – see the April 5th newsletter

April 26 - Cash Management and MSA Training (Charter Schools) - see the April 12th newsletter

April 29 - MSA & Cash Management Training (LEAs) - see the April 5th newsletter

Newsletters are posted at www.ncpublicschools.org/fbs/resources/newsletters/.

NCDPI Funding Extension: Intent-to-Contract w/Learning.com Now Due May 10, 2019

School districts and charter schools within Tier 1 economically distressed counties (as determined by the NC Department of Commerce) now have until 5PM EST on May 10, 2019 to submit an intent-to-contract form if they intend to sign a local contract with Learning.com. This form was sent directly to Tier 1 Superintendents, Finance Officers, and Charter School Directors in early April 2019. Only those districts and charter schools that complete this form by the deadline will be eligible to receive funding from NCDPI. All other districts and charter schools may still leverage the State convenience contract in order to realize cost savings and ensure contract terms are in alignment with State law and regulations.

More information about this opportunity may be found at:

<https://homebase.ncpublicschools.gov/applications/learningcom>.

Calculation of Split-Funding For Workers' Compensation Claims

Below is a reminder on how LEAs must calculate the split-funding on all workers' compensation claims when submitted as a First Notice of Loss (FNOL) to Sedgwick Claims Management.

NC GS 115C-337 requires the State and LEAs to be liable for their proportionate part of an injured employee's compensation on the basis of the "Average Weekly Wages" of the employee, as defined within the NC Workers' Compensation Act. In accordance with NC GS 97-2(5), "Average Weekly Wages" shall mean the earnings of the injured employee, in the employment in which he/she was working at the time of the injury, during the 52-weeks prior to the date of injury.

LEAs must determine wages based on 52-weeks prior to injury. In most cases, the LEA will determine the gross paid from the end of the last month paid (because employees are paid on a monthly basis) and go back 52-weeks.

For example: Employee is injured 11/28/2009. To calculate 52-weeks of gross pay, WCA will go from 10/31/08-10/31/09.

Once 52-weeks of gross pay is determined, the LEA must then determine what percentage of pay is state and what percentage of pay is local. (This is determined from the various "bucket" codes found in your payroll system.)

Once the state and local gross amounts are determined, one is subtracted from the other; divided by gross and percentage is determined.

For example: \$30,000 is calculated as gross paid, of the \$30k, \$400 was paid from local funds, as determined when reading the "bucket" codes and adding up the dollars.

$\$30,000 \text{ gross} - \$400 \text{ local} = \$29,600 \text{ state}$

$\$29,600 / \$30,000 = 98.66$

98.66% @ state funded

1.34% @ locally funded

Once these percentages are calculated, they are to be included on the FNOL and submitted to Sedgwick.

If you have questions, please contact Eileen Townsend at eileen.townsend@dpi.nc.gov.



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

School Business – April 26, 2019

House Education Budget

The House Education recommended budget was presented this morning. The full Education Money report can be found [here](#) and the accompanying special provisions can be found [here](#). Please note, that we are early in the process and there may be amendments to these provisions. This budget only includes items in the purview of the Subcommittee chairs – any other items such as salary and benefit changes will appear in the full recommended budget next week. We will provide more information on our website next week.

MSA & Cash Management Training (Lab Schools Only)

MSA and Cash Management Training will be offered to the Lab Schools on Friday, May 10, 2019. There is no registration fee for the class, but you must register to attend. This class is designed for those who work in a Lab School finance office. The class consists of "Hands-on" training on the MSA General Ledger System, review of the Lab School's financial monthly reports, 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 10:00 a.m. - 1:00 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 provide your name, email address and Lab School name and Lab School number to 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.

NCDPI Partnership with Learning.com

Don't miss out on your opportunity to leverage the new state convenience contract with Learning.com to provide critical digital literacy skills in grades K-8! Funding is available to school districts and charter schools within [Tier 1 economically distressed counties](#). The deadline for these districts and charter schools to complete an intent-to-contract (sent directly to Tier 1 Finance Officers via email) is due May 10th. For more information about this opportunity, please visit: <https://homebase.ncpublicschools.gov/applications/learningcom>.

If you have specific program or funding questions, please contact: Hunter Huffman, NCDPI Project Manager, at hunter.huffman@dpi.nc.gov.



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

School Business – May 3, 2019

House Budget

Budget comparisons and a summary of the House budget are posted under “What’s New” at www.ncpublicschools.org/fbs/. The House is in the process of making the final vote.

School Allotment Update and Reminders

ABC Transfer/Revision Date Reminders:

May 31, 2019 is the last date to submit ABC Transfers for FY 2018-19.

Other Revision Items Deadline:

Please review your allotment revision reports for FY 18-19 to ensure that all allocations expected have been received. Please contact the Program Administrator or School Allotments if there are any issues. The last day to submit a request for an allotment revision item (this includes federal budget approvals) is **June 5, 2019**.

We are processing a revision this week with Indian Gaming (Textbooks), Children with Disabilities (Group Homes, Special State Reserves and Developmental Day.) We will process more Federal Approvals in the next allotment revision.

Federal Planning FY 19-20:

We are waiting on additional information to complete the Federal Planning Estimates for FY 19-20. We apologize for the delay. We will prepare them as the information is received to complete the calculations.

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

State Program Report Codes (PRCs) Which Carry Over if Approved by OSBM (LEAs only)

There are several allotment categories scheduled to carry over from FY 2018-19 into FY 2019-20. However, all carryover funds are dependent on approval by the Office of State Budget and Management. Carryover, if approved, will be allotted in FY 2019-20 in Allotment Revision 3. More information is posted under “What’s New” at www.ncpublicschools.org/fbs/.

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

Tuesday webinar – LEA Finance Officers only

The 9am webinar will be held as usual on Tuesday. The Office of School Business Systems Modernization (SBSM) will send out communication regarding adding another enterprise resource planning (ERP) webinar. (See item below.)

Introducing the North Carolina LEA Business Systems Modernization Program

The School Business Systems Modernization Program is entering its next phase as the ERP request for proposal process has concluded with the award of Master Agreement Contracts to CherryRoad and to Tyler Technologies. CherryRoad has partnered with Oracle to bring their Oracle Cloud ERP solution and Tyler Technologies brings its Munis ERP solution.

Next week the SBSM team will be hosting two sessions for LEAs to learn more and ask questions. Please sign up for one of the sessions using the links provided below.

May 7, 9–10 a.m. Register:

<https://attendee.gotowebinar.com/register/3062232640809289219>

May 7, **11 a.m.-12 noon** Register:

<https://attendee.gotowebinar.com/register/5028438707293787906>

SBSM information: www.ncpublicschools.org/bsm/



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

School Business – May 10, 2019

Days Missed for Inclement Weather Survey (LEAs Only)

All LEAs are REQUIRED by Legislation to complete the Days Missed Survey for school year 2018-2019. LEAs ONLY (No charter schools), please complete the online survey and submit by June 21, 2019. The survey can be found at the following link: www.surveymonkey.com/r/H8298XR 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 LaShon Creech at lashon.creech@dpi.nc.gov or (919) 807-3727.

End of Year Announcement

We are coming to the close of another school year. To assure accuracy of data, we need the support of each LEA and Charter School to clear all fatal exceptions and resolve all student violations prior to your month 9 collection end date.

For a successful closeout it is imperative that you start running month 9 early. Month 9 includes a run of months 1-8.

Please use the check list attached below as a guide for End of Year Close Out.

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

FBS Summer Conference

On July 18, 2019 the Division of School Business Services will host its annual conference at the Sheraton Imperial Hotel and Convention Center, Research Triangle Park. The full-day conference will offer participants a variety of sessions regarding the latest legislative/budgetary updates, personnel updates, charter school updates, and other essential information about new and continuing issues concerning local education agencies and charter schools. This year’s conference is a one-day only conference.

Conference information, online registration, and hotel information are available on our website at www.ncpublicschools.org/fbs/conferences.

School Allotments Update and Reminders

ABC Transfer/Revision Date Reminders:

May 31, 2019 is the last date to submit ABC Transfers for FY 2018-19.

Please remember that PRC 131 Textbooks and Digital Resources is not currently eligible to carryover. Unspent funds in PRC 131 must be transferred back to Textbooks – PRC 130 prior to **May 31, 2019** by ABC Transfer. Otherwise, the funds will revert.

Other Revision Items Deadline:

Please review your allotment revision reports for FY 18-19 to ensure that all allocations expected have been received. Please contact the Program Administrator or School Allotments if there are any issues. The last day to submit a request for an allotment revision item (this includes federal budget approvals) is **June 5, 2019**.

School Business Systems Modernization (SBSM) Update

The SBSM team is pleased to announce the LEA ERP Program Website is Live. This site will be the main mechanism for keeping you updated as program activities take place.

Here are some of the current sections:

- Home – has information to help you understand next steps at a high level as well as vendor websites and product/price sheets so you can evaluate the offerings.
- Background Information – get access to the original Business Systems Modernizations Plan and RFP documents.
- Communications – documents, presentations, recorded webinars will all be found here.
- Contacts – know whom to contact from the SBSM office or the vendors.
- Events – find out about upcoming meetings, webinars, presentations, etc.
- Frequently Asked Questions – we will be documenting questions as they come to us.
- Project Status – Program status reports will be posted as well as a map depicting the implementation rollout.

URL: <https://sites.google.com/a/dpi.nc.gov/lea-erp-modernization/>

Also, as announced in our SBSM Webinars on Tuesday May 7th, the link to complete a readiness assessment survey is https://docs.google.com/forms/d/e/1FAIpQLSf_AsFO1oeZ-9YD2YImyVEuBkWr8K8ICKn3UWQEMBDkwZ0lug/viewform?vc=0&c=0&w=1&usp=mail_form_link.

This survey is being distributed to you as key individuals in North Carolina's Local Education Agencies (LEA) and will be one important input to assist us in planning the rollout of new business systems for each of you that elect to participate in the School Business Systems Modernization program.

This feedback, combined with other factors like platform support and stability and risk, will be used in a prioritization rubric we will use for scheduling upgrades, as well as other preparatory work that can be accomplished in your LEA prior to migration.

We expect this survey to take less than an hour to complete and look forward to receiving your valuable input. The deadline to submit this report is June 1, 2019, so that we can begin planning as soon as possible.

Please do not hesitate to reach out to Ron Townsend or myself if you have any questions or if we can assist you with any concerns. Ron.Townsend@Dpi.NC.Gov or 919.807.3281, Michael Spano Michael.spano@dpi.nc.gov or 919-807-3770.

SBSM information: <http://www.ncpublicschools.org/bsm/>



School Business – May 17, 2019

FY 2019 Year End Planning (LEAs Only)

1. Friday, 6/28/2019 Payroll file due by 11:59 PM.
2. Saturday, 6/29/2019 DPI receives payroll file. LEA and vendor contacts on call.
3. Saturday, 6/29/2019 DPI releases LEA and vendor contacts at start of salary load.
4. Saturday, 6/29/2019 After salary load is complete, DPI releases BUD batches on hold for processing.
5. Saturday, 6/29/2019 DPI processes BUD batches on hold. DPI sends new data file with date of 7/1/2019 and communications for denied batches to all LEAs. LEA must receive data file and denied batch communication forms by:
 - a. For Serenic LEAs, run fast path SURF to receive files – must be signed in as BUDPUSER to run SURF.
 - b. For LINQ LEAs, the data file is placed on the web for pick up. Manually run the process to receive files.

Approved communication forms for weekend processing will be sent Monday afternoon, 7/1/19. LEAs will have from late afternoon on 6/29/19 until 11:59 PM on 7/1/19 to send corrections and new batches. DPI Salary analysts will be available Monday, July 1, 2019 beginning at 7:00 AM for LEA questions.

6. Tuesday, 7/2/2019 DPI will process batches beginning at 7:00 AM and send denied communications forms and new data files to LEAs with denied batches. LEAs must receive data files and denied batch communication forms by following instructions in steps **5a** and **b** above. The new data files will allow LEAs with denied batches to submit corrections only **until 1:00 PM** on 7/2/2019. **No new batch activity will be accepted during this second correction period.** Any new BUD batches sent will be denied.
7. Tuesday, 7/2/2019, DPI will receive and process correction batches beginning at 1:00 PM. DPI will verify that all batches are processed for the FY 2019 before running final SUTI. This will be the final BUD processing for FY 2019. Communication forms for all batches will be sent late Tuesday afternoon, 7/2/19.
8. Another data file due on Tuesday, 7/2/2019 by 11:59 PM.
9. Wednesday, 7/3/2019 DPI processes data files.

These steps are for pay period 12 only. Pay period 13 (accruals) will be documented separately.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Refund State or Federal Program Report Code (PRC) overages (LEAs Only)

Review your monthly financial reports, State - Allotment Balance Report (JHA351EG) and Federal - Budget Balance Report (JHA305EG) for overages. Refund any state and federal overages. If you are expecting additional allotments, please contact the program administrator and the Allotment section before the end of the fiscal year 18-19. You should not be recording expenses if you do not have an allotment for those expenses.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

School Allotments Update and Reminders

ABC Transfer/Revision Date Reminders:

May 31, 2019 is the last date to submit ABC Transfers for FY 2018-19.

Please remember that PRC 131 Textbooks and Digital Resources is not currently eligible to carryover. Unspent funds in PRC 131 must be transferred back to Textbooks – PRC 130 prior to **May 31, 2019** by ABC Transfer. Otherwise, the funds will revert.

Other Revision Items Deadline:

Please review your allotment revision reports for FY 18-19 to ensure that all allocations expected have been received. Please contact the Program Administrator or School Allotments if there are any issues. The last day to submit a request for an allotment revision item (this includes federal budget approvals) is **June 5, 2019**.



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

School Business – May 24, 2019

Change in Short Term Disability – Effective July 1, 2019

In Session Law 2018-52, Section 10, the *Financial Accountability, Integrity, and Recovery Act*, the General Assembly amended the state's short-term disability employer reimbursement policy. Currently, employers are reimbursed for the cost of providing the disability income payments and health insurance premiums to eligible employees from the DIPNC trust fund during the second six months of the short-term disability benefit period. This legislative change halts those reimbursements of employers for short-term disability benefits that begin on or after **July 1, 2019**. Therefore, the Division of School Business will not process any requests effective **July 1, 2019**.

Days Missed for Inclement Weather Survey – Due by June 21, 2019

All LEAs are REQUIRED by Legislation to complete the Days Missed Survey for school year 2018-2019. LEAs ONLY (No charter schools), please complete the online survey and submit by **June 21, 2019**. The survey can be found at the following link:

www.surveymonkey.com/r/H8298XR 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 LaShon Creech at lashon.creech@dpi.nc.gov or (919) 807-3727.

Prepare Now for the Phase II Final Verification - Initial ADM for SY 2019-20 Due Between June 3 – 14, 2019 from Charter, Regional and UNC Laboratory Schools

Phase II: Average Daily Membership (ADM) Projection - Final Verification - Initial ADM for School Year 2019 – 2020

EVERY charter, regional and UNC Laboratory School Executive Director (Head of School, Board Chair, etc) is required to submit the Charter School ADM Projection System (CSADM), Phase II - Final Verification Initial ADM for School Year 2019-20.

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

- current charter, regional and UNC laboratory schools with 2018-19 school attendance
- new charter schools approved by the State Board of Education to open July 1, 2019 and
- new University of North Carolina (UNC) laboratory schools scheduled to open July 1, 2019.

Phase II requires the following field to be completed: Enter the Initial ADM. This represents the 2019-20 ADM that is used for the first installment of the annual allotment.

The CSADM Projection System is accessible at the following links:

- CSADM system <https://schools.nc.gov/csadm>
- Financial and Business Services, Charter Schools Financial Operations: www.ncpublicschools.org/fbs/charterschools/

As this impacts your school's funding, we will only accept information submitted by the Executive Director.

The CSADM is an online system designed to assist each charter, regional and UNC laboratory schools with improving the accuracy of key components in the budgeting process. 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 www.ncid.its.state.nc.us/LEAListing.asp. DPI cannot assign an NCID or reset NCID passwords. NCID questions should be directed to the North Carolina Department of Information Technology (NC DIT) at <https://it.nc.gov/ncid/>.

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

FY2019 Year End Planning (LEAs Only)

Please see this item in the May 17 School Business Newsletter.



School Business – May 31, 2019

Budget Documents – Senate

The Division of School Business will post comparisons and summaries of the Senate budget on the Financial and Business Services website under "What's New" at www.ncpublicschools.org/fbs/.

Twice a day BUD processing for FY 2019 (LEAs only)

DPI will process BUD batches twice a day from **Monday, June 3 through Friday, June 28, 2019**. This will allow 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.

Please refer to the next article in this newsletter (FY2019 Year End Planning LEAs only) for deadlines of final BUD batches for FY 2019.

FY 2019 Year End Planning (LEAs Only)

1. Friday, 6/28/2019 UERS data files via eMFTS (electronic managed file transfer service) due by 11:59 PM.
2. Saturday, 6/29/2019 DPI receives payroll file. LEA and vendor contacts on call.
3. Saturday, 6/29/2019 DPI releases LEA and vendor contacts at start of salary load.
4. Saturday, 6/29/2019 After salary load is complete, DPI releases BUD batches on hold for processing.
5. Saturday, 6/29/2019 DPI processes BUD batches on hold. DPI sends new data file with date of 7/1/2019 and communications for denied batches to all LEAs. LEA must receive data file and denied batch communication forms by:
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 - b. For LINQ LEAs, the data file is placed on the web for pick up. Manually run the process to receive files.

Approved communication forms for weekend processing will be sent Monday afternoon, 7/1/19.

LEAs will have from late afternoon on 6/29/19 until 11:59 PM on 7/1/19 to send corrections and new batches.

DPI Salary analysts will be available Monday, July 1, 2019 beginning at 7:00 AM for LEA questions.

6. Tuesday, 7/2/2019 DPI will process batches beginning at 7:00 AM and send denied communications forms and new data files to LEAs with denied batches.

LEAs must receive data files and denied batch communication forms by following instructions in steps 5a and b above.

The new data files will allow LEAs with denied batches to submit corrections only until 1:00 PM on 7/2/2019.

No new batch activity will be accepted during this second correction period. Any new BUD batches sent will be denied.

7. Tuesday, 7/2/2019, DPI will receive and process correction batches beginning at 1:00 PM. DPI will verify that all batches are processed for the FY 2019 before running final SUTI.

This will be the final BUD processing for FY 2019. Communication forms for all batches will be sent late Tuesday afternoon, 7/2/19.

8. Another data file due on Tuesday, 7/2/2019 by 11:59 PM.

9. Wednesday, 7/3/2019 DPI processes data files.

These steps are for pay period 12 only. Pay period 13 (accruals) will be documented separately.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Refund State or Federal Program Report Code (PRC) overages (LEAs Only)

Review your monthly financial reports, State - Allotment Balance Report (JHA351EG) and Federal - Budget Balance Report (JHA305EG) for overages. Refund any state and federal overages. If you are expecting additional allotments, please contact the program administer and the Allotment section before the end of the fiscal year 18-19. You should not be recording expenses if you do not have an allotment for those expenses.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Home Base End of Year Preparation for 2018-2019 – Principal Monthly Report – 9th Month PMR

To assure accuracy of data, each LEA and Charter School must clear all fatal exceptions and resolve all student violations prior to your month 9 collection end date.

It is imperative that you begin running month 9 PMR – NOW for a successful closeout.

Month 9 includes a run of months 1-8. If you have questions, please contact studentaccounting@dpi.nc.gov.

For complete details, read the [PMR EOY Announcement](#).

Days Missed for Inclement Weather Survey

All LEAs are **REQUIRED** by Legislation to complete the Days Missed Survey for school year 2018-2019. LEAs ONLY (No charter schools), please complete the online survey and submit by **June 21, 2019**. The survey can be found at www.surveymonkey.com/r/H8298XR 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 LaShon Creech at lashon.creech@dpi.nc.gov or (919) 807-3727.

New Salary Codes for NC Educator Evaluation System (NCEES)

The following new budget (object/purpose) codes are available for NCEES roles as of 5/24/2019:

131/5110 Teacher Leader - Instructional Coordinator

131/5210 Teacher Leader- Special Pops-not CTE

131/6300 District Social Worker

135/6860 Instructional Tech Facilitator District

Click here for update version of "**NCEES Data v6**".

To report any issues please open a ServiceNow Support ticket https://ncgov.service-now.com/sp_dpi (Login with your NCID) Or call 919-807-4357.

Phase II Final Verification - Initial ADM for SY 2019-20 Due Between June 3 – 14, 2019 from Charter, Regional and UNC Laboratory Schools (Only)

Phase II: Average Daily Membership (ADM) Projection - Final Verification - Initial ADM for School Year 2019 – 2020

EVERY charter, regional and UNC Laboratory School Executive Director (Head of School, Board Chair, etc) is required to submit the Charter School ADM Projection System (CSADM), Phase II - Final Verification Initial ADM for School Year 2019-20.

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

- current charter, regional and UNC laboratory schools with 2018-19 school attendance
- new charter schools approved by the State Board of Education to open July 1, 2019 and
- new University of North Carolina (UNC) laboratory schools scheduled to open July 1, 2019.

Phase II requires the following field to be completed: **Enter the Initial ADM.**

This represents the 2019-20 ADM that is used for the first installment of the annual allotment. The school may also need to submit a breakdown of where the students are coming from. Please review [CSADM Preliminary Phase II Review - Preparation](#) for assistance.

The CSADM Projection System is accessible at the following links:

- CSADM system <https://schools.nc.gov/csadm>
- Financial and Business Services, Charter Schools Financial Operations:
www.ncpublicschools.org/fbs/charterschools/

As this impacts your school's funding, we will only accept information submitted by the Executive Director.

The CSADM is an online system designed to assist each charter, regional and UNC laboratory schools with improving the accuracy of key components in the budgeting process. 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 www.ncid.its.state.nc.us/LEAListing.asp.

DPI cannot assign an NCID or reset NCID passwords. NCID questions should be directed to the North Carolina Department of Information Technology (NC DIT) at <https://it.nc.gov/ncid/>.

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

2019-20 PRC039 School Safety Grants

The funding available for the School Safety Grants will be determined in the ratified Appropriations Act. At this time, the Department is unable to provide any additional information other than what is in the proposed House and Senate budgets. When the General Assembly has acted, we will send out a link and information on the application process. Please communicate to the appropriate program person in your LEA or charter school, so that they are aware of the status.

Reminders

July 1 - Change in Short Term Disability – see the May 24th newsletter

Newsletters are posted at www.ncpublicschools.org/fbs/resources/newsletters/.



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

School Business – June 7, 2019

Budget Documents – Senate

The Division of School Business will post comparisons and summaries of the Senate budget on the Financial and Business Services website under "What's New" at www.ncpublicschools.org/fbs/.

Cutoff for Processing Licensure Applications for FY 2019

As stated in the Salary Manual, the Licensure Section is committed to processing the Licensure applications received on or before 4/15 that are in the "Pending DPI Review" status. Those Licensure applications submitted after April 15th cannot be guaranteed to be processed in the current fiscal year, and any resulting salary audit exception will need to be cleared using local funds. Licensure applications received on or before April 15th that are not in the "Pending DPI Review" status cannot be guaranteed to be processed in the current fiscal year, and any resulting salary audit exception will need to be cleared using local funds.

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

Notification of No Accruals for FY 19 (LEAs Only)

Please inform us if you do not pay your employees on traditional installments; therefore you will not have installment accruals.

Please email Icilma Burroughs at Icilma.Burroughs@dpi.nc.gov and place in the subject line: "No Accruals – LEA (plus your three digit LEA number)".

If you have questions, please contact Icilma Burroughs at Icilma.burroughs@dpi.nc.gov or 919-807-3715.

Deadline for Requesting Federal and State Cash for FY 2018-2019

The last day by which you may request Federal cash for FY 18-19 is Monday, June 24, 2019, with a Funds Requirement Date (FRD) of Friday, June 28, 2019.

The last day by which you may request State cash for FY 18-19 is Tuesday, June 25, 2019, with a Funds Requirement Date (FRD) of Friday, June 28, 2019.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Twice a day BUD processing for FY 2019 (LEAs only)

Please read this statement completely.

DPI will process BUD batches twice a day from Monday, June 3 through Friday, June 28, 2019. This will allow 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.

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Days Missed for Inclement Weather Survey Due June 21, 2019 (LEAs Only)

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Home Base End of Year Preparation for 2018-2019 – Principal Monthly Report – 9th Month PMR

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It is imperative that you begin running month 9 PMR – NOW for a successful closeout.

Month 9 includes a run of months 1-8. If you have questions, please contact studentaccounting@dpi.nc.gov.

For complete details, read the [PMR EOY Announcement](#).

Reminders

June 14 - Phase II Final Verification - Initial ADM for SY 2019-20 Due Between June 3 – 14, 2019 from Charter, Regional and UNC Laboratory Schools – see the May 31st newsletter.

July 1 - Change in Short Term Disability – see the May 24th newsletter.

May 24 - New Salary Codes for NC Educator Evaluation System (NCEES) – see the May 31st newsletter.

Newsletters are posted at www.ncpublicschools.org/docs/fbs/resources/newsletters/.



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

School Business – June 14, 2019

FBS Summer Conference

As a friendly reminder, the last day to make reservations at the Sheraton Imperial Hotel & Convention Center group contracted rate is Tuesday, June 18th. There are only a couple of rooms remaining in the group block.

Conference information: www.ncpublicschools.org/fbs/conferences/

Salary Calculator Update (LEAs Only)

The LICSAL's salary calculator has been updated to include in the parameters for the school location code. With this modification, the calculator now recognizes an educator's form G approval when providing salary calculations.

Should you have any questions or issues regarding this modification, please send them to Salary@dpi.nc.gov.

Threshold for Clearing Overages on the Months Allotted Versus Used Report (LEAs Only)

LEAs will not be penalized for overages of .04 or less. These overages will be cleared in the new Fiscal Year during the Final Audit.

Should you have questions, please direct them to Salary@dpi.nc.gov.

2019-20 Federal Grants Administered Through NC Department of Public Instruction

DPI has posted updated information for federal grants administered by DPI on the [Federal Fiscal Oversight and Compliance](#) page under the "Grants: Current Funding and Grant Opportunities" heading. This document serves as the centralized source of information for federal funding administered by DPI for Local Education Agencies (LEAs) and charter schools. The file will continue to be updated as more information becomes available (e.g., Federal Award Identification Number (FAIN))

FY 2019 Year End Planning (LEAs Only)

1. Friday, 6/28/2019 UERS data files via eMFTS (electronic managed file transfer service) due by 11:59 PM.
2. Saturday, 6/29/2019 DPI receives payroll file. LEA and vendor contacts on call.

3. Saturday, 6/29/2019 DPI releases LEA and vendor contacts at start of salary load.
4. Saturday, 6/29/2019 After salary load is complete, DPI releases BUD batches on hold for processing.
5. Saturday, 6/29/2019 DPI processes BUD batches on hold. DPI sends new data file with date of 7/1/2019 and communications for denied batches to all LEAs. LEA must receive data file and denied batch communication forms by:
 - a. For Serenic LEAs, run fast path SURF to receive files – must be signed in as BUDPUSER to run SURF.
 - b. For LINQ LEAs, the data file is placed on the web for pick up. Manually run the process to receive files.

Approved communication forms for weekend processing will be sent Monday afternoon, 7/1/19. LEAs will have from late afternoon on 6/29/19 until 11:59 PM on 7/1/19 to send corrections and new batches. DPI Salary analysts will be available Monday, July 1, 2019 beginning at 7:00 AM for LEA questions.

6. Tuesday, 7/2/2019 DPI will process batches beginning at 7:00 AM and send denied communications forms and new data files to LEAs with denied batches. LEAs must receive data files and denied batch communication forms by following instructions in steps **5a** and **b** above. The new data files will allow LEAs with denied batches to submit corrections only **until 1:00 PM** on 7/2/2019. **No new batch activity will be accepted during this second correction period.** Any new BUD batches sent will be denied.
7. Tuesday, 7/2/2019, DPI will receive and process correction batches beginning at 1:00 PM. DPI will verify that all batches are processed for the FY 2019 before running final SUTI. This will be the final BUD processing for FY 2019. Communication forms for all batches will be sent late Tuesday afternoon, 7/2/19.
8. Another data file due on Tuesday, 7/2/2019 by 11:59 PM.
9. Wednesday, 7/3/2019 DPI processes data files.

These steps are for pay period 12 only. Pay period 13 (accruals) will be documented separately.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Refund State or Federal Program Report Code (PRC) overages (LEAs Only)

Review your monthly financial reports, State - Allotment Balance Report (JHA351EG) and Federal - Budget Balance Report (JHA305EG) for overages. Refund any state and federal overages. If you are expecting additional allotments, please contact the program

administer and the Allotment section before the end of the fiscal year 18-19. You should not be recording expenses if you do not have an allotment for those expenses.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Days Missed for Inclement Weather Survey (LEAs Only)

All LEAs are **REQUIRED** by Legislation to complete the Days Missed Survey for school year 2018-2019. LEAs ONLY (No charter schools), please complete the online survey and submit by **June 21, 2019**. The survey is posted at <https://www.surveymonkey.com/r/L8BT2SF> 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 LaShon Creech at lashon.creech@dpi.nc.gov or (919) 807-3727.

Reminders

[Run 9th month PMR](#)

[Deadline for Requesting Federal and State Cash for FY 2018-2019](#)



School Business – June 21, 2019

Critical MFR Year End Information

LEAs sending in correcting BUD batches during the correction period offered after 06/28/2019 MUST receive all communication forms prior to rebuilding their MFR file on 07/03/2019. The MFR file must include all BUD/Adjustment activity processed during the correction period. The rebuilt MFR file is due at DPI by 8:00 am on 07/03/2019.

All Finance Officers and BUD contacts will receive an email regarding this critical MFR year end information next week via GovDelivery. Please confirm receipt by sending an email to Systems_Accounting@dpi.nc.gov with a subject line that includes your LEA### - 2019 MFR Notification Received.

DUE TODAY - Days Missed for Inclement Weather Survey (LEAs Only)

All LEAs are **REQUIRED** by Legislation to complete the Days Missed Survey for school year 2018-2019. LEAs ONLY (No charter schools), please complete the online survey and submit by **June 21, 2019**. The survey is posted at www.surveymonkey.com/r/L8BT2SE 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 LaShon Creech at lashon.creech@dpi.nc.gov or (919) 807-3727.

2019-20 Indirect Cost Rates Online and in BAAS

Indirect cost rates for FY 2019-20 are now posted on the [Fiscal Compliance and Reporting](#) page under the "Indirect Cost Rates" heading and were uploaded into BAAS earlier this week. The restricted rate is for use in the fiscal year beginning July 1, 2019, and may be applied against grants operating with supplement, not supplant restrictions in the regulations.

Please contact [Leigh Ann Kerr](#) with any questions regarding the 2019-20 indirect cost reports.

Coordinated Early Intervening Services (CEIS) Permissive Use

Please see [this information](#) regarding LEAs reserving 15 percent of federal funds to provide comprehensive coordinated early intervening services (CEIS).

If you have any questions, please contact Amanda Byrd at Amanda.byrd@dpi.nc.gov or 919 807-3948.

FY 2019 Year End Planning (LEAs Only)

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9. Wednesday, 7/3/2019 DPI processes data files.

These steps are for pay period 12 only. Pay period 13 (accruals) will be documented separately.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Refund State or Federal Program Report Code (PRC) Overages (LEAs Only)

Review your monthly financial reports, State - Allotment Balance Report (JHA351EG) and Federal - Budget Balance Report (JHA305EG) for overages. Refund any state and federal overages. If you are expecting additional allotments, please contact the program administer and the Allotment section before the end of the fiscal year 18-19. You should not be recording expenses if you do not have an allotment for those expenses.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Reminders

[Run 9th month PMR](#)

[Deadline for Requesting Federal and State Cash for FY 2018-2019](#)



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

School Business – June 28, 2019

Conference Budget

The summary of the conference budget and the comparison of the money items are posted on the FBS website under “What’s New” www.ncpublicschools.org/fbs/ .

Operating after July 1 Without a Budget

GS.143C-5-4 provides the legislation on operating without a ratified budget. In the event that there is not a signed 2019-20 budget July 1, the following will apply:

Public school units are authorized to continue to expend at a level not to exceed the level of recurring expenditures from State funds for the prior year. This translates to the 2019-20 Base Budget and does not permit expenditures on the following:

- 2018-19 non recurring items, regardless of the funding in the conference budget.
- Educator step increase. All educators who are required to be paid based on the State salary schedules, shall be paid at the same level as 2018-19.

Carryforward for allotment categories that have a carryforward provision, will be requested from State Budget and Management. If approved, spending authority will be made available to the public school units.

No allocations will be formerly made until there is a signed budget.

Independent Public Schools

An authority to draw funds will be entered by July 12th. The authority will be calculated at:

20% x Initial average daily membership * 2018-19 State average base funding

2018-19 State average base for continuation funding:

Charter, Regional & ISD \$5,606.41

Lab Schools \$5,535.07

Virtual charter schools \$5,420.81

Funds shall only be made available to schools that have a certificate of occupancy approved by the Office of Charter Schools.

International Faculty Exchange Program

To assist in planning for the FY 19-20 conversion of PRC 001 – Classroom Teacher Positions to PRC 020 – Foreign Exchange Teachers, please use the planning rate of 67,991. The final rate will be determined after the State Budget passes.

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

FY 2019 Year End Planning (LEAs Only)

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Review your monthly financial reports, State - Allotment Balance Report (JHA351EG) and Federal - Budget Balance Report (JHA305EG) for overages. Refund any state and federal overages. If you are expecting additional allotments, please contact the program administer and the Allotment section before the end of the fiscal year 18-19. You should not be recording expenses if you do not have an allotment for those expenses.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Reminders

[Run 9th month PMR](#)

[Deadline for Requesting Federal and State Cash for FY 2018-2019](#)



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

School Business – July 5, 2019

Operating after July 1 Without a Budget

GS.143C-5-4 provides the legislation on operating without a ratified budget. In the event that there is not a signed 2019-20 budget July 1, the following will apply:

Public school units are authorized to continue to expend at a level not to exceed the level of recurring expenditures from State funds for the prior year. This translates to the 2019-20 Base Budget and does not permit expenditures on the following:

- 2018-19 non recurring items, regardless of the funding in the conference budget.
- Educator step increase. All educators who are required to be paid based on the State salary schedules, shall be paid at the same level as 2018-19.

Carryforward for allotment categories that have a carryforward provision, will be requested from State Budget and Management. If approved, spending authority will be made available to the public school units.

No allocations will be formerly made until there is a signed budget.

Independent Public Schools

An authority to draw funds will be entered by July 12th. The authority will be calculated at:

$20\% \times \text{Initial average daily membership} \times \text{2018-19 State average base funding}$

2018-19 State average base for continuation funding:

Charter, Regional & ISD	\$5,606.41
Lab Schools	\$5,535.07
Virtual charter schools	\$5,420.81

Funds shall only be made available to schools that have a certificate of occupancy approved by the Office of Charter Schools.

Run 9th month PMR

See [attached](#)

School Business System Modernization Update

See [attached](#)

School Business – July 12, 2019

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 18-19. Your LEA cannot pay back federal overspent programs through the BUD/Adjustment system.

Also, your LEA cannot prepare BUD/Adjustment entries to pay back Single Audit Questioned Costs regarding federal funds. 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 18-19 as a prior year refund within the BUD/Adjustment system (BUD/Adjustment entries will not be processed until FY 19 is officially closed).

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

FBS Summer Conference July 18

A revised draft grid of the sessions has been posted today at <http://www.ncpublicschools.org/fbs/conferences/>.

The online registration will be ending today.

Your Input Needed: Uniform Guidance Q&A Session at FBS Summer Conference

Immediately following the Uniform Guidance Update session at the conference, School Business will host a Uniform Guidance Question & Answer session. To maximize the effectiveness of the Q&A time, all finance officers are encouraged to submit questions in advance. Look for an email invitation later today that will include instructions and the link to submit questions through Tuesday, July 16th.

Please direct any questions to Leigh Ann Kerr at LeighAnn.Kerr@dpi.nc.gov.

Run 9th month PMR

[EOY Announcement Principals Monthly Report \(PMR\)](#)



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

School Business – July 19, 2019

Conference Presentations

We hope that those of you who attended the FBS Conference yesterday found the sessions informative and relevant. Presentations for some of the sessions are posted on our website at www.ncpublicschools.org/fbs/. If you have recommendations or suggestions for next year, please let us know through email to nicola.lefler@dpi.nc.gov.

Change in Short Term Disability – Effective July 1, 2019

In Session Law 2018-52, Section 10, the Financial Accountability, Integrity, and Recovery Act, the General Assembly amended the state's short-term disability employer reimbursement policy. Currently, employers are reimbursed for the cost of providing the disability income payments and health insurance premiums to eligible employees from the Disability Income Plan of North Carolina (DIPNC) trust fund during the second six months of the short-term disability benefit period. This legislative change halts those reimbursements of employers for short-term disability benefits that begin on or after July 1, 2019.

If the begin date of Short-Term Disability Benefits is before July 1, 2019, employers are reimbursed for the second six months of DIPNC short-term disability. These benefits would be coded to object code 186 – Short-Term Disability Payment Beyond Six Months. Object code 186 will be phased out during fiscal year 2020.

If the begin date of Short-Term Disability Benefits is on or after July 1, 2019, the employer has full responsibility for payment of 12 months of Short-Term Disability Benefits to include health insurance premiums (§135-105(d)). These benefits would be coded to object code 189- Short Term Disability Payments – First Six Months (will modify this description for fiscal year 2021).

If you have any questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

FY 2019 - 13th Month MFR File – Reminder - LEAs Only (Not Charter Schools or Lab Schools)

This is a reminder that we will pull the next FY 2019 13th month MFR File on Tuesday evening, July 23, 2019. Please make sure your LEA is signed into FY 19.

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 (Please make sure that you are signed into FY 19):

- (1) Book the Period 12 zero-out entry to your GL in June (Period 12).
- (2) Correct all of your MFR errors, including local account codes.
- (3) Review the AFR/MFR Recommendations located on the Financial and Business Services web page:
www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf

- (4) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- (5) Your LEA will need to record your State Textbook expenditures through journal entries. (Rev. 1-3211-130-000 and Exp. 1-5110-130-412)

If you have questions about your MFR file, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

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 18-19. Your LEA cannot pay back federal overspent programs through the BUD/Adjustment system.

Also, your LEA cannot prepare BUD/Adjustment entries to pay back Single Audit Questioned Costs regarding federal funds. 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 18-19 as a prior year refund within the BUD/Adjustment system (BUD/Adjustment entries will not be processed until FY 19 is officially closed).

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



School Business – July 26, 2019

There is no news to send out this week. Enjoy your weekend!



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

School Business – August 2, 2019

Independent Public Schools Installment Funding

With the General Assembly still not adjourned and the new year continuing without a signed budget, the Division of School Business will be providing the independent public schools another installment of State funds.

On July 12th, schools received an authority to draw of

(20% x Initial average daily membership * 2018-19 State average base funding)

The Division of School Business will true up this installment so that it represents in total the following:

(34% x Initial average daily membership * 2018-19 average base funding of the LEA base funding less the per student nonrecurring funding (estimated less than \$10))

The report of the 2018-19 average base funding can be found on our website at

<http://www.ncpublicschools.org/fbs/allotments/state/>:

“Base Allotment per ADM for Charter Schools”

“Base Allotment per ADM for Virtual Charter Schools”

“Restart and Lab Schools- Dollars per ADM”

The additional installment will be provided as an authority to draw the week of August 19th and 23rd.

No other installments will be made until all schools have reported month 1 ADM.

2018-19 Items Funded with Nonrecurring Items

As stated in the June 28 newsletter, public school units are authorized to continue to expend at a level not to exceed the level of recurring expenditures from State funds for the prior year.

These are the 2018-19 nonrecurring items and their impact on the interim funding levels:

School Technology – 60% nonrecurring funds

Textbook and digital resources – 16.5% nonrecurring funds

The following School Safety grants were funded 100% with nonrecurring funds:

- Safety equipment
 - Mental health positions
 - Safety Training
-

New Items Posted

The following items have been posted under What's New at

<http://www.ncpublicschools.org/fbs/> .

- FY 2018-19 Carryover into FY 2019-20 for LEAs and Independent Public Schools
- Travel Subsistence Rate Revisions Effective July 1, 2019 - See the memo from the State Budget Director and note the new travel subsistence rate revisions effective July 1, 2019.

Region F (MSA/LEA general ledger) Update

Region F (MSA/LEA general ledger) will not be available on Thursday, August 8 due to a required security update. This update will also affect the availability of the cash management system, so plan your cash requests accordingly.

Part of this MSA update requires that your password will now expire and must be changed every 90 days. When the password expiration notification is received, tab to the new password field to enter the new password and then tab to verify this password. For revoked IDs or forgotten passwords, log a helpdesk ticket at https://ncgov.service-now.com/sp_dpi. Please choose the Financial Request icon and reference MSA password in the ticket so that it will be assigned correctly.

Email any questions or concerns regarding this update to systems_accounting@dpi.nc.gov.

Lic/Sal Web System Maintenance

The Lic/Sal web application will not be available on Thursday, August 15 through Friday, August 16 due to a required server move.

Please email any questions or concerns regarding this update to systems_accounting@dpi.nc.gov.

School Business Systems Modernization (SBSM) Status Update Webinars

The [SBSM](#) team is pleased to announce new monthly webinars to provide LEA Superintendents, Finance Directors, HR Directors and Technology Directors status updates on the ERP project, as well as other SBSM projects. In addition to providing status updates, the webinars will address questions, concerns and issues submitted. Approximately one week prior to the webinar, an email will be sent to those who have registered asking for input regarding issues/questions/concerns that will be addressed on the next webinar.

The webinars will take place on the second Wednesday of each month at 9:00 am. Registration is required once and is valid for all sessions. [Register here](#).

Contact the [SBSM team](#) with any questions.



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

School Business – August 9, 2019

Conversion Requests for International Faculty Exchange (IFE)

The 2019-2020 International Faculty Position Conversion to Dollar Allotment Request form is posted on the FBS website at www.ncpublicschools.org/fbs/allotments/forms/ and under What's New.

In the interim budget period, LEAs may submit requests for position conversions for IFEs, but the Allotments Section will not process the request until there is a signed budget, a final conversion rate and initial allotments.

Please read the form carefully, as it has changed and will no longer be sent to the K-12 Curriculum Division.

The form will be modified for the new conversion rate when it is finalized.

Note: In lieu of the LEA superintendent's signature, LEAs must include both the LEA FINANCE OFFICER AND HUMAN RESOURCE DIRECTOR on the email request.

If you have any questions, please contact Susan Holly, Budget Analyst at susan.holly@dpi.nc.gov.

Highly Qualified NC Teaching Graduate Supplements

The approved budgets for 2017-19 fiscal biennium created and expanded the supplements for highly qualified NC teaching graduates (PRC 028). Teachers who entered the profession between July 1, 2017 and June 30, 2019 may continue to be paid the supplements for which they are eligible (see details in the State Salary Manual and related FAQ documents at www.dpi.state.nc.us/fbs/finance/salary/).

Although the 2019-21 budget passed by the General Assembly and vetoed by the Governor extends the supplements to new hires entering the profession, until a budget becomes law, no new teachers may be provided this supplement with State funds at this time.

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 18-19. Your LEA cannot pay back federal overspent programs through the BUD/Adjustment system.

Also, your LEA cannot prepare BUD/Adjustment entries to pay back Single Audit Questioned Costs regarding federal funds. 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 18-19 as a prior year refund within the BUD/Adjustment system (BUD/Adjustment entries will not be processed until FY 19 is officially closed).

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

Needs-Based Public School Capital Fund (NBPSCF) Grant

The annual application period has opened for the 2019-20 Needs-Based Public School Capital Fund (NBPSCF) grant program. The application form is available at [2019 NBPSCF Grant Application](#). Applications are due by September 13, 2019.

For any questions please contact Nathan Maune, School Planning Section Chief, at 919-807-3560 or nathan.maune@dpi.nc.gov.

Region F (MSA/LEA general ledger) System Maintenance

The MSA security upgrade completed successfully yesterday and the region is available. You will notice some small changes to some of the screen layouts but the functionality remains the same. The first password expiration date will be 90 days from today and then every 90 days thereafter. When the password expiration notification is received, tab to the new password field to enter the new password and then tab to verify this password. For revoked IDs or forgotten passwords, please log a helpdesk ticket at https://ncgov.service-now.com/sp_dpi. Please choose the Financial Request icon and reference MSA password in the ticket so that it will be assigned correctly.

Also, upon logging out, the abend error message should no longer appear. If you encounter any issues, please log a helpdesk ticket using the procedure noted above. Be sure to include details on any errors and include a screen print of the error message if applicable.

Please email any questions or concerns regarding the updates to systems_accounting@dpi.nc.gov.

Lic/Sal Web System Maintenance

The Lic/Sal web application will not be available on Thursday, August 15 through Friday, August 16 due to a required server move.

Please email any questions or concerns regarding these updates to systems_accounting@dpi.nc.gov.



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

School Business – August 16, 2019

Calendar Waivers

The history of missed instructional days for the last 10 years has been posted under Calendar Resources for LEAs at www.ncpublicschools.org/fbs/accounting/calendar/. This report shows the LEAs which are eligible to request a waiver for the opening date for the 2020 – 2021 school year from the State Board of Education.

Waiver requests are due to the Division of School Business by Friday, September 13, 2019. The waiver request form titled LEA – Weather Related Waiver Request is located under the heading Calendar Waiver at www.ncpublicschools.org/fbs/accounting/forms/.

If you have additional questions, please contact Student Accounting at StudentAccounting@dpi.nc.gov.

Confirmation of Funds for Annual Financial Statement Audits by CPA firms

DPI is providing the appropriate reports to your independent auditors via the internet. These reports for FY19 are now posted in a public application at:

<http://apps.schools.nc.gov/auditorconfirmationreports> (Annual Reports). Please direct your independent auditor to the site provided.

Please contact Roxane Bernard at roxane.bernard@dpi.nc.gov with any questions.

Lic/Sal Web System Maintenance

The Lic/Sal web application system maintenance dates have been changed to Friday, August 16 through Monday, August 19. The system will not be available during this time.

Please email any questions or concerns regarding these updates to systems_accounting@dpi.nc.gov.

Executive Order No.95 Paid Parental Leave

Paid parental leave, established through an executive order by Gov. Roy Cooper, will be available to employees of all state agencies under the governor's oversight. Other agencies may opt in to the benefit. This executive order does not apply to local education agencies.



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

School Business – August 23, 2019

Continuation Salary Schedules – Effective July 1, 2019

Continuation salary schedules for public school employees have been posted on the FBS website at www.ncpublicschools.org/fbs/ under What's New. These educator salary schedules are applicable to all those who received an experience bump.

For public school employees who did not receive an experience bump for FY 2018-2019, use the 2018-2019 [salary schedules](#). The 2018-2019 salary schedule will be also be used for all employees hired on or after July 1, 2019.

For questions please contact salary@dpi.nc.gov.

Voluntary Shared Leave Reporting 2018-2019 - LEAs Only (Not Charter Schools or UNC Laboratory Schools)

This survey is collected annually in response to General Statute 126-8.3(c) and is due **August 28, 2019**. The survey is posted on the Financial and Business Services home page at www.ncpublicschools.org/fbs/ under What's New or accessed directly at www.surveymonkey.com/r/YGSTJMG.

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

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

Independent Public Schools 1st Installment Posted August 22

As detailed in the August 2 newsletter, the Division of School Business has provided independent public schools an estimated 1st installment. These amounts were entered on August 22 as an authority to draw and therefore are not visible in the Allotments system. This funding replaced the interim funding posted in July. It is not in addition to the July funding.

Please see the Excel file on the FBS website at www.ncpublicschools.org/fbs/ "Independent Public Schools 1st Installment". The "notes" tab on this file provides details on the calculations on this installment.

July State Zero-Out (LEAs Only)

As part of new fiscal year procedures, DPI requests that LEAs post all installment accrual reversals prior to submitting July datafiles. At this time, DPI cannot readily determine which LEAs reversed the installment accruals prior to submitting July datafiles. DPI WILL NOT PROCESS ZERO OUT FOR JULY. Cash balances remaining for July after August cash disbursements will be received as part of the zero out for August. Please adjust August cash needs accordingly. We apologize for any inconvenience this may cause.

All units must reverse the installment accruals in August PRIOR TO submitting your August MFR file. Failure to reverse installment accruals in August will adversely impact the zero out for August.

Please direct any inquiries to Gwendolyn Tucker, gwendolyn.tucker@dpi.nc.gov.

Carryover Funds PRC 069 – LEAs Only

PRC 069 At-Risk carryover funds must be expended by August 31, 2019. Carryover amounts are posted on the School Business website, www.ncpublicschools.org/fbs/.

Any questions, please contact Lydia Prude, lydia.prude@dpi.nc.gov or Sue Holly, susan.holly@dpi.nc.gov.

E-rate and PRC 073 / 036 Allocations

If your LEA/Charter has received an E-rate Funding Commitment Decision Letter for your 2019 E-rate discount request, please place purchase orders with the vendors now. At this point, we anticipate PRC 073 / 036 School Connectivity formal allocations will begin in mid to late September. Remember, PRC 073 / 036 funds do not carry-over into the next fiscal year.

For questions regarding School Connectivity funds, please contact Michael Ramsey (Michael.Ramsey@dpi.nc.gov 919-807-3733).

SBSM Communication

School Business Systems Modernization Program communication regarding CherryRoad and ORACLE Financials. [CherryRoad. DIT Clarification.pdf](#)

Reminders:

Calendar Waivers – LEAs Only

The history of missed instructional days for the last 10 years has been posted under Calendar Resources for LEAs at www.ncpublicschools.org/fbs/accounting/calendar/. This report shows the LEAs which are eligible to request a waiver for the opening date for the 2020 – 2021 school year from the State Board of Education.

Waiver requests are due to the Division of School Business by Friday, **September 13, 2019**. The waiver request form titled LEA – Weather Related Waiver Request is located under the heading Calendar Waiver at www.ncpublicschools.org/fbs/accounting/forms/ .

If you have additional questions, please contact Student Accounting at StudentAccounting@dpi.nc.gov .

Confirmation of Funds for Annual Financial Statement Audits by CPA firms

DPI is providing the appropriate reports to your independent auditors via the internet. These reports for FY19 are now posted in a public application at <http://apps.schools.nc.gov/auditorconfirmationreports> (Annual Reports). Please direct your independent auditor to the site provided.

Please contact Roxane Bernard at roxane.bernard@dpi.nc.gov with any questions.

Needs-Based Public School Capital Fund (NBPSCF) Grant – LEAs Only

The annual application period has opened for the 2019-20 Needs-Based Public School Capital Fund (NBPSCF) grant program. The application form is available at 2019 NBPSCF Grant Application. Applications are due by **September 13, 2019**.

For any questions please contact Nathan Maune, School Planning Section Chief, at 919-807-3560 or nathan.maune@dpi.nc.gov.



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

School Business – August 30, 2019

FY 2019 - 13th Month MFR File – Reminder - LEAs Only (Not Independent Public Schools)

This is a reminder that DPI will need to have your final FY 2019 13th month MFR by Tuesday evening, September 10, 2019. Please make sure your LEA is signed into FY 2019.

If you made changes since your last 13th month MFR file, please rebuild your 13th month MFR data files.

If you do not need to make any changes to your 13th month MFR files, then you do not need to do anything. DPI will receive your last 13th month MFR files.

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

Please do the following regarding your 13th Month MFR file (Make sure that you are signed into FY 2019):

- (1) Book the Period 12 zero-out entry into your GL.
- (2) Correct all of your MFR errors, including local account codes.
- (3) Review the AFR/MFR Recommendations located on the Financial and Business Services web page:
www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf
- (4) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- (5) Your LEA will need to record your State Textbook expenditures through journal entries.
(Rev. 1-3211-130-000 and Exp. 1-5110-130-412)

If you have questions about your 13th month MFR files, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Child Count Transfer System

The Child Count Transfer System is not currently open. Please make sure your data manager is identified and has requested access to the system by going to <https://schools.nc.gov/childcounttransfer>. Once it is available for you will be notified via the newsletter. We will have a special deadline for the first submission.

Should you have any questions please contact Melissa Dearman at Melissa.dearman@dpi.nc.gov or at 919-807-3737. Thank you for your patience.

DPI / Sedgwick 2019 Workers' Compensation Sessions

See [attached](#).

Reminders:

Calendar Waivers – LEAs Only

The history of missed instructional days for the last 10 years has been posted under Calendar Resources for LEAs at www.ncpublicschools.org/fbs/accounting/calendar/. This report shows the LEAs which are eligible to request a waiver for the opening date for the 2020 – 2021 school year from the State Board of Education.

Waiver requests are due to the Division of School Business by Friday, **September 13, 2019**. The waiver request form titled LEA – Weather Related Waiver Request is located under the heading Calendar Waiver at www.ncpublicschools.org/fbs/accounting/forms/.

If you have additional questions, please contact Student Accounting at StudentAccounting@dpi.nc.gov.

Confirmation of Funds for Annual Financial Statement Audits by CPA firms

DPI is providing the appropriate reports to your independent auditors via the internet. These reports for FY19 are now posted in a public application at <http://apps.schools.nc.gov/auditorconfirmationreports> (Annual Reports). Please direct your independent auditor to the site provided.

Please contact Roxane Bernard at roxane.bernard@dpi.nc.gov with any questions.

Needs-Based Public School Capital Fund (NBPSCF) Grant – LEAs Only

The annual application period has opened for the 2019-20 Needs-Based Public School Capital Fund (NBPSCF) grant program. The application form is available at [2019 NBPSCF Grant Application](#). Applications are due by **September 13, 2019**.

For any questions please contact Nathan Maune, School Planning Section Chief, at 919-807-3560 or nathan.maune@dpi.nc.gov.



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

School Business – September 6, 2019

Allotments Information - Please read the following very carefully

School Allotments Section will start allocating funds through the allotments system the week of September 9th.

1. Initial Allotments

Initial allotments will represent the continuing resolution budget with no adjustments for the approved benefit increases (see #2).

2. Benefits

[HB 226](#) was signed in to law. Part III of this legislation provides the following:

- Salaries increases for most state employees, however does not include increases for employees of local boards of education (section 3.1(b)(1)).
- Benefits changes in section 3.15 as follows:
 - o Retirement 19.70% (retroactive to July 1, 2019)
 - o Health Benefit \$6,306
- Bonus leave for State employees – this does NOT include employees for local board of education

Allocations for the benefits increase in funding will be provided in a later revision.

3. Other Allotments

School Allotments Section continues to prepare allotments that are not included in the Initial Allotments. A file has been posted on the [FBS website](#) with allotments for the following PRCs:

- PRC 001 Past Teacher of the Year, Burroughs Wellcome Award, Special Small Schools
- PRC 030 Digital Learning Initiative
- PRC 039 School Resource Officer Grants
- PRC 042 Child and Family Support Teams Positions – Nurses
- PRC 043 Child and Family Support Teams – Social Worker/Other
- PRC 055 Cooperative Innovative HS
- PRCs 066/067 Asst Principal Interns
- PRC 078 Digital Literacy
- PRC 085 Early Grade Literacy (no change to previous post)
- PRC 096 Teachers on Loan

These allocations have been approved by the respective program staff and will be allocated in a revision after the initial allotments. Public School Units are authorized to budget and expended up to the allocations on this file, with no penalty for overdraft.

4. Independent Public Schools

The estimated 34%, 1st installment provided to the Independent Schools, will be recalculated based on the initial ADM and where the students previously attended school as reported in the CSADM System for FY 19-20. The dollars per ADM will be based on the Preliminary Initial Allotments (continuation funding). The recalculated 34% installment will also include the 1st installment for Children with Disabilities and LEP funding. This allocation will be allotted in an Allotment revision after the Preliminary Initial Allotment are processed.

PRC 054 English Language Learners/Limited English Proficient Chart of Accounts

During our review of the PRC 054 chart of accounts, we noted that expenditure codes for translation and interpretation services were included. As noted in the Allotment Policy Manual, the State Board approved use for these funds only include: classroom teachers, teacher assistants, tutors, textbooks, classroom materials/instructional supplies/equipment, transportation costs, and staff development. We understand that it is late in the year to modify budgeting and therefore, the codes will remain in the chart and budget for the 2019-20 fiscal year as an allowable expense from PRC 054.

Beginning July 1, 2020, using PRC 054 funds for translation and interpretation services will no longer be allowable and the codes will be removed.

Clarifying Legislation related to Reemployed Retirees SB399

On September 4th, the Governor signed in to law S621, which mainly addresses testing. However, Part VII provides clarifying language to SB 399 related to reemploying retired teachers. Any public school unit that is employing a reemployed retiree should refer to both of these pieces of legislation and consult their local board attorney. The bill is located on the General Assembly website at www.ncleg.gov/Sessions/2019/Bills/Senate/PDF/S621v7.pdf. With this clarifying language, DPI will work with the appropriate State government experts to provide guidance in the next 2 to 3 weeks.

In addition to the retiree language, Part VIII of the bills provides clarifying language on Licensure.

Legislated Report on Start and End Dates of the School Calendar- LEAs only

The State Board of Education approved the draft report and has submitted it to the Joint Legislative Education Oversight Committee. The approved report was included in Agenda item BSOP2 and can be viewed on the [SBE website](#).

Thanks to the cooperation of the LEAs, we were able to meet the very short timeline provided by legislation.

Reminders:

FY 2019 - 13th Month MFR File – Reminder - LEAs Only (Not Independent Public Schools)

This is a reminder that DPI will need to have your final FY 2019 13th month MFR by Tuesday evening, **September 10, 2019**. Please make sure your LEA is signed into FY 2019.

If you made changes since your last 13th month MFR file, please rebuild your 13th month MFR data files.

If you do not need to make any changes to your 13th month MFR files, then you do not need to do anything. DPI will receive your last 13th month MFR files.

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

Please do the following regarding your 13th Month MFR file (Make sure that you are signed into FY 2019):

- (1) Book the Period 12 zero-out entry into your GL.
- (2) Correct all of your MFR errors, including local account codes.
- (3) Review the [AFR/MFR Recommendations](#).
- (4) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- (5) Your LEA will need to record your State Textbook expenditures through journal entries. (Rev. 1-3211-130-000 and Exp. 1-5110-130-412)

If you have questions about your 13th month MFR files, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Calendar Waivers – LEAs Only

[Waiver requests](#) are due to the Division of School Business by Friday, **September 13, 2019**.

Needs-Based Public School Capital Fund (NBPSCF) Grant – LEAs Only

The 2019-20 NBPSCF grant program application form is available at [2019 NBPSCF Grant Application](#). Applications are due by **September 13, 2019**.



School Business – September 13, 2019

August 2019 Zero Out Process - LEAs Only

We are processing the August 2019 zero out for state and federal funds. All LEAs were instructed to reverse their installment accruals prior to creating and submitting their August 2019 data files. If your LEA did not reverse your installment accruals, your August 2019 state zero out will be adversely affected.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Child Count Transfer System

The [Child Count Transfer System](#) is now open for transfers. We appreciate your patience while we prepared the system for the 2019-20 Fiscal Year. We ask that you please submit your transfers promptly to avoid missing the deadline.

Please be advised that the deadline for submitting transfers for students who enrolled in July and August is **September 25, 2019**.

If you have questions, contact melissa.dearman@dpi.nc.gov or 919-807-3737.

DPI Project for the Early Replacement of School Buses under the Volkswagen Settlement – LEAs Only

DPI is putting forward a project for the early replacement of school buses with VT365 engines throughout the state. This week, Transportation Directors received information on being part of DPI's response to DEQ's Volkswagen Settlement Diesel Bus and Vehicle RFP.

The deadline for LEAs to submit the necessary vehicle information will be Monday, **September 16, 2019**. This deadline is firm as evaluation, selections, final data gathering, and project proposal writing will begin after that date.

More information on the [VW Settlement and North Carolina's Mitigation Plan](#).

If you have questions, contact kevin.harrison@dpi.nc.gov or 919-807-3579.

PRC 115 Carryover Budgets and **09/30/19** Encumbrance Deadline

Message from Chris Vecchione, Assistant Director, Federal Program Monitoring & Support Division:

As a reminder, Carryover Budgets for 2018-19 Targeted Support and Improvement (TSI) (PRC 115) funding were due by the close of business on Friday, August 23rd.

The following information has been shared with Federal Program Directors several times over the last few months:

The attached file has 2 columns with headings: "GY 17-18" and "GY 18-19".

- ALL funding in the GY 17-18 column (approximately 80%) MUST be encumbered and reported to DPI no later than **09/30/19**. There will be a

subsequent 90-day liquidation period for any funding encumbered AND reported* to DPI by **09/30/19**. As you are aware, salaries may not be encumbered and this includes salaries for substitutes covering classes for teachers attending professional development during the liquidation period.

- The funding you will observe in the GY 18-19 column (approximately 20%) MAY be used during the 19-20 school year as long as it is encumbered and reported to DPI no later than 09/30/20. Again, salaries may not be encumbered and this includes salaries for substitutes covering classes for teachers attending professional development during the liquidation period. There will be a subsequent 90-day liquidation period for any funding encumbered AND reported* to DPI by 09/30/20 for this remaining 20% of the actual allotment (column GY18-19).

* The encumbrances must be reported to the Division of School Business in the September MFR (Monthly Financial Report) data.

See attachment: "2018-19 TSI Planning Allotments"

If you have questions regarding PRC 115, please contact the Federal Program Division: Alex Charles (Section Chief-West) at alex.charles@dpi.nc.gov (western 4 regions), or Susan Brigman (Section Chief-East) at susan.brigman@dpi.nc.gov (eastern 4 regions).

Verify School Names for Achievement Certificates

Copy of email sent 9/12/19 to Subscribers of Charter School Administrators, Public Information Officers, or Superintendents' Memos:

Superintendents and Charter School Directors,

State Superintendent Mark Johnson will be recognizing schools again this year that met or exceeded their goals for academic growth as measured by North Carolina's accountability system. As you know, the results for the 2018-19 school year were released Sept. 4 to the State Board of Education and the public.

We need your help. To ensure the accuracy of the certificates issued to schools for their achievements in academic progress and graduation rates, the Department of Public Instruction requests that all LEAs and charter schools carefully review "Official School Names" as entered in the Educational Directory & Demographical Information Exchange (EDDIE). These are the school names that DPI will use in preparing the certificates.

Please direct your subscribed EDDIE user to review the list of your schools' "official names" to ensure that any corrections or revisions are completed by Sept. 20 so that the certificates are error-free. The certificates will be prepared after the Accountability Services Division has completed processing all corrections to performance data later this month.

Please go to <http://apps.schools.nc.gov/eddie> to access the lists of all schools as recorded in EDDIE. Here is the latest [list of subscribed EDDIE users for each LEA and charter school](#).

For questions or additional information, please contact Todd Silberman with DPI communications at (919) 807-3469 or todd.silberman@dpi.nc.gov.

Thank you for your help.

Reminder: DPI / Sedgwick 2019 Workers' Compensation Sessions

Sign up! See

https://content.govdelivery.com/attachments/NCSBE/2019/08/30/file_attachments/1276742/WC%20Sessions.pdf.



Public Schools of North Carolina

State Board of Education
Department of Public Instruction

School Business – September 20, 2019

Preliminary Initial Allotments

1. Preliminary Initial allotments were loaded in to the Allotments System for LEAs today. These allotments represent the continuing resolution budget with no adjustments for the approved benefit increases (see #2) or instructional support positions (see #3).
2. Benefits HB 226 was signed in to law. Part III of this legislation provides the following:
 - Salaries increases for most state employees, however does not include increases for employees of local boards of education (section 3.1(b)(1)).
 - Benefits changes in section 3.15 as follows:
 - o Retirement 19.70% (retroactive to July 1, 2019)
 - o Health Benefit \$6,306
 - Bonus leave for State employees – this does NOT include employees for local board of education

Allocations for the benefits increase in funding will be provided in a later revision.

3. School Safety Grants and Instructional Support Positions

HB75 was signed in to law

This legislation provides an additional \$20m in to the instructional support allotment (PRC007). This equates to approximately 260 positions statewide and a file providing the impact by LEA has been posted on the [FBS website](#) under What's New. These positions are NOT included in the preliminary initial allotments and will be provided in a later revision.

During the week of September 23rd, The Center for Safer Schools will be opening up the grant application process for School Resource Officers, school safety equipment and other grants in HB75. Please check their website at www.ncpublicschools.org/cfss/ for more information.

4. Other Allotments

School Allotments Section continues to prepare allotments that are not included in the preliminary Initial Allotments. A file has been posted on the FBS website with allotments see "Estimated Allocations Revision File for Selected PRCs" www.ncpublicschools.org/fbs/

These allocations have been approved by the respective program staff and will be allocated in a revision after the preliminary initial allotments. Public School Units are authorized to budget and expend up to the allocations on this file, with no penalty for overdraft. These allocations will be loaded in to the Allotments System over the next few weeks.

5. Independent Public Schools

The estimated 34%, 1st installment provided to the Independent Schools, will be recalculated based on the initial ADM and where the students previously attended school as reported in the CSADM System for FY 19-20. The dollars per ADM will be

based on the Preliminary Initial Allotments (continuation funding). The recalculated 34% installment will also include the 1st installment for Children with Disabilities and LEP funding. This allocation will be allotted in an allotment revision after the Preliminary Initial Allotment are processed.

Staff UID System

DPI has received multiple inquiries from LEAs and charter schools regarding the timing of uploading new staff members to the Staff UID System, via regular exports from the payroll system. There should be a timely and accurate exchange of data between the LEA/charter school payroll system and the Staff UID System. This includes any new staff members who need access to K-12 related systems (i.e. PowerSchool, Schoolnet, NCEES, etc.). Additionally, new staff that have been hired but who are not yet receiving a paycheck can be added to the payroll system, and subsequently included in the Staff UID export file to receive a UID. Non-payroll staff members who work with the LEA/charter school but are not entered into payroll can still be added to the Staff UID System, via the 'Add Staff' feature. Documentation for adding non-payroll staff to the Staff UID System can be found at www.ncpublicschools.org/docs/cedars/uniqueid/staff/training/non-payroll-staff.pdf.

SBSM Update

The LEA ERP Modernization project status information is posted at <https://sites.google.com/a/dpi.nc.gov/lea-erp-modernization/project-information>.

Reminders:

Child Count Transfer System

- The [Child Count Transfer System](#) is open for transfers. Please be advised that the deadline for submitting transfers for students who enrolled in July and August is **September 25, 2019**.
- If you have questions, contact melissa.dearman@dpi.nc.gov or 919-807-3737.

PRC 115 Carryover Budgets and **09/30/19** Encumbrance Deadline

- See last week's School Business newsletter for details.
www.ncpublicschools.org/fbs/resources/newsletters/
-



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

School Business – September 27, 2019

CSADM – Charters, Regional, and Lab only, not ISD or LEAs

The annual Charter School ADM (Average Daily Membership) Projection System (CSADM) for **FY 2020-2021** will be available beginning November 1, 2019.

The CSADM is an online system for entities to submit projected ADM for the upcoming year. New charter and lab schools should subscribe to the system so that they are able to submit data. CSADM information for FY 2020-2021 is available at www.ncpublicschools.org/fbs/charterschools/.

Questions concerning CSADM for FY 2020-2021 should be addressed to Angela Harrison, angela.harrison@dpi.nc.gov, 919-807-3734.

If you are looking for verification on the ADM used for your 1st installment in 2019-20, this information is located in the **Allotment System** using the instructions below:

LEA_Allotment

Charter Revision Detail on the dark blue line at the top of the screen

Option 1 - Initial Budget

Option 2 - Revision Detail of what has been allotted

Allotment questions should be directed to the School Allotments section, 919-807-3675.

Child Count Transfer – Deadline Extended

The deadline for the Child Count Transfer entries has been extended until September 30, 2019 at 5:00 pm. Please have all of your transfer requests entered for students that enrolled in your school prior to August 31, 2019 into the system by this deadline.

The deadline for students who transferred in during September is October 10, 2019. No transfers will be made for students who enter your school after the 1st 60 days of school.

If you have submitted a child in error or have any questions, please send an email to Melissa.dearman@dpi.nc.gov.

Child Count Transfer System information - <http://www.ncpublicschools.org/fbs/allotments/forms/>

Short Term Disability – Effective July 1, 2019 - LEAs only

In the May 24th newsletter, we provided information on the legislative change on short term disability reimbursements. Prior to this legislation, employers were reimbursed for the cost of providing the disability income payments and health insurance premiums to eligible employees from the Disability Income Plan of North Carolina (DIPNC) trust fund during the second six months of the short-term disability benefit period. Session Law 2018-52 halts those reimbursements of employers for short-term disability benefits that begin on or after July 1, 2019.

If the begin date of Short-Term Disability Benefits is before July 1, 2019, employers continue to be reimbursed for the second six months of DIPNC short-term disability. These benefits are coded to object code 186 – Short-Term Disability Payment Beyond Six Months. Object code 186 will be removed at the expiration of these payments.

If the begin date of Short-Term Disability Benefits is on or after July 1, 2019, the employer has full responsibility for the 12 months of Short-Term Disability Benefits to include health insurance premiums (§135-105(d)). These benefits are coded to object code 189- Short Term Disability Payments – First Six Months (The description will be modified.)

For example, for a school nutrition employee:

Short Term disability started prior to July 1, 2019 - The first six-months is paid out of Fund 5 object code 189 and the second six months is paid out of Fund 1 PRC 009, Object code 186.

Short Term disability started on July 1, 2019 - All twelve months payments are paid out of Fund 5 and Object Code 189. The entire 12 months will be paid out of the fund the employee is normally paid from.

If you have any questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

School Safety Grant Program – All Public School Units

The application for the 2019-2020 School Safety Grant Program has been released. The application can be found on the CCIP grants management system: ccip.schools.nc.gov. Log into the system using your NCID, select your school system, then find the grant application under “Safe Schools.”

You may find a preview of the application here:

<https://docs.google.com/document/d/1JCSvcCLYDbTmSDESpZe05Fgk9IWxPEfUca8eppiS9Zw/edit> . The grant competition will open no later than September 25, 2019, at noon, and closes October 25, 2019 at 11:59pm. Make sure to begin the application process by reviewing Parts II and III of Session Law 2019-222

<https://www.ncleg.gov/Sessions/2019/Bills/House/PDF/H75v7.pdf> in addition to the FAQs https://drive.google.com/file/d/11bpeUUuerpEYSxQrdxgM_InPcL_4ldg7/view for the grant program. These FAQs will be updated periodically. If either of these documents do not give direction to any question(s) you may have, you may email schoolsafetygrants@dpi.nc.gov with those questions.



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

School Business – October 4, 2019

Status of Principal and Teacher Bonuses – All public school units

Under the interim authority of operations, the following is the status of bonuses:

Principal Bonuses – No performance bonuses for principals are authorized at this time, and School Business will not be providing an allotment unless legislative authority is provided.

Veteran Teacher Bonus (LEAs only) – LEAs are not authorized to provide any bonus payments to veteran teachers at this time. These are one time payments specific to the fiscal year and will require legislative authority for 2019-20.

Teacher Bonuses – Performance bonuses for teachers teaching 3rd – 5th grade reading, 4th – 8th grade math, AP/IB/AICE courses and CTE certification are authorized. Eligible teachers and funding is currently being calculated based on the 2018-19 EVAAS scores and test results. Public school units shall pay these bonuses to eligible teachers in January 2020.

Instructional Support Allotment – all Public school units

The preliminary initial allotments for PRC007 do not include the recent appropriation of an additional \$20m per SL 2019-222. The impact of this appropriation for LEAs is posted on the [FBS website](#) under What's New.

Independent Public Schools – the base allocation includes a per pupil share of the instructional support allotment. Independent public schools will receive a per pupil share of the additional appropriation of \$20m as an adjustment to their base allocation when the impact of all the mini budget bills has been calculated.

School Allotment Federal Reversion – LEAs only

Please email Chona Alejandro chona.alejandro@dpi.nc.gov the amount of indirect cost that will be claimed on September 30, 2019 encumbrances liquidated during the liquidation period. Since indirect cost can not be allowed as an encumbrance, we need this email by **October 10, 2019** to reserve the funds from immediate reversion.

If you have any questions, please contact Chona Alejandro at 919-807-3732.

Expenditure and ABC Transfer Required Reporting – LEAs only

G.S. 115C-105.25 requires that the LEAs publish on their website specific financial information by **October 15th**.

The Division of School Business has posted on the FBS website at www.ncpublicschools.org/fbs/resources/data/ "Annual Expenditure Report by LEA" the following legislated requirements that LEAs may choose to link to:

1. A description of each program report code and a summary of the prior year's expenditure of State funds by program report code.

2. A description of each object code within a program report code and a summary of the prior year's expenditure of State funds for each object code.
3. A chart that clearly reflects how the LEA spent State funds.

LEAs are also required to provide the details below for all transfers which increased or decreased the allotment amount by more than 5%.

- The amount of the transfer
- The allotment category into which the funds were transferred
- The purpose code for the funds following the transfer
- A description of any teacher positions fully or partially funded as a result of the transfer, including all subject areas taught by the teacher in that position
- The educational priorities that necessitated the transfer

The Division of School Business will send out the template with the transfers that meet the 5% requirement by October 9th.

If you would like to have this information prior, you are able to use the information in the Allotments system and calculate the percentage of transfers.

- Download the ABC transfers for FY2019 from the Allotments system.
- Divide the increases and decreases to each PRC by the Initial allotments less month 1 & 2 adjustments and charter school reductions.

Per law, DPI is required to collect the information and report the aggregate information to the Joint Legislative Education Oversight Committee by December 1 annually. The Division of School Business will be sending out a form for LEAs to complete and return back to DPI. The form template has not changed from last year.

The LEA shall maintain the information on their website for at least 3 years.

SS200 Full-Time Personnel Report - For LEAs and Independent Public Schools (Charters, Regional, UNC Laboratory Schools and Innovative School District-ISD)

The SS200 Full-Time Personnel Report will be **due Friday, November 8, 2019**. The link to the SS200 online application will be available Monday, October 7, 2019 and appear on the FBS web site under What's New www.ncpublicschools.org/fbs/ or by accessing <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 (2019 – 2020).

A Full Time Employee is defined as a person employed to fill a vacancy whose regular work week is the number of hours established as full-time for the class of work assigned, but not less than 30 hours per week.

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 own NCID administrator to set up an account for you. A directory of the local NCID administrators is available at www.ncid.its.state.nc.us/LEAListing.asp. DPI cannot assign an NCID or reset

NCID passwords. Questions concerning NCID are available at <https://it.nc.gov/ncid-frequently-asked-questions>.

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

If you have questions related to the SS200 Full-Time Personnel Report, please contact Angela Harrison at angela.harrison@dpi.nc.gov or (919) 807-3734.

SS300 Local Salary Supplements Report - LEAs only

The SS300 Local Salary Supplements Report is due by **October 31, 2019** 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. Please begin to gather the information that is needed to complete this report.

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.

For SS300 questions, please contact studentaccounting@dpi.nc.gov.

IFE Form - LEAs only

The 2019-2020 International Faculty Position Conversion to Dollar Allotment Request form is posted on the FBS Allotments website at www.ncpublicschools.org/fbs/allotments/forms/.

Please read carefully, as the form has changed:

- In lieu of an approval signature, both the LEA FINANCE OFFICER AND HUMAN RESOURCE DIRECTOR must be on this email.
- The form now includes a preliminary conversion rate (\$67,991) that may change when a budget is passed.

The form will be sent directly to Allotments for processing.

PLEASE NOTE THE CONTACT CHANGE: If you have any questions, please contact Quatia Snipes, quatia.snipes@dpi.nc.gov.

Education Funding article from Edweek

An interesting article related to the history of federal legislation and the reasons that public school funding has increased. www.edweek.org/ew/section/multimedia/the-where-and-why-of-k-12-spending.html

Reminders:

Child Count Transfer - The deadline for students who transferred in during September is **October 10, 2019**.

School Safety Grant Program - The grant competition will close **October 25, 2019**.



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

School Business – October 11, 2019

Required Posting on LEA Websites per G.S.105.25. (c) - LEAs only

The following is required to be posted on LEA's websites by October 15th

1. Expenditure Report with PRC and Object Code Summary

DPI reposted an updated version of the report on 10/10/2019. It is available at www.ncpublicschools.org/fbs/resources/data/ in section "ANNUAL EXPENDITURE REPORT BY LEA" and subsection "2018-19".

DPI also updated the FY2017-18 expenditure file to include the MFR Expenditures for PRC 130 in the tab "Expenditures_Object Code Detail".

2. ABC Transfers – Budget Flexibility Report

LEAs are also required to provide the details below for all transfers which increased or decreased the allotment amount by more than 5%:

- The amount of the transfer
- The allotment category into which the funds were transferred.
- The purpose code for the funds following the transfer.
- A description of any teacher positions fully or partially funded as a result of the transfer, including all subject areas taught by the teacher in that position.
- The educational priorities that necessitated the transfer.

All LEA finance officers should have received an Excel template with the 2018-19 ABC transfers that met the threshold. The template was sent via email to the finance officer listed in [EDDIE](#) on Tuesday, October 08, 2019 at 12:08pm.

In addition to posting the information on the LEA website, all LEAs must complete the template and submit to Frank Cernik at the email below by **10/31/2019**.

Email Frank.Cernik@dpi.nc.gov ASAP if you have not received the template.

Summer Reading Camps State PRC 016 – All public schools

The last day to record eligible expenditures for Summer Reading Camps – State PRC 016 is Thursday, **October 31, 2019**. The state funding is from carry over from July 1, 2019. Any unexpended funds as of October 31, 2019 will revert to the State.

Please make sure that you use valid account codes to record your state expenditures.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Monthly Financial Reports – LEAs only

DPI will rerun the July 2019 and August 2019 monthly financial reports with updated allotment information. We will replace those reports in WinSCP on Tuesday, **October 15, 2019**.

Reminders:

SS200 Full-Time Personnel Report due Friday, **November 8, 2019** – All public schools

SS300 Local Salary Supplements Report is due by **October 31, 2019** – LEAs only

School Safety Grant Program - The grant competition will close **October 25, 2019**



Public Schools of North Carolina
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School Business – October 18, 2019

September 2019 Federal Zero Out – LEAs only

DPI had to reverse the September 2019 federal zero out from October 16, 2019. We will rerun the September 2019 federal zero out next week. We apologize for any inconvenience.

If you have questions, please contact Tina Boyce at tina.boyce@dpi.nc.gov or Roxane Bernard at roxane.bernard@dpi.nc.gov.

MSA & Cash Management Training - LEAs only

MSA and Cash Management Training will be offered to LEAs on Wednesday, November 20, 2019. There is no registration fee for the class, but you must register to attend. This class is designed for those who work in an LEA finance office. The class consists of "Hands-on" training on the MSA General Ledger System, a brief lecture on Compliance & Monitoring, review of the LEA's financial monthly reports, 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 provide your name, email address, LEA name and LEA number to 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.

Reminder: Fiscal Year 2019 Audit Submissions Due October 31st

All North Carolina Local Education Agencies (LEAs) and charter schools are required to be audited annually and to submit a copy of the audit report to the Local Government Commission (NC Department of State Treasurer, [State and Local Government Finance Division](#)) by October 31st each year. In addition, LEAs/charter schools that expend more than \$750,000 of federal funds during the fiscal year must have a Single Audit.

LEAs/charter schools that have a Single Audit are required to submit a data collection form and reporting package to the [Federal Audit Clearinghouse](#) (FAC) at the U.S. Bureau of Census within the earlier of 30 days from the receipt of the audit report or nine months after the end of the audit period (March 31 of the subsequent fiscal year). LEAs/charter schools that expend less than \$750,000 in total federal funds are not required to send a copy of the audit report to the Federal Audit Clearinghouse.

Reminders:

Summer Reading Camps State PRC 016 – All public schools - The last day to record eligible expenditures is Thursday, **October 31, 2019**.

SS200 Full-Time Personnel Report due Friday, **November 8, 2019** – All public schools

SS300 Local Salary Supplements Report is due by **October 31, 2019** – LEAs only

School Safety Grant Program - The grant competition will close **October 25, 2019**

Upcoming DPI/ Sedgwick 2019 Workers' Compensation Sessions - [Information](#) about these sessions.



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

School Business – October 25, 2019

2019-20 Local Per Pupil Reporting and Charter School Membership by LEA – LEAs only

All 115 LEAs (school districts) are required to complete the template and the survey which are posted under "What's New" at www.ncpublicschools.org/fbs/. Please complete both and submit by October 31, 2019.

G.S. 115C-218-105(d) requires each LEA to provide to the State Board of Education detailed information related to the calculation and transfer of the per pupil share of the LEA's local current expense fund. LEAs are required to provide this information (the template) to the State Board of Education by November 1 of each year.

In addition, the Division of School Business collects data annually (the survey) on the number of students in each LEA attending charter schools. Previous years information can be found at www.ncpublicschools.org/fbs/resources/data/ "Charter School Membership by LEA – Survey Results."

All LEAs (not Charter, Regional, Lab Schools or the ISD) are required to submit these data by October 31, 2019 using both the survey and associated Excel workbook located on the FBS home page under "What's New".

If you have questions, contact nicola.lefler@dpi.nc.gov .

Charter School Average Daily Membership (CSADM) Projections for FY 2020-21 Due November 13, 2019

All Charter, Regional, and UNC Lab Schools with current year enrollment are required to report regardless of their intent to request a material increase in enrollment or grade expansion.

The CSADM Projection System for FY 2020-2021 will be available beginning November 1, 2019. The CSADM link will be accessible on the FBS home page under "What's New" at www.ncpublicschools.org/fbs/ and also on the FBS Charter Schools Financial Operations page at www.ncpublicschools.org/fbs/charterschools/ .

Phase 0 – Material Increase in Average Daily Membership (ADM) and/or Grade Expansion for FY 2020-2021 is due November 13, 2019. Requests must be electronically submitted using the online CSADM Projection System. See www.ncpublicschools.org/fbs/charterschools/ for more details.

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

Reminders:

Summer Reading Camps State PRC 016 – All public schools - The last day to record eligible expenditures is Thursday, **October 31, 2019**. See the October 11th newsletter * for details.

SS300 Local Salary Supplements Report is due by Thursday, **October 31, 2019** – LEAs only. See the October 4th newsletter * for details.

Fiscal Year 2019 Audit Submissions due Thursday, **October 31, 2019**. LEAs and Charter Schools. See the October 18th newsletter * for details.

SS200 Full-Time Personnel Report due by Friday, **November 8, 2019** – All public schools. See the October 4th newsletter * for details.

MSA and Cash Management Training will be offered to LEAs on Wednesday, **November 20, 2019**. See the October 18th newsletter * for details.

* Previous newsletters are posted online:

<http://www.ncpublicschools.org/fbs/resources/newsletters/>



Public Schools of North Carolina
State Board of Education
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School Business – November 1, 2019

Pending Salary Legislation

Two bills have been passed by the House and Senate related to public school personnel salaries. The Governor's action will determine the final legislation, at which point School Business will provide guidance.

Preliminary ESSA Per Pupil Expenditure Data - LEAs only

ESSA requires that both LEA and school level per pupil expenditures by fund are published on the LEA report card. The Division of School Business in collaboration with an NCASBO committee developed the [business rules](#) for the school level calculation, and the preliminary calculations have been completed. The 2018-19 school level preliminary reports were sent to each LEAs eMFTS folders on October 31st.

The LEA level FINAL PPE (R44R-20191029153000-13-2754-LEA-PGA44RSF) dated October 29, 2019 is also in the LEA eMFTS folder.

The preliminary school level PPE report (R45N-20191031143900-13-2754-LENNN--PGA45NEW) includes the following:

- **School level - NNN** Each school with a State assigned school number has an individual per pupil expenditure report. The report provides both total expenditure by object grouping and per pupil expenditures. Consistent with the LEA per pupil expenditure calculation, 2018-19 Final ADM is used as the denominator.
Note: At this time transportation expenditures are not included in the school level report, regardless of whether your LEA codes transportation expenditures to the school level or to schoolwide location code "000". At this time, all transportation expenditures are shown in the school wide report. This is temporary and before the report is final, these expenditures will be reflected in the individual school report.
- **Schoolwide** – Location "000" represents all expenditures coded to schoolwide "000" and all transportation expenditures. This report is separate from the school level at this time, however, in the final report schoolwide expenditures will be added to the school level report as an average per pupil and will not be shown separately.
- **Central Office** – Location "810" represents all Central Office expenditures. This report is separate from the school level at this time, but in the final report these expenditures will be shown as a separate category in each school labeled "central expenses".

These reports are provided for your review and to help you we have provided the schoolwide and central office separately. We are continuing to work on the integration of the transportation expenditures which will modify the reports for those LEAs that code the transportation expenditures to a school location. We hope to have the programming completed in the next couple of weeks. The display of the data and the level of detail presented in the report card is being evaluated by DPI leadership.

As you review your data, should you have any questions or concerns, please contact Icilma Burroughs at Icilma.burroughs@dpi.nc.gov.

Deadline Extended: SS300 Local Salary Supplements Report - LEAs only

The due date for the SS300 is extended to **November 15, 2019**. It is available online on the FBS website under "What's New": <http://www.ncpublicschools.org/fbs/>. See the October 4th newsletter * for details.

Charter School ADM (CSADM) Required Reporting – All Charters, Regional and Lab Schools with current year enrollment are required to report.

The CSADM Projection System for FY 2020-2021 is now open for Phase 0 and is due **November 13, 2019**. Report must be electronically submitted using the online CSADM Projection System. See www.ncpublicschools.org/fbs/charterschools/ and the October 25th newsletter * for more details. Phase 0 requires two questions (highlighted in green) to be answered. A successful submission is confirmed when the Audit Trail section, at the bottom of the screen, displays an NCID user name and date for the "ADM" and "Grade".

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

Allocation Change for Fee-For-Service Reimbursement

Please review the [attached memo](#) from the DPI Exceptional Children Division regarding changes to the NC Division of Health Benefits (DHB) for Fee-for-Service (FFS) for Medicaid-enrolled students.

Reminders:

2019-20 Local Per Pupil Reporting and Charter School Membership by LEA – LEAs only (Not Charters, Lab, Regional Schools or the ISD) All 115 LEAs (school districts) are required to complete the template and the survey which are posted under "What's New" at www.ncpublicschools.org/fbs/. These were due October 31, 2019, however about 1/3 of the LEAs have not submitted. **Due ASAP**. See the October 25th newsletter * for details.

SS200 Full-Time Personnel Report due by Friday, **November 8, 2019** – All public schools. See the October 4th newsletter * for details.

MSA and Cash Management Training will be offered to LEAs on Wednesday, **November 20, 2019**. See the October 18th newsletter * for details.

* Previous newsletters are posted online: www.ncpublicschools.org/fbs/resources/newsletters/



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

School Business – November 8, 2019

Budget Status

On November 1, the General Assembly presented the Governor with two bills that addressed public school employee salaries. The Governor vetoed Senate Bill 354 and has not taken any action on House Bill 377. A summary of the items addressed in the Appropriations Bill, S354 and H377 and their current status has been posted on our website at www.ncpublicschools.org/fbs/. In the event that H377 becomes law, more information will be provided.

The Division of School Business will calculate all mini budget bills that have become law since July 1, 2019 starting November 12.

Independent Public School (IPS) Second Funding Installment

The Division of School Business is navigating the budget situation and calculating the different scenarios that may become law. The IPS budgets are integrated in to the total Public School Fund and the uncertainty of the mini budget bills has significantly complicated the timing and the calculations of the second installment. All mini budget bills that have become law as of November 12th will be incorporated in to the LEAs and IPS allocations. The base allocation will be recalculated based on the month 1 ADM and the second installments will be allotted before November 29th. Charter schools on disciplinary financial or governance noncompliance will receive a monthly allocation.

New Object Code 533 - Improvements to Site – Reimbursable from DOT

Session Law 2017-57 changed General Statute 136-18(29a) to require the Department of Transportation to reimburse costs for improvements to the State highway system as part of construction projects. Object code 533 has been created to facilitate the accounting for these expenditures. Effective July 1, 2019.

Reminders:

2019-20 Local Per Pupil Reporting and Charter School Membership by LEA – LEAs only (Not Charters, Lab, Regional Schools or the ISD) All 115 LEAs (school districts) are required to complete both the template and the survey which are posted under "What's New" at www.ncpublicschools.org/fbs/. These were both due October 31, 2019, however about 20 of the LEAs have not submitted. **Due ASAP**. See the October 25th newsletter * for details.

SS200 Full-Time Personnel Report is due TODAY, **November 8, 2019** – All public schools. See the October 4th newsletter * for details.

Charter School ADM (CSADM) Required Reporting – All Charters, Regional and Lab Schools with current year enrollment are required to report. Phase 0 is due **November 13, 2019**. See the October 4th newsletter * for details.

SS300 Local Salary Supplements Report - LEAs only. Due **November 15, 2019**. See the October 4th newsletter * for details.

MSA and Cash Management Training will be offered to LEAs on Wednesday, **November 20, 2019**. See the October 18th newsletter * for details.

* Previous newsletters are posted online: www.ncpublicschools.org/fbs/resources/newsletters/



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

School Business – November 13, 2019

Mini Bill Information

As a reminder, as stated in the last newsletter for information on the mini bills and the impact on salaries, please refer to www.ncpublicschools.org/fbs/ Budget Status.

2019-20 Salary Schedules

Public School Employee salary schedules have been updated on our website www.ncpublicschools.org/fbs/finance/salary/.

Salary schedules are effective July 1, 2019.

Veteran Teacher bonuses are not authorized.

Instructions from the Retirement System for Retroactive Pay

The purpose of this notice is to provide clarification regarding how to report these retroactive salary increases to the NC Retirement Systems. Since these raises are retroactive more than 90 days, the Retirement Systems will allow agencies to submit records for omitted contributions as prior period adjustments over a 3-month period. An example of calculating and reporting in this manner is outlined below:

1. November Reporting period – report the affected employee's raise as it would normally occur in November
 2. Calculate the total amount of increase due from July – October
 3. Divide that total amount by 3 (representing the 3 months retro that can be accepted by the Orbit system)
 4. Report 1/3 of the total amount as a prior period adjustment for August
 5. Report 1/3 of the total amount as a prior period adjustment for September
 6. Report 1/3 of the total amount as a prior period adjustment for October
-

Non certified and central office salary increases

LEAs may provide salary changes in 2019-20 within funds available. LEAs must pay non certified personnel within the salary ranges if they are State or Federally funded.

Principal Bonuses

While we work on the individual principals eligible, the list of schools and the amount of the bonus are posted on the FBS website. LEAs should determine the principal who served the

school for the majority of the year (greater than 6 months) and was employed as a principal as of November 1, 2019. The Q&A will be updated and posted on the FBS website by the end of the week.

IFE Conversion

The conversion rate will be adjusted for the change in benefits. The Division of School Business will automatically adjust the funding in PRC020 for the IFE conversions that have been processed.

Allotment Sequence

Calculate the impact of the mini budgets and allot to the LEAs

Calculate the per student base funding for independent public schools and restart schools

Allocate the second installment to independent public schools (exact date will be provided in the Nov 15 newsletter)

Open restart school module and ABC transfers



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

School Business – November 15, 2019

Charter School and Lab School Second Installment

The budget status, the timing of the mini budget bills and the upcoming Thanksgiving holiday have created challenges with regards to the allotment calculations and schools' access to cash in time to meet November payroll. The Division of School Business is recalculating all allotments with the impacts of the recently passed mini budget bills. The Thanksgiving holiday pushes the cash calendar up and the last day in November to order cash and receive it before the end of the month is November 21st. School Business is not able to complete all the requirements for the charter school allotment calculation prior to November 21st and therefore, will provide a temporary "authority to draw".

The authority to draw will be entered on November 15th and have been calculated as follows:

20% x (month 1 ADM x 2019-20 LEA base funding before mini budget adjustments).

The amount is capped at 68% of the estimated annual funding.

For charter schools that are on disciplinary noncompliance, an estimated monthly installment will be provided.

The intent is to ensure that funding and cash are available for the short term. These amounts will not be entered in to the allotment system and are temporary. School Business will replace the temporary authority to draw with the actual allotments when the calculations are finalized. We appreciate your patience. If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Principal Salary Determination

HB377 provides a new 2019-20 salary table Effective July 1st.

LEAs must calculate the retroactive salary based on the school in which the principal is assigned. The following data is used to place the principal on the appropriate pay level:

July 1 to December 31

- Higher of month 1 & 2 average daily membership 2018-19 of the school in which they are assigned
- Growth scores of the school(s) the principal supervised in 2016, 2017 and 2018.

January 1 to June 30

- Higher of month 1 & 2 average daily membership 2019-20 of the school in which they are assigned
- Growth scores of the school(s) the principal supervised in 2017, 2018 and 2019.

If you have questions, please send them to salary@dpi.nc.gov.

State Health Plan Premium Rates

The General Assembly approved a hospitalization rate of \$6,306, however the State Health Plan will NOT adjust their rates until January 1, 2020. The new employer health rates are effective January 2020.

However, since December premiums are for January coverage, LEAs should change the employer rate in December for payment in January 2020. The benefit amount provided by the State Health Plan is \$532.36.

Hospital Match by Month to Align with Legislated Amount of \$6,306.00

<u>Month</u>	<u>Hospital Match Amount</u>
July	(518.64* 2) See Note
Aug	518.64
Sept	518.64
Oct	518.64
Nov	518.64
Dec	532.36 – New Amount
Jan	532.36
Feb	532.36
Mar	532.36
Apr	532.36
May	532.36
June	See Note below
Total	\$6,306.00

Note: At the beginning of the fiscal year, there are two hospitalization deductions (for July and August). At the end of the fiscal year, there is no deduction in June. 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.

Installment Collapse (LEAs Only)

Effective 9/30/19, DPI posted the 11th & 12th installment payments for State funds (Company 1000) in the current year to the special installment codes: 5110-001-120, 5110-001-210, and 5110-001-220. This procedure is known as the Installment Collapse. Because the installment payments are "cash" payments for July and August, but are not expenditures against your current year allotments, they are included only to reflect an accurate "cash" balance. While the installment amounts were posted on your general ledger when the checks were written, DPI did not post to the DBS/MSA system until September. This process will not affect your bank reconciliation. A copy of the Installment Report JHA850EG, (run

date of October 14, 2019) detailing the installment amounts posted for your LEA was placed in your eMFTS Reports folder on Tuesday, October 15, 2019.

Each LEA should have reversed the State accrual entries on their general ledgers during the month of July. Not reversing the accruals impacts the cash zero out. 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, using manual journal vouchers (JV). Please note that you cannot use auto adjustments/BUDS to move these expenditures. The manual JVs are essential, so the installment verses accrual amount differences do not affect your current year allotment balance.

Also, effective September 30, 2019, DPI posted the State installment payments and accrual reversing entries to Prior Year State. The Allotment Balance Reconciliation Report (JHA351EG) for Prior Year (Company 8000) was placed in your eMFTS Reports folder on Friday, October 18, 2019.

Federal Installments/Accruals: The 11th and 12th installment payments for Federal Funds posted in July and August and are included in your MFR file. Effective September 30, 2019, DPI posted the liability portion of the accrual reversing entries for all Federal programs.

Each LEA should have reversed the Federal accrual entries on their general ledgers during the month of July. Not reversing the accruals impacts the cash zero out. Any differences between the accrual amount and the actual installment payment, for Federal Funds, will be included with your current year expenditures.

If you have any questions concerning the Installment Collapse, contact Roxane Bernard at roxane.bernard@dpi.nc.gov or 919-807-3725.

SS300 Local Salary Supplement extension

With the recent legislation in HB377 and the impact it may have on local salary supplements, the Division of School Business will keep the SS300 data collection open until December 6th. LEAs may resubmit the report if needed and the data will be considered final on this date.

Reminders:

2019-20 Local Per Pupil Reporting and Charter School Membership by LEA – LEAs only (Not Charters, Lab, Regional Schools or the ISD) All 115 LEAs (school districts) are required to complete the template and the survey which are posted under "What's New" at www.ncpublicschools.org/fbs/. These were due October 31, 2019, however 14 of the LEAs have not submitted. **Due ASAP**. See the October 25th newsletter * for details.

MSA and Cash Management Training will be offered to LEAs on Wednesday, **November 20, 2019**. See the October 18th newsletter * for details.

* Previous newsletters are posted online:

<http://www.ncpublicschools.org/fbs/resources/newsletters/>



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

School Business – November 22, 2019

Legislated Retroactive pay from PRC016 – LEAs only

LEAs that have a balance as of October 31st in PRC016 are permitted to use the balance to clear audit exceptions related to retroactive pay associated with the legislated salary increases (per HB 377) for teachers and instructional support. This only applies to those who were employed in the summer reading camp and paid out of Fund 1 PRC016. These adjustments are the only increases that will be accepted after Oct 31st.

2019-20 Principal Legislated Salary and Principal Bonus reports in LicSal - LEAs only

The “Principal Bonus” and “Principal Legislated Salary” reports are now available in LicSal. The Division of School Business also updated the “Principal Bonus – Report Notes” and “Principal Legislated Salary – Report Notes”. All documents are located in LicSal under Salary Admin Reports.

As a reminder, it is LEA’s responsibility to confirm and validate principal’s eligibility and qualification. Only those who served the school for the majority of the year (greater than 6 months) and were employed as a principal as of November 1, 2019 can be paid the legislated bonus.

2019-20 Principal Bonus: Frequently Asked Questions - LEAs and Charter Schools

The Principal Bonus FAQ document is available FBS website at www.ncpublicschools.org/fbs/budget/.

Unemployment Year-End Billing

From the DPI Insurance Section: You will soon be receiving your Unemployment Year-End billing statement from DES. Attached below are the instructions, along with worksheets to help you complete the year-end billing. If you have any questions feel free to contact Traci Waters, 919-807-3521 or traci.waters@dpi.nc.gov.

Reminder

SS300 data collection is open until **December 6, 2019**. See the October 4th and November 15th newsletters * for details.

* Previous newsletters are posted online: www.ncpublicschools.org/fbs/resources/newsletters/



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

School Business – December 6, 2019

New Website

DPI's new website launched today. The School Business area of the site (FBS home page) is www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services. Use the blue bar on the right side of the screen to navigate to our other pages.

Allotment Status

The Allotments Section continues to work double time calculating and processing the allocations. Here is the current status:

Charter school and lab school base allocation per student was recalculated using actual month 1 ADM and accounting for the mini budget adjustments. The estimated allotment that was posted on 11/15 was replaced with the actual installment on 12/4/19.

Revision 22 will post tonight which will include:

- PRC 065 Mobile Coding
- PRC 073 School Connectivity
- PRC 082 IDEA State Improvement Grant
- Renewal School System allotment

Main Items Planned for Next week:

- Federal approvals as of 12/2 allotted
- Open Restart module
- Open ABC Transfer Module
- Process CWD Headcount Transfers
- Tentatively - Adjust for Higher of 1st or 2nd Month

We appreciate your patience as we work through this unprecedented budget situation.

2019-20 Principal Legislated Salary Report - LicSal Update - LEAs only

School Business is planning to update the Principal Legislated Salary Report in LicSal on Monday, **12/16/2019** with estimated salaries as of January 1, 2020. These salaries will be based on B1o2 ADM FY2019-20 and Growth for FY2019, FY2018 and FY2017, per SL 2019-247, HB377.

You should download the latest principal salary report with November vouchers the week of 12/9/2019 and keep it for your records and as a reference for December payroll. Once DPI updates the new principal salary report in LicSal, the previous report with July – December salary information (based on 2019 ADM and 2018-2017 Growths), will no longer be available. Note that this report is for your review and is NOT intended for December pay. The salary in the new report will be effective January 1, 2020. If you find any discrepancy on the report or have any questions, email salary@dpi.nc.gov.

The "Report Notes" document in LicSal will be made available at the same time.

Unemployment Year-End Billing

From the DPI Insurance Section: You will soon be receiving your Unemployment Year-End billing statement from DES. Attached below are the instructions, along with worksheets to help you complete the year-end billing. If you have any questions feel free to contact Traci Waters, 919-807-3521 or traci.waters@dpi.nc.gov.

[2019 UE Instructions.doc](#)

[Unemployment 100% Employee Worksheet.xls](#)

[Unemployment 100% Master Worksheet.xls](#)

Reminder

SS300 data collection is due today, **December 6, 2019**. See the October 4th and November 15th newsletters * for details.

* Previous newsletters are posted online: www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance



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

School Business – December 13, 2019

IFE Form - LEAs only

The 2019-2020 International Faculty Position Conversion to Dollar Allotment Request form has been updated and is posted on the Forms tab of the FBS Allotments website at www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/allotments---funding-public-school-units. Please read carefully, as the form has changed:

- In lieu of an approval signature, both the LEA FINANCE OFFICER AND HUMAN RESOURCE DIRECTOR must be on this email.
- The form now includes a legislated conversion rate (\$68,757) which may change if further budget changes are passed.

The form will be sent directly to Allotments for processing; an accompanying request cover letter is no longer required. PLEASE NOTE THE RECENT CONTACT CHANGE: If you have any questions, please contact Quatia Snipes, quatia.snipes@dpi.nc.gov.

Green Ribbon Schools Awards

In September, three North Carolina Schools were recognized as 2019 National Honorees at a ceremony in Washington, D.C. The application process is now underway for the US Department of Education's Green Ribbon Schools awards program for 2020. Applications for the 2020 awards, along with links to state and national resources can be found under the "Green Ribbon Schools" tab on NCDPI's School Planning/School Clearinghouse website: www.dpi.nc.gov/districts-schools/district-operations/school-planning/external-resources.

W-4 Form Redesign

For information on the new W-4 form, please refer to the IRS website: www.irs.gov/newsroom/faqs-on-the-2020-form-w-4.

Reminder

Unemployment Year-End Billing - If you have any questions feel free to contact Traci Waters, 919-807-3521 or traci.waters@dpi.nc.gov, in the DPI Insurance Section. See the December 6th newsletter * for details.

* Previous newsletters are posted online: www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance



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