ABC TRANSFERS - CRF FUNDS
CHARTER SCHOOLS
LAB SCHOOLS
INNOVATIVE SCHOOL DISTRICT
REGIONAL SCHOOL

ABC Transfer Instructions
Agenda

■ Who can enter the ABC Transfer for the PSU?
■ What
  – *is an ABC Transfer?*
  – *can be Transferred?*
■ Where is the ABC Transfer Module?
■ How do we Process the ABC Transfer?
■ When do we start the Process?
■ How to do we request Cash and Examples?
■ Additional Encumbrance Information.
ABC TRANSFERS - CRF FUNDS

Who Can Make the Transfer?

**Security – Charter School, Lab School, Regional School, ISD**

- Only the principal or the principal’s designee
- All Charter School, Lab School, Regional School and ISD Principals have the authority within the system.
- If the principal submitted a designee to the Division of School Business through the survey, the designee is also authorized to submit a transfer request.
- To designate someone go to ABC Transfers for Unspent CRF Funds [https://www.surveymonkey.com/r/5N3XDPC](https://www.surveymonkey.com/r/5N3XDPC)
What is an ABC Transfer and What can be Transferred?

- **ABC Transfer** – The process that will be used to transfer your CRF Funds from one Program Report Code (PRC) to another to use the funding flexibility announced by NCPRO November 20, 2020.

- The SBE approved the Flexibility Policies for the CRF Funds in their December 3, 2020 Regular Meeting.

- Why? Efficient and effective use of CRF funds. Move the money where it is needed most for your student population.

- **Policy Modifications**
  - *School Allotments website*: COVID *Allotment policy manual* 2020-21
  - *PRCs eligible for flexibility include the following*: 121, 122, 123, 124, 125, 126, 127, 128, 129, 132, 134, 135, 137 and 138

- The funds must be used in accordance with the Allotment Policy and the Chart of Accounts for the PRC the funds are transferred into.

- **ALL OF THE PRCS LISTED ABOVE EXPIRE DECEMBER 30, 2020.**
ABC TRANSFERS - CRF FUNDS

Allowable Transfers Between all CRF PRCs if Eligible

- There is no restriction on the amount of the transfer from one PRC to another. CRF PRCs 136 and 133 are excluded from the ABC transfer authority.

- Unless the PSU was provided an allocation by School Allotments, a PSU may not transfer funds into
  - PRC 125 - School Nutrition,
  - PRC 121 - Summer Jumpstart
  - PRC 134 - Low Wealth.

Therefore, if your PSU did not receive an allocation in Low Wealth PRC134, then you are not permitted to transfer funds into this PRC.

If you are a PSU that does not participate in the National School Lunch Program, you were not eligible for PRC 125 and therefore are not permitted to transfer funds into this PRC.

If you are a school that does not have K-4, you did not receive an allotment in PRC 121 and are not eligible to transfer into PRC 121.
How to Enter the ABC Transfer

- In the Allotment System, at the ABC Transfer tab, go to Enter Transfer option:

How to Enter the ABC Transfer

■ Choose 5. Dollar Transfer.

1. ABC Transfer Introduction

Welcome to the NC DPI School Allotment ABC Transfer website.

Please view the Transfer Policy for current year by selecting the link below:
• Transfer Policy

Transfer Request Forms: Please enter the ABC transfer requests into the form by selecting the link below.
• Position Transfer
• Meal Transfer
• Dollar Transfer

How to submit the ABC Transfer to School Allotment Section: (Choose either on-line or paper, but not both)

• On-line Submission (Recommended):
  • Finance Officer logs in to the Allotment System, enters the transfer data, and clicks the on-line submission button.
  • Finance Officer’s submission is the same as the Finance Officer’s approvassignatures for the transfer.
  • DO NOT FAX a completed transfer form to the School Allotment Section.
  • Upon on-line submission, the transfer is immediately received by the School Allotment Section.
  • All users at LEA can immediately view all the transfers submitted on-line.
  • Finance Officer can delete the transfers submitted, prior to the School Allotment staff start to process it.
  • Other users at LEA can login and enter data into the transfer form, but they do not have access to the ‘On-line Submission’ button.

• Paper Submission (NOT recommended):
  • For paper submission, other users at LEA enter and print the completed transfer form, obtain the signatures of both Finance Officer and Superintendent, and fax it to School Allotment Section at (919) 807-3723. On the contrary, for on-line submission, only Finance Officer’s submission is needed.
  • By paper submission, LEA users themselves need to keep up a record of what has been faxed to the School Allotment Section. On the contrary, by the on-line submission, the allotment system will keep up the record of transfers submitted and LEA can view the transfers immediately on-line.
  • The School Allotment Section does not recommend LEAs using the paper submission. Because it increases the workload of the School Allotment staff. For example, the staff need to make sure they do not miss any fax, to make sure both signatures are on the transfer form, and to find time to manually enter the transfers for LEAs by looking at the fax sheets. On the contrary, if LEAs utilize the on-line submission, the School Allotment staff do not have the workload as mentioned for the paper submission.

The last day to on-line submit ABC Transfer for the Fiscal Year 2020-21 is Friday, May 31, 2021.

Questions/Feedbacks: Contact the School Allotment Section. Contact Melissa Dearman at 984-236-2444

Current Allotment Revision

All the ABC transfers must be on-line submitted to the School Allotment by 12/04/2020 05:00PM to be processed into next Allotment ABC Revision.
How to Enter the ABC Transfer

- Select **PSU Number and Name** from the Dropdown.
How to Enter the ABC Transfer

- Select **PRC Transfer From** and **To** from the dropdown.
- Input the **Dollar Amount** to be transferred.
- Scroll to bottom of School Listings and **Choose your PSU Name**
- When all information has been input, Click “Calculate”.
How to Enter the ABC Transfer

- Once all information is entered, click **On-line Submission** at the bottom of the screen.
How to Enter the ABC Transfer

View PENDING Transfers

Go to ABC_Transfer tab, View Transfer List, 1. Pending Transfers

- If you need to delete/reject your transfer, please contact the Allotment Section.
How to Enter the ABC Transfer

View PROCESSED Transfers

Go to ABC_Transfer tab, View Transfer List, 2.Processed Transfers

- If you need a transfer denied/rejected, please contact the Allotment Section.

![View Transfer List Diagram](image)

<table>
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<tr>
<th>Fiscal Year</th>
<th>LEA</th>
<th>Transfer Type</th>
<th>From PRC</th>
<th>From Position</th>
<th>Total Base Salary or Dollar</th>
<th>Hospitalization Amount</th>
<th>Social Security Amount</th>
<th>Retirement Amount</th>
<th>To PRC</th>
<th>To PRC</th>
<th>Total Transfer Amount</th>
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<th>Finance Officer Notes</th>
<th>Finance Officer Submission</th>
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<td>CRF - Nordig Resources</td>
<td>CRF Summer Learning Program</td>
<td>Melissa Dearman</td>
<td>12/02/2020</td>
<td>Revision Processed</td>
<td>010</td>
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How to Enter the ABC Transfer

Error Example

5. Dollar Transfer

- Temporarily closed until Tuesday 12/08/20 for system updates.

STEP 1: Enter Dollar Transfer

Select LEA

Select Which PRC Transfer From

Select Which PRC Transfer To

Enter Transferred Dollars

Select School(s) for this Transfer

Questions: Call School Allotment 888-235-2444

Report - Only for DPI Admin Staff
ABC TRANSFERS - CRF FUNDS

When will ABC Transfers be Processed?

- The ABC Transfer Module will open December 9, 2020.
- Transfers will be processed at the end of the month and therefore the PSU will not see a change to their allotment balance until month end close out.
- Transfers will be preliminarily reviewed on a weekly basis for allowability.
- System Generated emails for “Rejects” for the PSU’s will be sent to the requestor of the transfer. This email may go to “junk mail”, therefore, please check all of your mailboxes.
- Transfers cannot be fixed by the Allotments Section. They will need to be rejected and resubmitted.
- PSUs will need to keep track of their transfer requests during the month and ensure that the expenditures do not exceed the allotment.
- Transfers will be processed as of the **December 30, 2020** expiration date for the CRF funds.
How to Request Cash/Record Revenues

- The authority to draw will not change for the PRC because the transfers will not be processed until January 2021 with a December 2020 effective date. PSUs will order the cash from available CRF balances. DPI will true up the cash at the end of the month during the zero-out process.

- When requesting cash, it must be by the last FRD, Funds Requirement Date, in December 2020. Last day to request State cash is Wednesday, December 23, 2020, with a FRD of Thursday, December 31, 2020. Cannot request cash in January 2021 since the CRF funds expire December 30, 2020.

- PSUs shall RECORD EXPENDITURES in the PRC in which the expenditure is incurred.

  For example:

  PSU has $200,000 in PRC121 and $50,000 in PRC124. The PSU would like to transfer $20,000 from PRC121 to PRC124. The PSU will order the cash for the $20,000 from PRC121 but will code the expenditures to PRC124.

  If your transfer is successful, during the December zero out process, DPI will pull the $20,000 from PRC 121 and give you the funds in PRC 124 – which will be a wash since your charter received the funds in December 2020.

  This will properly reflect your transfer between PRC 121 and 124 within the Allotment system, MSAS system and your financial reports.
How to Request Cash/Record Revenues

- **REVENUES** should first be recorded in the PRC requesting cash. After the transfer has been successfully processed and the December 2020 zero out process is complete, the revenue will need to change to the PRC transferred to.

- Public school units are not permitted to overdraft the CRF.
ABC TRANSFERS – CRF FUNDS

OTHER QUESTIONS:

- Can I make multiple transfers? Yes, but you will need to enter each To PRC: transfer separately.
- Will we be able to make changes after December 30, 2020? No. Please make sure you have internal controls to track what your allocation and expenditures will be after all transfers have been submitted.
ENCUMBRANCE INFORMATION

You will also be receiving a survey to record your encumbrances, if any.

Schools must encumber allowable expenditures by 12/30/2020. For those circumstances where payment of allowable CRF expenditures will be after 12/30/2020, DPI will use these reported encumbrances to determine the reversions of CRF funds.

Please consider any encumbrances when making ABC Transfers.

All funds should be expended by December 30, 2020 with very specific exceptions. For exceptions, please see Closing Procedures for CRF State PRCs https://files.nc.gov/dpi/documents/fbs/closing-procedures-covid-prc-ips.pdf.
CONTACTS

■ **Entering/Rejecting ABC Transfers:**
  - Sue Holly  
  - Melissa Dearman

■ **Permissions/Access to the Allotment System:**
  - Nathan Squire

■ **Account Code Questions**
  - Roxane Bernard

■ **Allowable Expenditures**

Please contact the program areas listed in the COVID Policy Manual:
QUESTIONS????