NCFS

North Carolina Financial System

Month End Certification Checklist

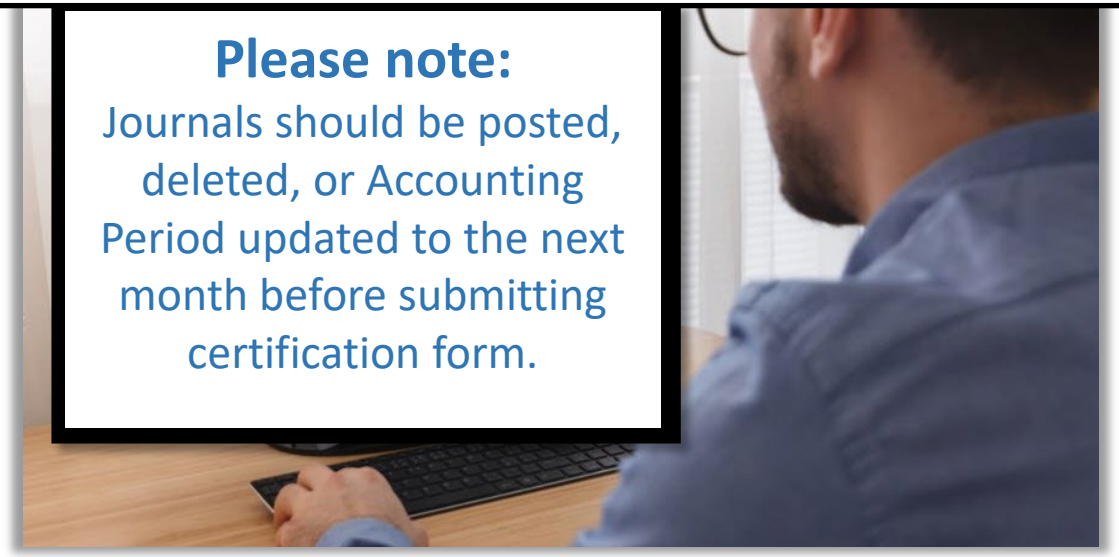
NCFS Month End Certification Checklist

Activity	Certification Steps	Completed?	Further Information on Page:
Journals	Journals completed, and unneeded journals deleted	☑	3
Transfers	IC transfers completed, approved, posted	☑	4
Budget	Review NCFS & IBIS Reports	☑	5
Reports	Review NCFS Reports	☑	6
Suspense Accounts	Ensure suspense accounts have zero balance	☑	10
General Fund	Ensure all ending cash balances are the same	☑	12
Reserve Fund	Ensure all ending cash balances are the same	☑	15
CI Funds	Ensure all ending cash balances are the same	☑	17
Federal, Special & Trust Funds	Ensure all ending cash balances are the same	☑	19
Core Banking	Review CB$ and record monthly interest journal in NCFS	☑	21
Online Certification Form	Submit Online Certification Form	☑	22
Resources	Useful links pertaining to month end certification	☑	23

NCFS
North Carolina Financial System

Journals	Completed?
All unfinished Journal transactions for the month are completed, approved, and posted.	
• Review: • ***Requiring Attention*** tab • ***Incomplete*** *tab* • ***Import Errors*** tab *Report containing details for the Import Errors: NC Agency Journal Import Errors Report (RPTRTR170). Run it from the General Ledger Reports folder to determine if any import error belongs to your agency/institution.	☑ ☑ ☑
• From the ***Manage Journals*** screen ensure there are no unposted journals for the period to be closed	

Journals



Please note:
Journals should be posted, deleted, or Accounting Period updated to the next month before submitting certification form.

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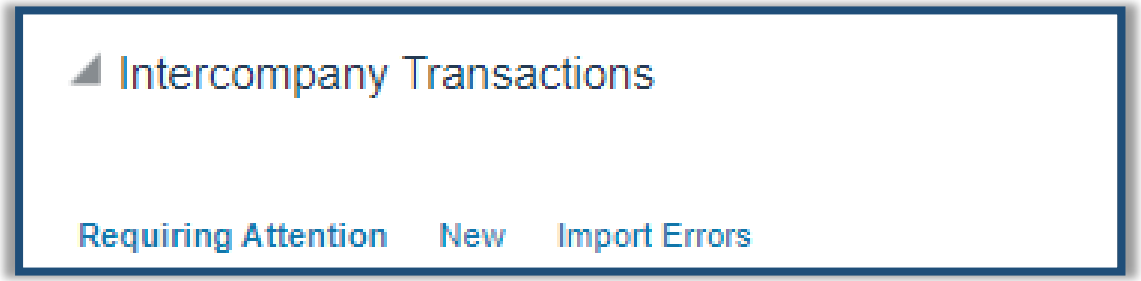
Transfers

Transfers	Completed?
All unfinished IC transactions for the month are completed, approved, and posted.	
• Review the ***Requiring Attention*** tab for unposted transactions in the period to be closed.	☑
• Review the ***New*** tab for incomplete transactions in the period to be closed.	☑
• From ***Manage Intercompany Inbound Transactions*** query for all IC batches with a ***Transaction Status of Received*** for the period to be closed and take appropriate action.	☑



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Budget Reports	Completed?
Review NCFS Budget Reports, IBIS Reports & OSBM Guidance	
• Ensure all allotments are accounted for & posted in NCFS	☑
• Ensure all appropriations are accounted for & posted in NCFS	☑
• Ensure all budgetary transfers are accounted for & posted in NCFS	☑

OSBM Checklists & Guidance available on OSC webpage
https://www.osbm.nc.gov/budget/budget-instructions/job-aids

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Review *Daily Transfer* report to ensure Transfers in and Transfers out net to Zero for the month to be closed:

North Carolina Financial System
Office of State Controller
Daily Transfers
10/04/2023 01:16:00 PM

Parameters

Agency	All
From Creation Date	10/03/2023
To Creation Date	10/04/2023

AGENCY	AGENCY DESCRIPTION	BUDGET CODE	BUDGET CODE DESCRIPTION	BUDGET CODE TYPE	TRANSFER OUT	TRANSFER IN	EFFECTIVE DATE	POSTING DATE	JOURNAL BATCH
					307,211.00	0.00	09/29/2023	10/03/2023	172546 Global Intercompany A 2583495 2586318 N
					0.00	307,211.00	09/29/2023	10/03/2023	172546 Global Intercompany A 2583495 2586318 N
					3,742.02	0.00	09/29/2023	10/03/2023	172547 Global Intercompany A 2583495 2586318 N
					0.00	3,742.02	09/29/2023	10/03/2023	172547 Global Intercompany A 2583495 2586318 N
					2,020.62	0.00	10/04/2023	10/04/2023	173223 Global Intercompany A 2587222 2590425 N
					0.00	2,020.62	10/04/2023	10/04/2023	173223 Global Intercompany A 2587222 2590425 N
				TOTAL TRANSFERS	312,973.64	312,973.64			

Review *Daily Disbursements* (Requisitions) Report to ensure all disbursements contain a disbursing account on the cash line:

North Carolina Financial System
Office of State Controller
Daily Disbursements (Requisition) Report
09/29/2023 01:57:42 PM

Parameters

Agency	All
Journal Status	All
Journal Creation - From Date	08/01/2023
Journal Creation - To Date	09/29/2023

Agency	Agency Description	Budget Code	Budget Code Description	Budget Code Type	Disbursement Account	Budget Code Amount	Total Amount Disbursed	Effective Date	Posting Date	Journal Batch	Journal Category	Journal Batch Status	Approval Status
						59,385.75	59,385.75	09/26/2023	09/27/2023			Posted	Approved

Reports

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Review *Deposits* Report to ensure all deposits contain a depository account on the cash line:

North Carolina Financial System
Office of State Controller
Deposit Report
09/29/2023 02:17:05 PM

Parameters

Agency	All
Journal Status	All
Journal Creation - From	08/01/2023
Journal Creation - To Date	09/29/2023

Agency	Agency Description	Budget Code	Budget Code Description	Budget Code Type	Bank Account Number	Budget Code Amount	Total Deposit Amount	Deposit Date	Posting Date	Journal Batch Name	Journal Category	Journal Status	Approval Status
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	18,940.00	18,940.00	07/28/2023	08/02/2023	[illegible]	DEP - CASH & CHECK	Posted	Approved

Reports

Review *NC Cash Receipts Disbursements and Balance by Budget Fund* (704) Report (RPTRTR015) to ensure that the calculated and actual ending cash balances are in balance for all the funds and budget codes:

North Carolina Financial System
Office of State Controller
NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPT-RTR-015)
10/05/2023 11:25:40 AM

Parameters

Ledger	NC CASH US
Agency	[illegible]
Accounting Period	[illegible]
Budget Code	[illegible]

Budget Fund	Description	Amount Type	Beginning Cash	Allotments	Additions (Revenue)	Deductions (Expenditure)	Assets/Liabilities/Equity	Ending Cash Calculated	Ending Balance Actual	Difference
[illegible]	[illegible]	PTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
[illegible]	[illegible]	YTD	0.00	216.95	0.00	216.95	0.00	0.00	0.00	0.00
[illegible]	[illegible]	PTD	35,140,966.50	0.00	0.00	0.00	0.00	35,140,966.50	35,140,966.50	0.00
[illegible]	[illegible]	YTD	0.00	33,550,911.27	359,354.44	(1,230,700.79)	0.00	35,140,966.50	35,140,966.50	0.00

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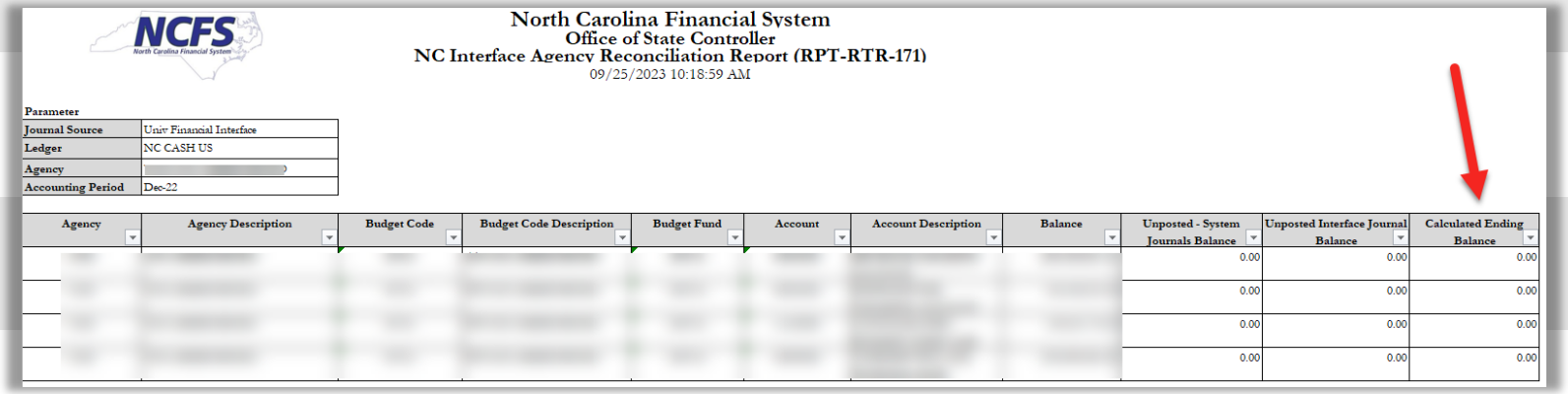
*Applicable only for the Interface Agencies & Universities

Ensure *NC Interface Agency Reconciliation* Report (RPT-RTR-171) has zero balance for all the clearing accounts listed in the calculated ending balance column for all the budget codes except the Institutional Funds. (after INT-RTR-013 has run)

Also ensure that the interface balancing account# 29000001 has a zero balance in all budget funds.



North Carolina Financial System
Office of State Controller
NC Interface Agency Reconciliation Report (RPT-RTR-171)
09/25/2023 10:18:59 AM

Parameter	
Journal Source	Univ Financial Interface
Ledger	NC CASH US
Agency	[redacted]
Accounting Period	Dec-22

Agency	Agency Description	Budget Code	Budget Code Description	Budget Fund	Account	Account Description	Balance	Unposted - System Journals Balance	Unposted Interface Journal Balance	Calculated Ending Balance
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	0.00	0.00	0.00
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	0.00	0.00	0.00
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	0.00	0.00	0.00
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	0.00	0.00	0.00

Reports

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*Not Applicable for Interface Agencies

For Federal Funds review NC Federal Grant 488-588 *Transfer Account Reconciliation* Report (RPTGM016) – ensure that transfers out of the Federal Budget Code (588 accounts) equals transfers into various Budget Codes (488 accounts).

North Carolina Financial System
Office of State Controller
NC Federal Grant 488-588 Transfer Account Reconciliation Report (RPT-GM-016)
10/09/2023 01:57:14 PM

Parameters

Agency	[redacted]
Fiscal Year	2024
Fiscal Month	Jul-23

Net Difference for 488/588 Accounts	Amount
48807501 - 58807501	0.00
48807504 - 58807504	0.00
48807506 - 58807506	0.00
48807508 - 58807508	0.00
48807511 - 58807511	0.00
48807514 - 58807514	0.00
48807517 - 58807517	0.00
48807520 - 58807520	0.00
48807524 - 58807524	0.00
48807527 - 58807527	0.00
48807538 - 58807538	0.00

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Suspense Accounts - *Not Applicable for Interface Agencies

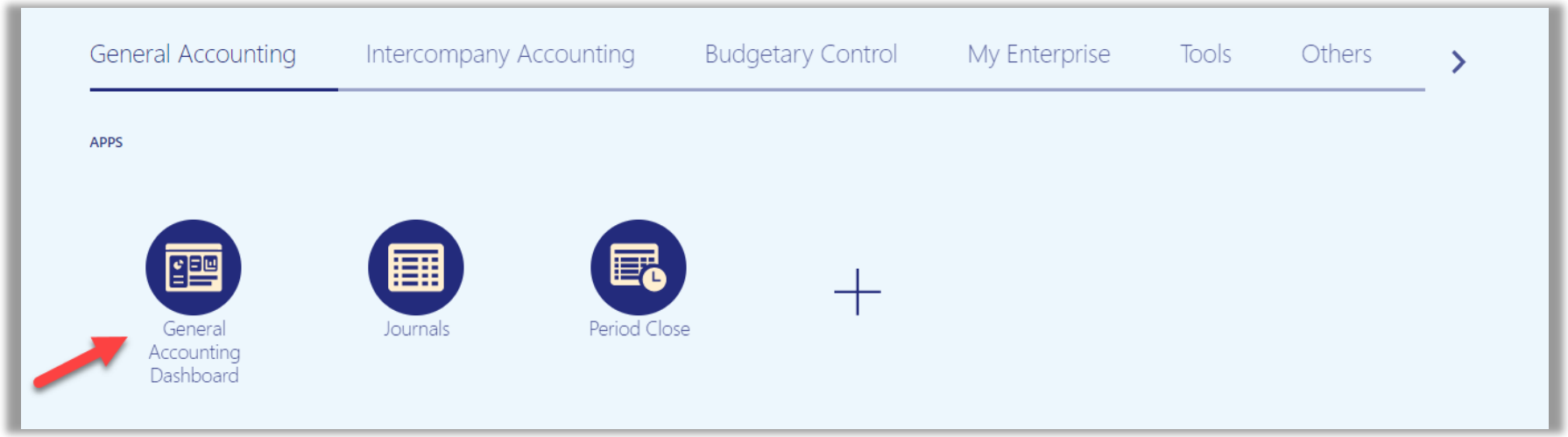
Statewide interface suspense accounts should have a zero balance:

- Payroll Interface Suspense - Account 51999000 / Budget Fund 9999XX
- Health Benefit Interface Suspense 51998000 / Budget Fund 9999XX

Instructions on how to verify that suspense accounts are Zero:

*Report containing details of suspense: NC Payroll Interface Reconciliation Report (RPT-RTR-164)

1. From General Accounting select General Accounting Dashboard:



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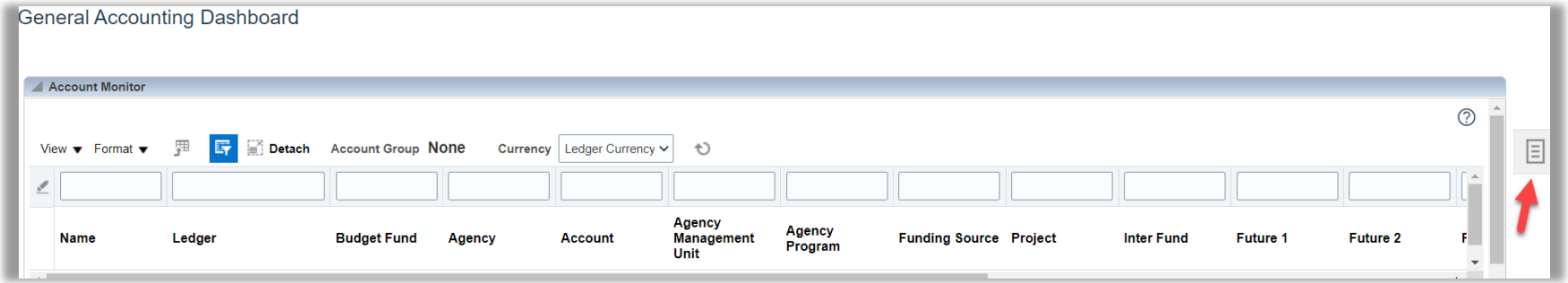
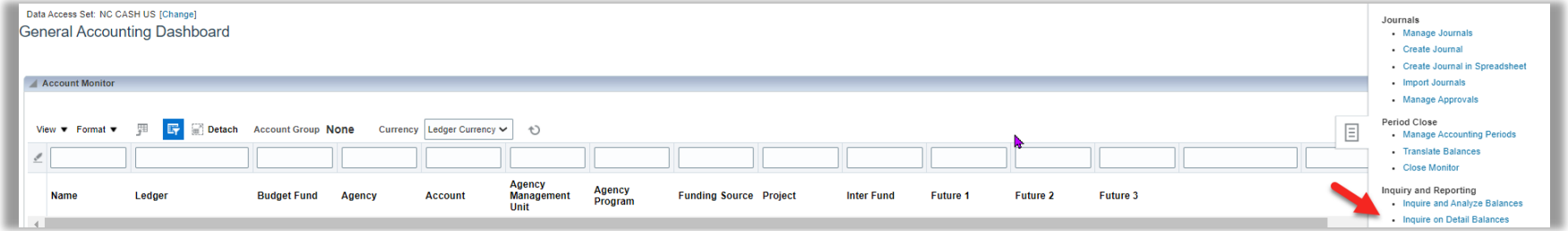
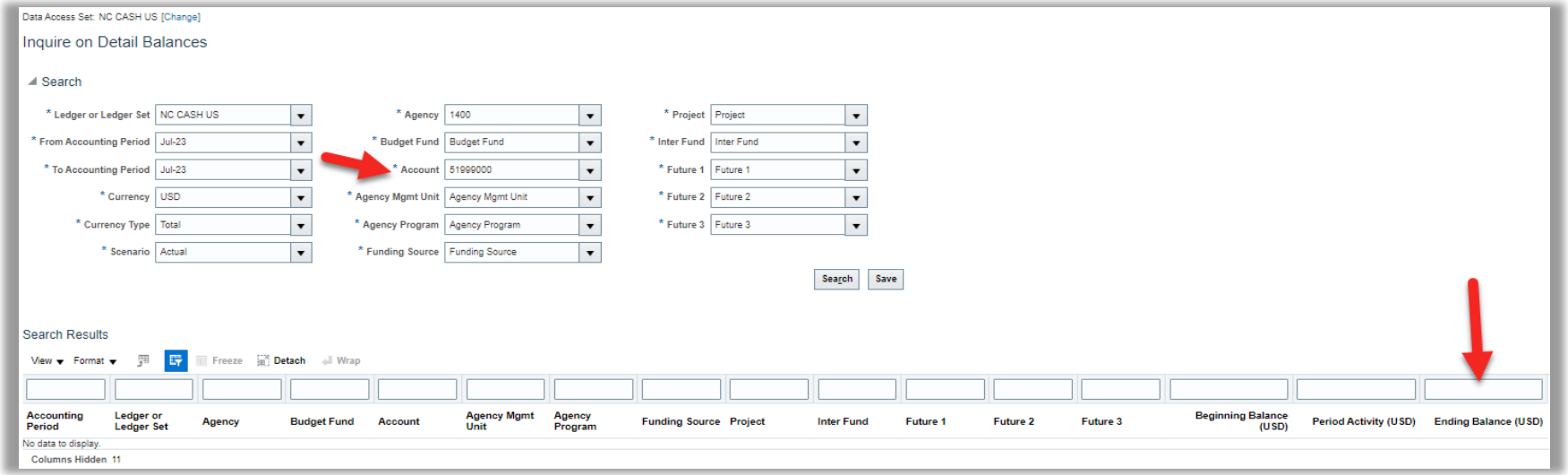
Suspense Accounts for Agencies

2. Go to the Task Panel and select Inquire on Detail Balances:





3. Search for the Suspense account. The ending balance for the period should always be zero:



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General Fund budget codes – ending cash balance should be the same on all four reports:

- NC Budget to Actual (701) Certified Report (RPTBE006)
- NC Allotments to Cash Availability (702) Report (RPTBE012)
- NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPTRTR015)
- NC General Fund Cash Balance Report (RPTCM006)

General Fund

Month:			
Report	**Column Heading**	**Row Heading**	**Budget Code Amounts**
These Must =			
NC Budget to Actual (701) Certified Report (RPTBE006)	*** Budget Code Recap *** / Actual / Year-To-Date	Ending Balance	$ -
NC Allotments to Cash Availability (702) Report (RPTBE012)	Analysis of Cash / Year to Date	Ending Balance	$ -
NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPTRTR015)	Ending Balance Actual	Budget Code / YTD	$ -
NC General Fund Cash Balance Report (RPTCM006)	Unexpended Allotted Balance	Agency / Budget Code	$ -
	Difference:	**$ -**	

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General Fund

North Carolina Financial System
Office of State Controller
NC Budget to Actual (701) Certified Report (RPT-BE-006)
01/29/2024 03:02:50 PM

Parameters

Agency	Budget Code	Period
	All	Dec-23

*** Budget Code Recap ***

Account	Description	Budgeted Certified	Budgeted Authorized	Actual Current-Month	Actual Year-To-Date	Unexpended/Unrealized Certified	Unexpended/Unrealized Authorized	Encumbrances Obligations	Encumbrances Unpaid Invoices + Inventory Receipts	Rate
	Expenditures	36,259,940.00	36,387,973.00	2,741,034.80	15,452,439.25	20,807,500.75	20,935,533.75	1,336,909.10	1,829.54	0.92
	Revenues	1,071,185.00	1,199,218.00	13,700.61	836,106.68	235,078.32	363,111.32	0.00	0.00	1.39
	Appropriations	**35,188,755.00**	**35,188,755.00**	**2,727,334.19**	**14,616,332.57**	**20,572,422.43**	**20,572,422.43**	**1,336,909.10**	**1,829.54**	**0.91**
Cash Analysis										
	Beginning Balance				0.00					
	+ Allotments				14,846,018.00					
	+ Cash Receipts				836,106.68					
	- Cash Disbursements				15,452,439.25					
	+ Assets				0.00					
	+ Liability				0.00					
	+ Equity				0.00					
	= Ending Balance				**229,685.43**					
Additional Assets										
	Total Availability				**229,685.43**					

North Carolina Financial System
Office of State Controller
NC Allotments to Cash Availability (702) Report (RPT-BE-012)
01/29/2024 03:07:25 PM

Parameters

Agency	
Budget Code	All
Budget Fund	All
Period	Dec-23

Budget Code							
Titles	**Budget**	**Unallotted**	**Allotted**	**Current Month**	**Quarter To Date**	**Year To Date**	**Unexpended**
Expenditures	36,387,973.00	20,705,848.00	15,682,125.00	2,741,034.80	8,755,201.39	15,452,439.25	20,935,533.75
Revenues	1,199,218.00	363,111.00	836,107.00	13,700.61	389,760.68	836,106.68	363,111.32
Excess of Expenditure - Over (Under) Revenues	35,188,755.00	20,342,737.00	14,846,018.00	2,727,334.19	8,365,440.71	14,616,332.57	20,572,422.43

Analysis of Cash				**Current Month**	**Quarter To Date**	**Year To Date**	
	Beginning Balance			457,019.62	1,598,617.14	0.00	
Add:							
	(+) Allotments/Revisions			2,500,000.00	6,996,509.00	14,846,018.00	
Less:							
	(-) Reversions			0.00	0.00	0.00	
	(-) Excess per BD701			2,727,334.19	8,365,440.71	14,616,332.57	
Changes In Assets/Liability/Owners Equity Direct from Cash Accounts:							
				0.00	0.00	0.00	0.00
	Net Assets/Liabilities/Equity			0.00	0.00	0.00	0.00
	Ending Balance			229,685.43	229,685.43	229,685.43	
	Unexpended Appropriations						20,572,422.43

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General Fund

North Carolina Financial System
Office of State Controller
NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPT-RTR-
01/29/2024 03:11:19 PM

Parameters

Ledger	NC CASH US
Agency	
Accounting Period	Dec-23
Budget Code	

Budget Fund	Description	Amount Type	Beginning Cash	Allotments	Additions (Revenue)	Deductions (Expenditure)	Assets/Liabilities/Equity	Ending Cash Calculated	Ending Balance Actual
		PTD	457,019.62	2,500,000.00	13,700.61	2,741,034.80	0.00	229,685.43	229,685.43
		YTD	0.00	14,846,018.00	836,106.68	15,452,439.25	0.00	229,685.43	229,685.43
		PTD	**457,019.62**	**2,500,000.00**	**13,700.61**	**2,741,034.80**	**0.00**	**229,685.43**	**229,685.43**
		YTD	**0.00**	**14,846,018.00**	**836,106.68**	**15,452,439.25**	**0.00**	**229,685.43**	**229,685.43**

North Carolina Financial System
Office of State Controller
NC General Fund Cash Balance Report (RPT-CM-006)
01/24/2024 10:47:39 AM

Parameters

Agency	
Budget Code	
Period	

Agency	Agency Description	Budget Code	Budget Code Description	Adjusted Appropriation	Unallotted Appropriation	Allotments	Receipts YTD	Expenditures YTD	Unexpended Allotted Balance
				35,188,755.00	20,342,737.00	14,846,018.00	1,156,084.67	15,772,417.24	229,685.43
Totals				**35,188,755.00**	**20,342,737.00**	**14,846,018.00**	**1,156,084.67**	**15,772,417.24**	**229,685.43**

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Reserve Funds budget codes – ensure that ending cash balance is the same on the three below reports:

- NC Budget to Actual (701) Certified Report (RPTBE006)
- NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPTRTR015)
- NC Reserve Account Balances Report (RPTCM030)

Month:			
Report	**Column Heading**	**Row Heading**	**Budget Code Amounts**
These Must=			
NC Budget to Actual (701) Certified Report (RPTBE006)	*** Budget Code Recap *** / Actual / Year-To-Date	Ending Balance	$ -
NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPTRTR015)	Ending Balance Actual	Budget code / YTD	$ -
NC Reserve Account Balances Report (RPTCM030)	Balance YTD	Agency / Budget Code	$ -
	Difference:	**$**	**-**

North Carolina Financial System
Office of State Controller
NC Budget to Actual (701) Certified Report (RPT-BE-006)
01/29/2024 03:17:01 PM

Parameters

Agency	Budget Code	Period
[redacted]	All	Dec-23

[redacted]

*** Budget Code Recap ***

Account	Description	Budgeted Certified	Budgeted Authorized	Actual Current-Month	Actual Year-To-Date	Unexpended/Unrealized Certified	Unexpended/Unrealized Authorized	Encumbrances Obligations	Encumbrances Unpaid Invoices + Inventory Receipts	Rate
	Expenditures	0.00	0.00	383,775.04	2,610,351.99	(2,610,351.99)	(2,610,351.99)	0.00	0.00	0.00
	Revenues	0.00	0.00	479,718.80	3,262,939.99	(3,262,939.99)	(3,262,939.99)	0.00	0.00	0.00
	Appropriations	**0.00**	**0.00**	**(95,943.76)**	**(652,588.00)**	**652,588.00**	**652,588.00**	**0.00**	**0.00**	**0.00**
Cash Analysis										
	Beginning Balance				0.00					
	+ Allotments				0.00					
	+ Cash Receipts				3,262,939.99					
	- Cash Disbursements				2,610,351.99					
	+ Assets				0.00					
	+ Liability				0.00					
	+ Equity				0.00					
	= Ending Balance				**652,588.00**					
Additional Assets										
	Total Availability				**652,588.00**					

Reserve Funds

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Reserve Funds

North Carolina Financial System
Office of State Controller
NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPT-RTR-

01/29/2024 03:21:04 PM

Parameters

Ledger	NC CASH US
Agency	
Accounting Period	Dec-23
Budget Code	

Budget Fund	Description	Amount Type	Beginning Cash	Allotments	Additions (Revenue)	Deductions (Expenditure)	Assets/Liabilities/Equity	Ending Cash Calculated	Ending Balance Actual
		PTD	556,644.24	0.00	479,718.80	383,775.04	0.00	652,588.00	652,588.00
		YTD	0.00	0.00	3,262,939.99	2,610,351.99	0.00	652,588.00	652,588.00
		PTD	**556,644.24**	**0.00**	**479,718.80**	**383,775.04**	**0.00**	**652,588.00**	**652,588.00**
		YTD	**0.00**	**0.00**	**3,262,939.99**	**2,610,351.99**	**0.00**	**652,588.00**	**652,588.00**

North Carolina Financial System
Office of State Controller
NC Reserve Account Balances Report (RPT-CM-030)

01/29/2024 03:23:58 PM

Parameters

Agency	
Budget Code Type	All
Date	12/31/2023

Agency	Agency Description	Budget Code	Budget Code Description	Budget Code Type	Prior Year Ending Balance	Pending Adjustment to Prior Year	Current Year Beginning Balance	Fund Balance Reclassification	Receipts YTD	Expenditures YTD	Balance YTD
					0.00	0.00	0.00	0.00	3,262,939.99	2,610,351.99	652,588.00
Totals					**0.00**	**0.00**	**0.00**	**0.00**	**3,262,939.99**	**2,610,351.99**	**652,588.00**

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CI Funds budget codes – ensure ending cash balance is the same on the three below reports:

- NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPTRTR015)
- NC Capital Improvements (725) Report (RPTRTR137)
- NC CI Cash Balance Report (RPTCM008)

Month:			
Report	**Column Heading**	**Row Heading**	**Budget Code Amounts**
These Must=			
NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPTRTR015)	Ending Balance Actual	Budget code / YTD	$ -
NC Capital Improvements (725) Report (RPTRTR137)	Allotment Balance	Excess of Expenditures Over Revenues	$ -
NC CI Cash Balance Report (RPTCM008)	Allotment Balance	Agency / Budget Code	$ -
	Difference:	**$**	**-**

CI Funds

North Carolina Financial System

Office of State Controller

NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPT-RTR-

01/29/2024 03:47:41 PM

Parameters

Ledger	NC CASH US
Agency	
Accounting Period	Dec-23
Budget Code	

Budget Fund	Description	Amount Type	Beginning Cash	Allotments	Additions (Revenue)	Deductions (Expenditure)	Assets/Liabilities/Equity	Ending Cash Calculated	Ending Balance Actual
		PTD	478,662.47	0.00	0.00	19,846.60	0.00	458,815.87	458,815.87
		YTD	526,375.91	0.00	0.00	67,560.04	0.00	458,815.87	458,815.87
		PTD	478,662.47	0.00	0.00	19,846.60	0.00	458,815.87	458,815.87
		YTD	526,375.91	0.00	0.00	67,560.04	0.00	458,815.87	458,815.87

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CI Funds

North Carolina Financial System
Office of State Controller
NC Capital Improvements (725) Report (RPT-RTR-137)
01/29/2024 03:56:12 PM

Parameters

Mode	Agency	Budget Code	Budget Fund	Period
Budget Code Summary	[illegible]	All	All	Dec-23

[illegible]

Account	Account Description	Total Budget	Unallotted	Total Allotments	Current	Year to Date	Life to Date	Allotment Balance
	Total Expenditures	193,900,932.13	0.00	193,900,932.13	19,846.60	67,560.04	193,442,116.26	458,815.87
	Total Revenues	193,900,932.13	0.00	193,900,932.13	0.00	0.00	193,900,932.13	0.00
	Excess of Expenditures Over Revenues	0.00	0.00	0.00	19,846.60	67,560.04	(458,815.87)	458,815.87

North Carolina Financial System
Office of State Controller
NC Capital Improvement Funds Availability Report (RPT-CM-008)
01/29/2024 04:02:03 PM

Parameters

Agency	[illegible]
Budget Code	All
Period	Dec-23

Agency	Agency Description	Budget Code	Budget Code Description	Adjusted Appropriation	Allotments	Unallotted Appropriation	Receipts PTD	Expenditures PTD	Allotment Balance	Available Balance	Status
[illegible]	[illegible]	[illegible]	[illegible]	0.00	0.00	0.00	24,035,911.90	24,035,911.90	0.00	0.00	Closed
[illegible]	[illegible]	[illegible]	[illegible]	0.00	0.00	0.00	209,493,899.25	209,035,083.38	458,815.87	458,815.87	Open

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Federal, Special & Trust Funds budget codes – ensure that ending cash balance is the same on the three below reports:

- NC Budget to Actual (701) Certified Report (RPTBE006)
- NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPTRTR015)
- NC Budget Code Balance by Type Report (RPTCM007)

Month:			
Report	**Column Heading**	**Row Heading**	**Budget Code Amounts**
These Must=			
NC Budget to Actual (701) Certified Report (RPTBE006)	*** Budget Code Recap *** / Actual / Year-To-Date	Ending Balance	$ -
NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPTRTR015)	Ending Balance Actual	Budget code / YTD	$ -
NC Budget Code Balance by Type Report (RPTCM007)	Balance YTD	Agency / Budget Code	$ -
	Difference:	**$**	**-**

North Carolina Financial System
Office of State Controller
NC Budget to Actual (701) Certified Report (RPT-BE-006)
01/29/2024 04:17:04 PM

Parameters

Agency	Budget Code	Period
	All	Dec-23

*** Budget Code Recap ***

Account	Description	Budgeted		Actual		Unexpended/Unrealized		Encumbrances		
		Certified	Authorized	Current-Month	Year-To-Date	Certified	Authorized	Obligations	Unpaid Invoices + Inventory Receipts	Rate
	Expenditures	3,501,006.00	3,920,231.00	18,691,799.01	65,846,474.96	(62,345,468.96)	(61,926,243.96)	0.00	0.00	33.59
	Revenues	3,174,369.00	3,449,016.00	18,394,719.03	64,876,141.07	(61,701,772.07)	(61,427,125.07)	0.00	0.00	37.62
	Increase/(Decrease) in Fund Balance	**(326,637.00)**	**(471,215.00)**	**(297,079.98)**	**(970,333.89)**	**643,696.89**	**499,118.89**	**0.00**	**0.00**	**4.12**
Cash Analysis										
	Beginning Balance				3,044,856.49					
	+ Allotments				0.00					
	+ Cash Receipts				64,876,141.07					
	- Cash Disbursements				65,846,474.96					
	+ Assets				0.00					
	+ Liability				0.00					
	+ Equity				0.00					
	= Ending Balance				**2,074,522.60**					
Additional Assets										
	Total Availability				**2,074,522.60**					

Federal, Special & Trust Funds

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Federal, Special & Trust Funds

North Carolina Financial System
Office of State Controller
NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPT-RTR-

01/29/2024 04:20:17 PM

Parameters

Ledger	NC CASH US
Agency	
Accounting Period	Dec-23
Budget Code	

Budget Fund	Description	Amount Type	Beginning Cash	Allotments	Additions (Revenue)	Deductions (Expenditure)	Assets/Liabilities/Equity	Ending Cash Calculated	Ending Balance Actual
		PTD	176.00	0.00	14,699,695.37	14,698,460.37	0.00	1,411.00	1,411.00
		YTD	0.00	0.00	29,093,066.98	29,091,655.98	0.00	1,411.00	1,411.00
		PTD	0.00	0.00	1,935,817.73	1,935,817.73	0.00	0.00	0.00
		YTD	0.00	0.00	11,136,517.64	11,136,517.64	0.00	0.00	0.00
		PTD	0.00	0.00	16,646.40	16,646.40	0.00	0.00	0.00
		YTD	0.00	0.00	429,552.25	429,552.25	0.00	0.00	0.00
		PTD	0.00	0.00	207,133.78	207,133.78	0.00	0.00	0.00
		YTD	0.00	0.00	1,238,434.12	1,238,434.12	0.00	0.00	0.00
		PTD	0.00	0.00	61,707.82	61,707.82	0.00	0.00	0.00
		YTD	0.00	0.00	471,161.47	471,161.47	0.00	0.00	0.00
		PTD	**2,371,602.58**	**0.00**	**18,394,719.03**	**18,691,799.01**	**0.00**	**2,074,522.60**	**2,074,522.60**
		YTD	**3,044,856.49**	**0.00**	**64,876,141.07**	**65,846,474.96**	**0.00**	**2,074,522.60**	**2,074,522.60**

North Carolina Financial System
Office of State Controller
NC Budget Code Balance by Type Report (RPT-CM-007)

01/29/2024 04:26:11 PM

Parameters

Agency	
Budget Code Type	All
Period	Dec-23

Agency	Agency Description	Budget Code	Budget Code Description	Budget Code Type	Beginning Balance	Receipts YTD	Expenditure YTD	Balance YTD
				2-Special Revenue	3,044,856.49	66,123,757.60	67,094,091.49	2,074,522.60

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Review Core Banking & Record Monthly Interest, as applicable:

- Review CB$ Account Activity for Interest Earned
- Record NCFS Deposit Journal each month

CB$ Account Activity:

Account Activity

Select Account: 0019420 - ST.TREAS.-GENERAL D...

Balance : $0.00

Search By: Previous Month

Reference Number

Amount From

Date	Description	Reference No	Amount	Balance
07-31-2023	INTEREST EARNED	000IN01USD000001	$596.87 Cr	$195,953.09

NCFS Deposit Journal:

Category	DEP – INTEREST ALLOCATION
R3 Budget Fund	xxxxxx (Agency Assigned)
Credit	xxxxxxxx R3 Detailed Revenue Account
Debit	11120000 Consolidated Cash Account
Deposit Type	DEP – INTEREST ALLOCATION
Depository Account	0000000000066
Date	1st day of the month (recording interest earned in the previous month)

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Complete and Submit Monthly Certification Form:

Once all checklist items are complete, submit online form to OSC

https://www.osc.nc.gov/state-agency-resources/north-carolina-financial-system-ncfs-resources/month-end-certification

Office of the State Controller
Month End Certification

Please only submit one form per agency. If you have questions, to check on your certification status or if you need to re-certify please email oscmonthendcertification@osc.nc.gov. Please note the following months require approval from OSBM before certification is considered complete: September, December, March, and June.

* Required

1. **Agency Number** *

Select your answer

2. **Contact Name** *

Enter your answer

Certification Form

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Resources

OSBM Checklists & Guidance available on OSC webpage
https://www.osbm.nc.gov/budget/budget-instructions/job-aids

Reconciliation Templates (which include)

- Precert Diff Report-Month End Reconciliation for Federal Special Trust Fund Template
- Precert Diff Report-Month End Reconciliation for CI Template
- Precert Diff Report-Month End Reconciliation for General Fund Template

https://www.osc.nc.gov/reconciliation-templates

Online Month End Certification Form
https://www.osc.nc.gov/state-agency-resources/north-carolina-financial-system-ncfs-resources/month-end-certification

Online Certification Form Instructions
https://www.osc.nc.gov/online-certification-instructions/open

Quarter End Certification
https://www.osc.nc.gov/quarter-end-certification

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Month End Certification Checklist

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