

**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	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.	Angela Dorman		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	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.	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	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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December 5, 2025	NCHED A-10 Student Financial Aid Summary	Collects data on annual financial aid expenditures to students attending North Carolina colleges, universities, community colleges and other postsecondary educational institutions.	Elizabeth Stoddard		UNC North Carolina Higher Education Data collection system	Eva Gifford	Select data from the report are reported each year in the Statistical Abstract of Higher Education in North Carolina.
December 5, 2025	NCHED A-3 Tuition and Fees	Reports tuition, fees, and charges for a full-time student in the regular academic year, excluding summer school.	Elizabeth Stoddard		UNC North Carolina Higher Education Data collection system	Eva Gifford	Report on the tuition and fees required by students attending a North Carolina higher education institution.
December 5, 2025	November 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	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.
December 15, 2025	November 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.
December 19, 2025	Longevity Request	Summary of annual Longevity budget needed to fund college Longevity payments.	Candid Carrington		1C SBCCC 400.8 (i) - Longevity pay plan for college personnel.	Candid Carrington	College longevity costs are compiled systemwide to determine the necessary State allocation needed to fund all longevity payments. Additional budget is allocated to colleges to fund annual expense.
JANUARY 2026							
January 8, 2026	December 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	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.
January 15, 2026	December 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.
January 20, 2026	Small Business Center Mid-Year Budget Report	This annual report captures the budget expenditures for the 58 Small Business Centers at mid-year, or December 31.	Anne Shaw		System Office	Mark Hagenbuch	To track expenditures and compliance with requirement to spend at least \$9,000 on instruction at each Center.
January 21, 2026	Fall 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.
January 21, 2026	Fall 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.
January 21, 2026	IPEDS 200% Graduation Rates	Graduation rate data for students at two times (200%) the normal period of time provide information on institutional productivity and help institutions comply with reporting requirements of the Student Right-to- Know Act (1990) and the Higher Education Act, amended (2008).	Elizabeth Stoddard	Monty Hickman	US Department of Education	Eva Gifford	Calculate graduation rates for full-time, first-time degree and certificate-seeking undergraduate students.
January 21, 2026	IPEDS Cost II	Data collected provide general information about student charges. Data collected include: Tuition and required fees; application fees; and food and housing charges.	Elizabeth Stoddard	Monty Hickman	US Department of Education	Eva Gifford	Used in Cost of Attendance estimates and to calculate an Average Net Price for first-time, full-time undergraduate students to meet requirements of the Higher Education Act of 1965 (HEA), as amended.
January 21, 2026	IPEDS Graduation Rates	Graduation rate data provides information on institutional productivity and help institutions comply with reporting requirements of the Student Right-to-Know Act (1990) and the Higher Education Act, amended (2008).	Elizabeth Stoddard	Monty Hickman	US Department of Education	Eva Gifford	Calculate graduation rates for full-time, first-time degree and certificate-seeking undergraduate students.
January 21, 2026	IPEDS Outcome Measures	Degree-granting institutions report the outcomes of degree/certificate-seeking undergraduate students who are not only first-time, full-time students, but also part-time attending and non-first-time (transfer-in) students. The award status is measured at specific points in time.	Elizabeth Stoddard	Monty Hickman	US Department of Education	Eva Gifford	The information is used to calculate graduation rates four, six and ten years out.
January 21, 2026	IPEDS Student Financial Aid	The Student Financial Aid survey collects the count of students awarded different types of financial aid or military education benefits and the total amounts of aid awarded.	Elizabeth Stoddard	Brenda Burgess	US Department of Education	Eva Gifford	Used to calculate the average dollar amount of aid awarded. As required by the Higher Education Act (1965), as amended, IPEDS also collects data to calculate average net price at each institution for two groups of undergraduates: those awarded grant aid and those awarded Title IV Federal Aid.
FEBRUARY 2026							
February 3, 2026	Purchasing Flexibility Report	Report of expenditures for products purchased for items included on Statewide Term Contract from non-contract vendors.	Grant Braley		System Office	Grant Braley	Reports compiled from all colleges into one report and provided to the Division of Purchase & Contract to better establish Statewide Term Contract pricing.

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February 4, 2026	Fall 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.
February 4, 2026	Fall 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	Tim Leinbach	Ad hoc reporting, program evaluation, federal reporting, and statistical analysis.
February 4, 2026	Fall 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	Judy King		General Assembly	Tim Leinbach	Provided to the General Assembly to make policy decisions regarding waiver policy.
February 6, 2026	January 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	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.
February 13, 2026	Annual Private Activity Bond Certification	Annual PAB Certification (as required by the Memorandum of Understanding with the Department of State Treasurer) reports that the representations made by a community college in a Community College Questionnaire remain accurate as of the time of delivery of the annual certification.	Angela Dorman		General Assembly Assigned to the Department of State Treasurer and System Office	Lynne Gilbert	These certificates will be provided to the Department of State Treasurer upon request to comply with the Memorandum of Understanding between the department and the System Office to ensure compliance with applicable federal tax or other laws.
February 17, 2026	January 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.
February 27, 2026	Employee Payroll Deduction Files	This report documents payments made through payroll deductions to an employee association for the December pay period.	Deante Tyler		Office of the State Auditor (OSA)	Marnie MacKenzie	To verify and certify total membership count of a domiciled employees association.
MARCH 2026							
March 6, 2026	February 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	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.
March 9, 2026	Spring Estimated FTE	A report generated by a college to provide legislative members, committees, and fiscal analysts with the projected FTE for the North Carolina Community College System.	Stephanie Fisher	Brian Bridgers	State Board of Community Colleges System Office	Elizabeth Stoddard	Used in the preparations of Budget projections for the coming year.
March 16, 2026	February 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.
March 18, 2026	IPEDS Fall Enrollment	Measures student access to higher education at traditional institutions. Data are collected for all students enrolled in credit-bearing courses/programs which could potentially lead to awards ranging from postsecondary certificates of less than 1 year to doctoral degrees.	Elizabeth Stoddard	Monty Hickman	US Department of Education	Eva Gifford	The data collected include: full- and part-time students enrolled in the Fall by level, race/ethnicity, and gender; resident and high school graduation status of first-time undergraduate students (in even years); age of students (in odd years); student-to-faculty ratio; and students enrolled in distance education.
March 18, 2026	IPEDS Finance	Provides context for understanding the resources and cost of providing postsecondary education and its contribution to the gross national product. Finance data collected conforms to the accounting standards for public and private institutions with the community colleges using the Governmental Accounting Standards Board (GASB).	Elizabeth Stoddard	Stephanie Fisher	US Department of Education	Eva Gifford	The data collected provides revenues by source, e.g., tuition and fees, government grants and contracts, private gifts; expenses by function, e.g., instruction, research, academic support, institutional support; assets and liabilities; and scholarships and fellowships.
March 18, 2026	IPEDS Human Resources	Data measure the number and type of staff supporting postsecondary education using the Standard Occupational Classification (SOC) System to collect occupational activity.	Elizabeth Stoddard	Pam Stutts	US Department of Education	Eva Gifford	The data provides: employees by primary occupational activity, faculty status, and full- and part- time status; full-time instructional staff by academic rank, gender, and contract length/teaching period and their salary outlays.
APRIL 2026							
April 8, 2026	March 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	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.

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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	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	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)