

## COVID State PRCs will close as of December 30, 2020

COVID State PRCs **121, 122, 123, 124, 125, 126, 127, 128, 129, 132, 134, 135, 136, 137 and 138** ***will end December 30, 2020.***

The funds will revert if not adequately used by December 30, 2020.

### Steps to ensure proper reporting of COVID expenditures

- Review the funds your charter school was allotted currently in the Allotment system.
- Look at your latest Cash Balance Report, **JHA714EG**, to see your remaining cash available to request. For each COVID PRC, compare the YTD Expenditure totals on the report to your YTD ledger balances.
- For the latest authority to draw look in the MSAS system under “next function” 016.
- Review the Allotment Policy manual to see what the funds are funded for at <https://files.nc.gov/dpi/documents/fbs/apm-20-21-covid-manual-10-09-2020.pdf> and DPI’s COA located at <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/chart-accounts>

Your charter may be able to reclass funds from your state PRC 036 to one or more of the COVID state PRCs if they are eligible expenditures. Discuss with your software vendor how to properly reclass the eligible expenditures within your software system as soon as possible.

DPI continues to prepare monthly zero outs within your state and federal PRCs. We are noticing that some charters continue to use invalid account codes. Expenditures coded to invalid account codes do not post to the DPI external ledger. Therefore, charters do not receive funds for expenditures coded to invalid account codes. Charters must move expenditures coded to invalid account codes to valid account codes.

### Other errors charters make while coding expenditures.

- Some charters continue to code expenditures to state PRC 016 during FY 21. PRC 016 is closed for FY 21. Remove those PRC 016 expenditures since you did not receive a state allotment for those funds. Review the CRF PRC 121 Summer Learning since that COVID state PRC is similar to the closed state PRC 016.
- There are charters incorrectly coding expenditures to purpose code 5400. Purpose code 5400 is not a valid purpose with object codes 114, 116, 117. When coding object code 114 expenditures, use purpose code 5410; use purpose code 5420 for object codes 116 and 117. DPI implemented these chart of account changes a couple of years ago.

Please take the time to review your monthly financial reports in WinSCP, especially your monitoring letters.

If you have questions, contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).