

NUMBERED MEMO CC25-037

TO: Community College Presidents
College Data Coordinators

FROM: Dr. Kimberly Gold, Chief of Staff and Executive Vice President
Patrick Fleming, Chief Information Officer, and Senior Vice President

SUBJECT: Annual Reporting Plan for 2025-2026 Fiscal Year

DATE: May 1, 2025

This numbered memo is to communicate the availability of the Annual Reporting Plan for fiscal year 2025-26 as posted to the NCCCS website (<https://www.nccommunitycolleges.edu/reportsdue-dates>) on May 1, 2025. This plan is in accordance with 1B SBCCC 700.9 Provision of Information to the System Office and 1H SBCCC 200.2 Withholding of State Funds for Administrative Support.

The Annual Reporting Plan is a schedule of due dates for reports and data files required from North Carolina's community colleges to be in compliance with federal, state, State Board of Community Colleges and other agency required reports.

Each institution has designated a College Data Coordinator to help streamline the submission process, as well as improve communications regarding Annual Reporting Plan updates, changes, or questions. The list of College Data Coordinators can be found on the NCCCS website (https://www.nccommunitycolleges.edu/sites/default/files/analytics/college_data_coordinators_list_2023-2024-07062023.pdf).

If you have any questions, please contact Marnie MacKenzie, Documentation Specialist, Data Management & Integration (919) 807-6965 and mackenziem@nccommunitycolleges.edu.

**North Carolina Community College System
Annual Reporting Plan 2025-2026**

Date	Title	Description	Program Lead 1	Program Lead 2	Requiring Authority	Person Confirming	How Information Is Used
JULY 2025							
July 7, 2025	June 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Darlene Anderson Candid Carrington	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 colleges' State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
July 15, 2025	June Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads		State Board of Community Colleges System Office	Tim Leinbach	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
July 18, 2025	Customized Training Year-End Report	Year-end Customized Training Program project trainee data submitted by each of the 58 community colleges' Customized Training Directors.	Anita Gonsiorowski		Joint Legislative Education Oversight Committee [G.S. 115D-5-1 (e)(f)]	John Loyack	Year-end project trainee data submitted by the colleges is used to develop the Customized Training Program Annual Expenditures Report, which is required by legislature.
July 25, 2025	Capital Improvement Funds Expended or Obligated (Capital Data)	Totals for each college of Local Dollars, State Dollars, Vo-Ed Dollars, Other Federal Funds = Combined Total. These totals are pulled together by pulling from the College updated NCCCS 3-5 form due annually, mid-July/first-August.	Dorrine Fokes		This combined report is provided to the State Board of Community Colleges and the General Assembly.	Lynne Gilbert	Capital Improvement Data from establishment of college Spreadsheet with the following tabs (Description) Historical Summary of Capital Improvements since the inception of the college, which includes new and RR Projects, Annual Survey Increases, and property transactions. Result: To capture the colleges OVERMATCH credit.
AUGUST 2025							
August 4, 2025	Small Business Center Network Annual Report	This annual report captures the performance and economic impact data of the 58 Small Business Centers. It includes budget expenditures, goals, business success stories and excellence awards narratives.	Anne Shaw		State Board of Community Colleges System Office	Mark Hagenbuch	To track compliance, report outcomes and performance, and provide data for performance funding.
August 7, 2025	July 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Darlene Anderson Candid Carrington	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
August 15, 2025	July Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads		State Board of Community Colleges System Office	Tim Leinbach	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
August 19, 2025	Voluntary Shared Leave Report	Total hours of vacation and sick leave donated and received at the college under the voluntary shared leave policy and the total cost of the vacation and sick leave donated and received.	Veronica Watson	Kelli Reale	OSHR under GS 126-8.3(c)	Kelli Reale	To determine the costs associated with the voluntary shared leave policy.
SEPTEMBER 2025							
September 4, 2025	Summer Continuing Education Institutional Class Report	This report is used to transmit summary data regarding student membership hours in Workforce Development and Continuing Education courses as well as College and Career Readiness courses.	Andrew Gardner	Stephanie Fisher	State Board of Community Colleges System Office	Tim Leinbach	The data is used in the allocation of funds to support instruction in these areas and associated Enrollment Growth. In addition, utilized for ad hoc reporting, program evaluation, and statistical analysis.
September 4, 2025	Summer Curriculum Institutional Class Report	This report is used to transmit summary data regarding student membership hours in Curriculum courses.	Lisa Eads	Stephanie Fisher	State Board of Community Colleges System Office	Tim Leinbach	The data is used in the allocation of funds to support instruction in these areas and associated Enrollment Growth. In addition, utilized for ad hoc reporting, program evaluation, and statistical analysis.
September 8, 2025	August 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Darlene Anderson Candid Carrington	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
September 15, 2025	August Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads		State Board of Community Colleges System Office	Tim Leinbach	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
September 18, 2025	Summer Continuing Education Registration Report	Reports demographic, course registration and completion, and credentialing information for students registered in Workforce Development and Continuing Education courses as well as College and Career Readiness courses.	Andrew Gardner	Elizabeth Stoddard	State Board of Community Colleges System Office	Tim Leinbach	Ad hoc reporting, program evaluation, federal reporting, and statistical analysis.
September 18, 2025	Summer Comprehensive Curriculum Student Report (Formerly known as CRPFA)	This reports Curriculum Students Demographic, Registration, Completion, and Financial Aid information.	Lisa Eads	Elizabeth Stoddard	State Board of Community Colleges System Office	Tim Leinbach	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.

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April 8, 2026	March 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Darlene Anderson Candid Carrington	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
April 15, 2026	Buildings and Rooms Update	Files with the buildings a college has and the rooms within it, including information about area, that is filed with UNC-GA for instructional space utilization reporting. The data is submitted through the DAVE system, built and maintained by UNC-GA.	Judy King		General Assembly assigned to UNC-GA	Judy King	A statewide report is compiled and published by UNC-GA.
April 15, 2026	March Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads		State Board of Community Colleges System Office	Tim Leinbach	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
MAY 2026							
May 7, 2026	April 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Darlene Anderson Candid Carrington	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
May 15, 2026	April Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads		State Board of Community Colleges System Office	Tim Leinbach	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
May 29, 2026	OSA CIS Security Files	List of access control data used in College Information System (CIS) at each college and submitted to the Office of the State Auditor.	Deante Tyler		Office of the State Auditor	Marnie MacKenzie	Used as a test of access controls in place at each community college as part of an audit.
JUNE 2026							
June 5, 2026	May 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Darlene Anderson Candid Carrington	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
June 5, 2026	Spring Continuing Education Institutional Class Report	This report is used to transmit summary data regarding student membership hours in Workforce Development and Continuing Education courses as well as College and Career Readiness courses.	Andrew Gardner	Stephanie Fisher	State Board of Community Colleges System Office	Tim Leinbach	The data is used in the allocation of funds to support instruction in these areas and associated Enrollment Growth. In addition, utilized for ad hoc reporting, program evaluation, and statistical analysis.
June 5, 2026	Spring Curriculum Institutional Class Report	This report is used to transmit summary data regarding student membership hours in Curriculum courses.	Lisa Eads	Stephanie Fisher	State Board of Community Colleges System Office	Tim Leinbach	The data is used in the allocation of funds to support instruction in these areas and associated Enrollment Growth. In addition, utilized for ad hoc reporting, program evaluation, and statistical analysis.
June 15, 2026	May Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads		State Board of Community Colleges System Office	Tim Leinbach	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
June 22, 2026	Spring Continuing Education Registration Report	Reports demographic, course registration and completion, and credentialing information for students registered in Workforce Development and Continuing Education courses as well as College and Career Readiness courses.	Andrew Gardner	Elizabeth Stoddard	State Board of Community Colleges System Office	Tim Leinbach	Ad hoc reporting, program evaluation, federal reporting, and statistical analysis.
June 22, 2026	Spring Comprehensive Curriculum Student Report (Formerly known as CRPFA)	This reports Curriculum Students Demographic, Registration, Completion, and Financial Aid information.	Lisa Eads	Elizabeth Stoddard	State Board of Community Colleges System Office	Tim Leinbach	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
June 22, 2026	Spring Tuition Remission	A data file submitted by the colleges to the System Office that is used by the latter to produce reporting for the General Assembly in accordance with the annual appropriations act. This data is used for statistical purposes and to adjust the tuition and registration fee receipts component of the enrollment growth formula.	Judy King		General Assembly	Tim Leinbach	Provided to the General Assembly to make policy decisions regarding waiver policy.
June 30, 2026	OSA - Department of State Treasurer Payroll Data	The Office of the State Auditor requests colleges to submit payroll data from the December payroll periods.	Deante Tyler		Office of the State Auditor	Marnie MacKenzie	To verify retirement contributions with the NC Retirement System (Dept. of State Treasurer)