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SECRETARY & STATE CHIEF
INFORMATION OFFICER
CHAIRMAN

David B. Bone
VICE CHAIRMAN

To: Finance Directors/Finance Officers
PSAP Managers

From: Marsha Tapler
Financial Analyst

RE: FY2018 Revenue-Expenditure Report

Date: July 27, 2018

In accordance with North Carolina General Statute §143-1406(e), the North Carolina 911 Board requests the Revenue-Expenditure Report for fiscal year 2018 (July 1, 2017 – June 30, 2018) detailing your revenues and expenditures associated with Primary PSAPs' use of Emergency Telephone System Funds, as well as a copy of your approved 2019 (July 1, 2018 – June 30, 2019) budget detailing anticipated revenues and expenditures associated with any Primary PSAP's use of the Emergency Telephone System Fund.

As discussed during previous PSAP Manager Meetings by Board Staff, the Revenue-Expenditure workbook is updated to include tabs reflecting the eligible nomenclatures for phone, software, hardware and radio. If an expense is not on the tabs or on the Approved Use of Funds List, it is not eligible and does not go on the report. If you cannot locate an expense in either of these documents, contact staff to review for approval. The provided lists will be followed by Board staff, so again, please be sure to review.

To better assist the PSAP and Board staff with completing the review in a timely manner, it is imperative that you follow the suggestions noted on the "Quick tips" tab. This will alleviate any unnecessary requests from staff for more information. If the report is incomplete, missing the statement of work for any projects or submitted with unitemized or detailed invoices, the report will be returned unreviewed. These issues result in unnecessary emails and a longer review time for both the PSAP and Board staff.

Finally, the Revenue-Expenditure FY2018 Report is now available on the NC 911 Board website at <http://it.nc.gov/nc911board> and is due **September 4, 2017**. It is not required, but it is highly recommended for you to set up a web conference to complete the report review or attend a face to face work session. If this is something you would like to do, please send Danette Jernigan a request with dates and times available. In addition, please send all required documentation electronically to Danette Jernigan Danette.Jernigan@nc.gov .

Thanking you in advance for your assistance.