



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 7, 2008

IMPORTANT!
Deadline: March 3, 2008

Memorandum

TO: Chief Business Officers
Controllers/Bookkeepers

FROM: Brandy Andrews, Assistant Manager of State Aid
Auditing and Accounting

SUBJECT: Fourth Quarter Certification Request FY 2007-08
April 2008 - June 2008

Attached you will find the fourth quarter certification request form for fiscal year 2007-08 that must be returned no later than **Monday, March 3, 2008 VIA E-MAIL** to the attention of Tangi Crotts. Please do not fax or mail the form.

- Please be sure figures are placed on the correct lines and in whole dollars.
- If there is no amount on a specific line, please **do not** enter "N/A"; simply leave these lines blank.
- There are formulas already included in the form. Please adhere to these.
- **There will be no supplemental certifications processed the last week of June (June 23-30, 2008). Please adjust your request accordingly.**

In processing monthly certifications, ending cash balances will be deducted from your monthly request. ***As a reminder, we ask that you please fill out the Full-Time Payroll Section entirely. This includes the Full-Time Payroll less the Non-State Payroll for a total of the Full-Time Payroll.*** If you have any questions, please contact me at (919) 807-7070.

BA/tc

Attachment

cc: Alice Smith
Presidents

CC08-032
E-MAIL

	A	B	C	D	E
1					DEADLINE
2					March 3, 2008
3					
4					
5		North Carolina Community College System			
6					
7		Fourth Quarter Certification Request			
8		(Estimated)			
9					
10		COLLEGE NAME: _____			
11					
12					
13			April-08	May-08	June-08
14		Part-Time (Mid Month-State) PR			
15		Contracted Services (19XX)			
16		Total Mid-Month Payroll	-	-	-
17					
18	*	General Expense			
19					
20		Capital Outlay:			
21		(920)			
22		(921)			
23		(922)			
24		(923)			
25		(930)			
26		Total Capital Outlay	-	-	-
27					
28		Full -Time Payroll			
29		(state funds only)			
30	**	Less Non-State Payroll (enter a negative			
31		if included in full-time payroll above)			
32		Total Full-Time Payroll	-	-	-
33					
34		FOURTH QUARTER TOTAL	-	-	-
35					
36					
37	*	Include anticipated New Industry (361) and HB275 (362) certification.			
38					
39	**	If you have included your non-state payroll along with your full-time payroll on line 28			
40		above, please enter the non-state payroll amount. This amount cannot be certified as			
41		part of your full-time payroll request.			
42					
43					
44					
45					
46					
47					
48		Return to Tangi Crotts (crottst@nccommunitycolleges.edu)			
49		Via E-Mail			