



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

***R. Scott Ralls, Ph.D.***

***President***

May 2, 2008

**IMPORTANT!**  
**Deadline: May 30, 2008**

**Memorandum**

**TO:** Chief Business Officers  
Controllers/Bookkeepers

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

**SUBJECT:** First Quarter Certification Request FY 2008-09  
July 2008 - September 2008

Attached you will find the first quarter certification request form for fiscal year 2008-09 that must be returned no later than **Friday, May 30, 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.

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

CC08-102  
E-MAIL

	A	B	C	D	E
1					<b>DEADLINE</b>
2					May 30, 2008
3					
4					
5		<b>North Carolina Community College System</b>			
6					
7		<b>First Quarter Certification Request 2008-09</b>			
8		<b>(Estimated)</b>			
9					
10		<b>COLLEGE NAME:</b> _____			
11					
12					
13			<b>July-08</b>	<b>August-08</b>	<b>September-08</b>
14		<b>Part-Time (Mid Month-State) PR</b>			
15		<b>Contracted Services (19XX)</b>			
16		<b>Total Mid-Month Payroll</b>	-	-	-
17					
18	*	<b>General Expense</b>			
19					
20		<b>Capital Outlay:</b>			
21		(920)			
22		(921)			
23		(922)			
24		(923)			
25		(930)			
26		<b>Total Capital Outlay</b>	-	-	-
27					
28		<b>Full -Time Payroll</b>			
29		(state funds only)			
30	**	<b>Less Non-State Payroll</b> (enter a negative			
31		if included in full-time payroll above)			
32		<b>Total Full-Time Payroll</b>	-	-	-
33					
34		<b>FIRST QUARTER TOTAL</b>	-	-	-
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		<b>Return to Tangi Crotts (crottst@nccommunitycolleges.edu)</b>			
49		<b>Via E-Mail</b>			