

Current Year Refunds

Refunding State with Local Funds

Current Year Refund (REF)- Refunding State with Local Funds

LEA must send the REF BUD Batch if the batch has a certified salary code.

Year ending: 06/30/2024 Creation date: 09/13/2023 Batch #: 675 Trans type: REF

F	Purp	Prc	Obj	Amount
-	----	---	---	-----
1	5110	037	121	3,800.00-
1	5110	037	211	290.70-
1	5110	037	221	871.72-
Fund 1 Total				4,962.42-
2	5110	001	121	3,800.00
2	5110	001	211	290.70
2	5110	001	221	871.72
Fund 2 Total				4,962.42

Since the batch contains certified salary account codes, this batch will process through the salary compliance system (LicSal). If the batch is approved in LicSal, DPI will process the batch as Approved and send the Communication form to the LEA.

DPI will not post any BUD activity to the External ledger.

LEA posts the State and Local expenditure activity to the appropriate ledgers and the refund activity will be included in the LEA's monthly MFR file. This records the \$4,962.42 reduction in the state expenditures.

After the monthly expenditures are posted, the zero-out will be processed. The reduction in expenditures will result in a negative certification of \$4,962.42 to pull the monies back from the LEA for the reduction in state expenditures.



LEA Local Bank Account



LEA State Disbursing Account

\$4,962.42

LEA will submit a LOCAL CASH REQUEST to move the \$4,962.42 from their Local Bank Account to the State Disbursing Account.

FUND 3 - FEDERAL										Normal Balance					
Cash -11010000				Certifications - 43000000				Expenditures - 5*							
(A)	5,000.00			(A)		5,000.00		(C)	4,962.42		Need to move funds from	(A)	LEA request Federal Cash	\$5,000.00	
(C)		4,962.42		(ZO)	5,000.00			(D)		4,962.42		(B)	LEA Local Cash on Hand	\$7,000.00	
(D)	4,962.42											(C)	Post Expenditures from DataFile	\$4,962.42	
(ZO)		5,000.00										(D)	Federal Refund Processed	\$4,962.42	
												(ZO)	- Zero Out for Prior Month	\$5,000.00	
									</						

Refunding Federal with Local Funds

Current Year Refund (REF)- Refunding Federal with Local Funds

LEA may submit a REF BUD Batch if there are no certified salary account codes, but it is not required.

Year ending: 06/30/2024 Creation date: 08/10/2023 Batch #: 11 Trans type: REF

F	Purp	Prc	Obj	Amount
-	----	---	---	-----
2	6300	051	188	95.35
2	6300	051	211	7.29
2	6300	051	221	21.87
Fund 2 Total				124.51
3	6300	050	188	95.35-
3	6300	050	211	7.29-
3	6300	050	221	21.87-
Fund 3 Total				124.51-

Prior Year Refund (PYR)- Refunding Federal with Local Funds

Since the batch does not contain certified salary account codes, this batch will not be processed in the salary compliance system (LicSal). DPI will process the batch as Approved and send the Communication form to the LEA.

DPI will not post any BUD activity to the External ledger.

LEA posts the Federal and Local expenditure activity on their books and the refund activity will be included in the LEA's monthly MFR file. This records the \$124.51 reduction in the federal expenditures.

After the monthly expenditures are posted, the zero-out will be processed. The reduction in expenditures will result in a negative certification of \$124.51 to pull the monies back from the LEA for the refund.



LEA Local Bank Account



LEA State Disbursing Account

\$124.51

LEA will submit a LOCAL CASH REQUEST to move the \$124.51 from their Local Bank Account to the State Disbursing Account.

[illegible]

Refunding Federal with State Funds

Current Year Refund (REF)- Refunding Federal with State Funds

LEA must send the REF BUD Batch if the batch has a certified salary code

Year ending: 06/30/2024 Creation date: 08/11/2023 Batch #: 207 Trans type: REF
Salary approval: N Sal app userid: Date: Proc: 2
Batch approval: A Bat app userid: IRMNOSUTI Date: 08/17/2023
Received date: 08/17/2023 Correct fed over spent: N

X	Item	F	Purp	PRC	Obj	Loc	Use	503	Description	Amount	R
-	----	-	----	---	---	---	---	---	-----	-----	-
	1	3	5830	171	231	000	000	00	Guidance Services - Empl	2,339.84-	N
	2	1	5830	069	231	000	000	00	Guidance Services - Empl	2,339.84	N

Since the batch does not contain certified salary account codes, this batch will not be processed in the salary compliance system (LicSal). DPI will process the batch as Approved and send the Communication form to the LEA.

DPI will not post any BUD activity to the External ledger.

Current Year Refund (REF)- Refunding Federal with State Funds

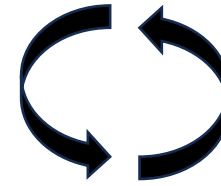
LEA will post the Federal and State expenditure activity on their books and the refund activity will be included in the LEA's monthly MFR file. This records the \$2,339.84 reduction in the federal expenditures and the \$2,339.84 increase in State expenditures.

After the monthly expenditures are posted, the zero-out will be processed. The reduction in the Federal expenditures will result in a negative certification of \$2,339.84 to pull the monies back from the LEA .

The increase in the State expenditures will result in a positive certification of \$2,339.84 to deposit the monies into the State Disbursing Account for the LEA.



LEA Local Bank Account



\$2,339.84



LEA State Disbursing Account

FUND 3 - FEDERAL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									</
------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	----

Refunding State with Federal Funds

Current Year Refund (REF)- Refunding State with Federal Funds

LEA must send the REF BUD Batch if there is a certified salary code in the batch.

Year ending: 06/30/2024 Creation date: 09/10/2023 Batch #: 618 Trans type:
REF

F	Purp	Prc	Obj	Amount
-	-----	---	---	-----
1	5240	032	132	4,970.00-
1	5240	032	211	373.94-
1	5240	032	221	1,140.12-
1	5240	032	231	584.96-
Fund 1 Total				7,069.02-
3	5240	060	132	4,970.00
3	5240	060	211	373.94
3	5240	060	221	1,140.12
3	5240	060	231	584.96
Fund 3 Total				7,069.02

+

Current Year Refund (REF)- Refunding State with Federal Funds

Since the batch contains certified salary account codes, this batch will be processed in the salary compliance system (LicSal). If approved in LicSal, the batch is approved and DPI will send the Communication form to the LEA.

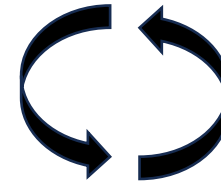
LEA posts the Federal and State expenditure activity on their books and the refund activity will be included in the LEA's monthly MFR file. This records the \$7,069.02 reduction in the State expenditures and the \$7,069.02 increase in Federal expenditures.

After the monthly expenditures are posted, the zero-out will be processed. The reduction in the State expenditures will result in a negative certification of \$7,069.02 to pull the monies back from the LEA .

The increase in the Federal expenditures will result in a positive certification of \$7,069.02 to deposit the monies into the State Disbursing Account for the LEA.



LEA Local Bank Account



\$7,069.02



LEA State Disbursing Account

[illegible]

Refunding Local with Federal Funds

Refund (REF)- Refunding Local with Federal Funds

LEA may send the REF BUD Batch

Year ending: 06/30/2024 Creation date: 09/11/2023 Batch #: 4 Trans type: REF

Salary approval: N Sal app userid: Date: Proc: 3

Batch approval: A Bat app userid: IRMNOSUTI Date: 09/12/2023

Received date: 09/12/2023 Correct fed over spent: N

X	Item	F	Purp	PRC	Obj	Loc	Use	503	Description	Amount	R
-	----	-	----	---	---	---	---	---	-----	-----	-
	1	2	5110	911	418	000	221	00		100,227.47-	N
	2	3	5860	178	418	000	226	00	Instructional Technology	100,227.47	N

Since there are no certified salary account codes in the batch, this batch will not be processed in the salary compliance system (LicSal). DPI will process the batch as Approved and send the Communication form to the LEA.

DPI will not post any BUD activity to the External ledger.

LEA posts the Federal and Local expenditure activity to the appropriate ledgers and the refund activity will be included in the LEA's monthly MFR file. This records the \$100,227.47 reduction in the Local expenditures and an \$100,227.47 increase in Federal expenditures.

After the monthly expenditures are posted, the zero-out will be processed. The increase in the Federal expenditures will result in a positive certification of \$100,227.47 to deposit funds into the LEA disbursing account.



LEA Local Bank Account



LEA State Disbursing Account



\$100,227.47

LEA will initiate a wire transfer to move the \$100,227.47 from their State Disbursing Account into their Local Bank Account.

Refunding Local with State Funds

Refund (REF)- Refunding Local with State Funds

LEA must send the REF BUD Batch if there is a certified salary code in the batch.

Year ending: 06/30/2024 Creation date: 08/07/2023 Batch #: 7 Trans type: REF

F	Purp	Prc	Obj	Amount
-	----	---	---	-----
1	5260	034	411	50.14
1	5310	069	411	1,376.84
1	5330	069	311	1,493.94
Fund 1 Total				2,920.92
2	5110	015	343	2,920.92-
Fund 2 Total				2,920.92-

Since there are no certified salary account codes in the batch, this batch will not be processed in the salary compliance system (LicSal). DPI will process the batch as Approved and send the Communication form to the LEA.

DPI will not post any BUD activity to the External ledger.

LEA posts the State and Local expenditure activity to the appropriate ledgers and the refund activity will be included in the LEA's monthly MFR file. This records the \$2,920.92 reduction in the Local expenditures and the \$2,920.92 increase in State expenditures.

After the monthly expenditures are posted, the zero-out will be processed. The increase in State expenditures will result in a positive certification of \$2,920.92 to certify monies into the LEA's Local bank account.



LEA Local Bank Account



LEA State Disbursing Account

\$2,920.92

LEA will initiate a wire transfer to move the \$2,920.92 from their State Disbursing Account to their Local Bank.

FUND 1 - STATE			FUND 2 - LOCAL			Normal Balance		
Cash -11010000			Certifications - 43000000			Expenditures - 5*		
(A)	-		(A)	-		(C)	-	
(C)		-	(ZO)	-	2,920.92	(D)	2,920.92	
(D)	2,920.92							
(ZO)		2,920.92						
	-				2,920.92		2,920.92	
Cash -11010000			Certifications - 43000000			Expenditures - 5*		
(B)	3,000.00		(B)		3,000.00	(C)	2,920.92	
(C)		2,920.92				(D)		2,920.92
(D)	2,920.92							
	3,000.00				3,000.00		-	
			Local Bank Account			State Disbursing Bank Acct		
			(B)		3,000.00	(A)		-
			(C)	2,920.92		(C)		
			(D)		2,920.92	(D)	2,920.92	
						(ZO)		2,920.92
					3,000.00			-
Refunding Federal								

Refunding Current Year Transportation

Current Year Refund (TDR)- Refunding State Transportation with Local Funds

Year ending: 06/30/2024 Creation date: 09/01/2023 Batch #: 10 Trans type: TDR
Batch approval: A Bat app userid: IRMNOSUTI Date: 09/05/2023
Received date: 09/05/2023 Proc: 3

F	Purp	Prc	Obj	Loc	Use	503	Description	Amount	
-	---	---	---	---	---	---	-----	-----	
							SPSF Accounts		
1	6550	056	175	000	000	00	Transportation - Salary - Tra	350.83-	
1	6550	056	424	000	000	00	Transportation - Oil	30.66-	
1	6550	056	422	000	000	00	Transportation - Repair Parts	404.23-	
							*** Total SPSF Accounts	785.72-	
							LEA cash account for fund 1	785.72	
							*** Total SPSF Cash	785.72	
							Local Accounts		
2	6550	706	175	000	000	00	Salary - Skilled Trades	350.83	+

Year ending: 06/30/2024 Creation date: 09/01/2023 Batch #: 10 Trans type: TDR
Batch approval: A Bat app userid: IRMNOSUTI Date: 09/05/2023
Received date: 09/05/2023 Proc: 3

F	Purp	Prc	Obj	Loc	Use	503	Description	Amount
-	---	---	---	---	---	---	-----	-----
2	6550	706	424	000	000	00	Oil	30.66
2	6550	706	422	000	000	00	Repair Parts, Materials & Lab	404.23
							*** Total Local Accounts	785.72
							LEA cash account for fund 2	785.72-
							*** Total Local Cash	785.72-

Since there are no certified salary account codes in the batch, this batch will not process through the salary compliance system (LicSal). DPI will process the batch as Approved and send the Communication form to the LEA.

DPI will not post any BUD activity to the External ledger.

LEA posts the State and Local expenditure activity to the appropriate ledgers and the refund activity will be included in the LEA's monthly MFR file. This records the \$785.72 reduction in the state expenditures.

After the monthly expenditures are posted, the zero-out will be processed. The reduction in expenditures will result in a negative certification of \$785.72 to pull the monies back from the LEA.



LEA Local Bank Account



LEA State Disbursing Account

\$785.72

LEA will submit a LOCAL CASH REQUEST to move the \$785.72 from their Local Bank Account to the State Disbursing Account.

Major Replacements and Tort Insurance Payments

Tort and Major Replacement Expenditures are not posted to DPI's External Ledger. DPI Financial Services will post Tort and Major Replacement Expenditures on the Agency books, and this can only be done with a paper check from the LEA.

The LEA must submit to Financial Services the Payment Memo Form and a check written on their Local Bank Account for Tort and/or Major Replacements.

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION DIVISION OF SCHOOL BUSINESS PAYMENT MEMO FORM						PAGE:	OF	
ANY COUNTY LEA						999		
LEA NAME						-	NUMBER	
COMPLETE COLUMNS A THROUGH H FOR GENERAL EXPENSE AND NON-CERTIFIED PERSONAL SERVICE ADJUSTMENTS								
A	B	C	D	E	F	G	H	
NAME	FUND SOURCE	STATE/FEDERAL BUDGET CODES	AMOUNT OF ADJUSTMENT	REFUND CHECK NUMBER	REASON	TRANS . TYPE *	Denote (X) if Refunding State with Federal**	BATCH NUMBER
	2	5500.706.333	478.08		Major Replacement - Field Trips	TDR		
	2	5500.706.333	49.14		Tort Insurance - Field Trips	TDR		
TOTAL			527.22					

FINANCE OFFICER _____ DATE _____

Mail this Payment Memo Form and Check to

DPI Financial Services
6336 Mail Service Center
Raleigh, NC 27699

INDICATE FISCAL YEAR _____ **22-23**

* TRANSACTION TYPES:
CURRENT YEAR
Penalty = PEN
Transportation = TDR
Overspent Federal Program = OVR

PRIOR YEAR
Refund = PYR
Penalty = PEN
Transportation = PYT
Overspent Federa Program = OVR

DPI Contacts for REFUNDS

Roxane Bernard - Roxane.Bernard@dpi.nc.gov

Tina Moore - Tina.Boyce@dpi.nc.gov