North Carolina Community College System (NCCCS) NCEdge Program

Administrative Allowance for Approved Projects

August 2021

Administrative Allowance Uses

North Carolina Community Colleges receive a ten percent (10%) administrative allowance based upon the current fiscal year expenditures that support approved NCEdge Program projects. Following the entry of a Funds Action Request in the Colleague system by the college NCEdge Director, the 10% administrative allowance is automatically calculated per allotment and posted to the college's budget following final approval by the System Office Finance & Operations Division. These administrative funds may be used for the following purposes:

1. Project clerical staff;
2. Project administrative personnel;
3. Project coordination staff;
4. Travel expenses for personnel involved with the developing, coordinating, implementing, and monitoring of a NCEdge project;
5. Administrative business operations costs (printing, mailing, filing, etc.) associated with NCEdge projects; and
6. Printing costs of marketing materials for the NCEdge Program.

Process to Claim Expended Administrative Allowance (through Local College Business Office)

In order to track the expended NCEdge Program administrative allowance within a fiscal year, **the local college Business Office** is required to reflect each month the amount of administrative allowance expended **year to date** (not for the month) for each active project which incurred training expenses. The year-to-date administrative allowance expenditures must be written on the bottom of the college's monthly departmental expenditures report (XDBR). Current accounting procedures require the administrative allowance **allotted** in 548000 to be moved to the area in which it is **expended** (e.g., $500 allotted in 548000 but expended in 531110, which is in-state ground transportation for personnel involved in the coordination of a project). **The administrative allowance funds must be moved/expended within Purpose 361 for each specific Unit, only.** A collaborative effort is strongly encouraged between the college NCEdge Director and the college Business Office to ensure invoices for training expenses are submitted and that figures and codes on the departmental budget reports are correct.

How to Claim Administrative Allowance when Utilizing an NCCCS Regional Trainer

When a college utilizes an NCCCS Regional Trainer to conduct project training, there is **no instructional cost;** however, the college is allowed to claim the 10% administrative allowance in support of the Regional Trainer. This 10% is based upon the Regional Trainer's value per instructional hour (e.g. Safety training @ $125 per instructional hour). More detailed instructions on entering the formula in Colleague for this administrative allowance provision (Funds Action Request process) is included in the "NCEdge Program CIS User Notes & Workflow" training document.

Below is a **sample** letter the college NCEdge Director can submit to their college Business Office in order to claim administrative allowance which was **earned** following training provided by an NCCCS Regional Trainer. In this sample, the NCCCS Safety Trainer conducted the training.

Date: **August 1, 2021**
To: **Jane Doe, Chief Financial Officer**
From: **John Dowe, NCEdge Director**
Subject: **NO PAY NOTICE - NCEdge Program (Section CTP-3001-XXX)**

On August 15, 2021, ABC Community College completed 40 hours of Safety training for its approved NCEdge project, PharTech, Inc. A North Carolina Community College System Regional Trainer was utilized for this instruction; therefore, the instructional fee is $0.

Based upon the current formula, ABC Community College is able to claim the 10% of earned administrative allowance in the amount of $500 (40 instructional hours x $125hr x 10% = $500) for this training activity.

Please contact me if you have any questions or concerns. Thank you.