



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. James C. Williamson
President

August 26, 2016

MEMORANDUM

TO: Presidents
Chief Business Officers

FROM: Brandy Andrews, Associate Vice President of College Finance and Operations

RE: Connect NC Bond Cash Availability and Reimbursements

The first Connect NC Bond sale has been completed and cash is now available! We are currently working with OSBM and OSC to determine the state-level process and requirements of requesting the cash for colleges. We expect the first available check write for Connect NC reimbursements to be September 22nd. Check writes will align with the NC Debt Proceeds drawdown schedule and occur every two weeks thereafter.

Connect NC reimbursements will continue to use the NCCCS Form 2-16/2-17 process that colleges currently use. A short and long form is available on our [website](#). We expect that most projects will use the short form for processing. While the overall process is the same, there is one difference; **invoices are required to be submitted** with the 2-16/2-17 for all project reimbursements that have Connect NC funds. We (System Office) are not authorized to requisition for cash without verifying expenses against actual invoices from colleges. In addition, we must ensure that invoice back-up is kept in our office for 26 years (6 years after the debt is repaid). If proper invoices are not submitted, reimbursements will not be processed. A schedule has been attached to outline reimbursement requests due dates through December 2016. NOTE: To fully comply with required procedures to receive funds from general obligation proceeds, colleges **MUST** expend Connect NC funds within three days after receiving deposit notification.

It is necessary for colleges to submit an updated cash flow model to meet requirements of OSBM and assist us in managing state-level processing. **An updated cash flow is due to our office by October 1st**. The model you submitted in April will be your starting point and should be updated based on your college's current plan/projects and actual activity on your campus.

CC16-036
Email Copy

Connect NC Bond Cash Availability and Reimbursements

August 26, 2016

Page 2 of 2

When completing the cash flow model update, it is important that colleges:

1. Properly reflect all projects and amounts in columns B – G.
2. Focus on updating all dates. The information entered into columns I-M and S-V of the model are extremely important and drive the reported cash needs. The schedule must be aligned with the most accurate expectation of when your college will need cash.

Moving forward an updated cash flow model will be due to our office quarterly. The next due date is January 1, 2017 with the following dates of April 1, 2017, July 1, 2017 and October 1, 2017. It will also be necessary for colleges to submit an updated cash flow model with each NCCCS 3-1 form submitted. This is to ensure that prior to recommended State Board approval your model reflects the most up-to-date plans and that cash is properly projected for each project.

All reimbursement requests and cash flow model updates should be sent via email to Clprojects@nccommunitycolleges.edu. If you have questions, feel free to contact me, Sharon Rosado or Dorrine Fokes.

Attachment

c: Jennifer Haygood, Chief of Staff
Capital Project Coordinators
Controllers/Bookkeepers

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CONNECT NC BOND CONSTRUCTION REIMBURSEMENT SCHEDULE
CALENDAR YEAR 2016**

DUE DATE FOR REIMBURSEMENT REQUESTS			CHECK WRITE		
MONTH	DAY	DAY OF WEEK	MONTH	DAY	DAY OF WEEK
September	14	Wednesday	September	22	Thursday
September	28	Wednesday	October	6	Thursday
October	12	Wednesday	October	20	Thursday
October	26	Wednesday	November	3	Thursday
November	9	Wednesday	November	17	Thursday
November	30	Wednesday	December	8	Thursday
December	7	Wednesday	December	15	Thursday