



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 19, 2001

MEMORANDUM

IMPORTANT!

TO: Chief Fiscal Officers
Controllers/Bookkeepers

FROM: Larry Morgan, Director of Auditing & Accounting

SUBJECT: Retirement Contributions
Office of the State Controller (Memorandum SAD 01-42)

Each of you should have received the above referenced memorandum from the Office of the State Controller (OSC) directing all state funded retirement systems to deposit 5.33 percent of the *employer's* portion of retirement contributions to a special reserve established by the Office of State Budget, Planning, and Management. This change is effective February 1, 2001 through June 30, 2001.

Community colleges should process their monthly payroll(s) as usual. After closeout checks are generated, the check(s) made payable to the NC Retirement System must be replaced with a separate check(s).

1. Prepare replacement check(s) for the employer's matching retirement contribution of 5.33% from the appropriate fund source (state, county, and/or special).

Make the check(s) payable to:

“OSC-GF Reserve Code 19941”

Office of State Controller

1410 Mail Service Center

Raleigh, NC 27699-1410

Attention: Denise Driver, Central Compliance Section

CC01-037
Paper Copy

MAILING ADDRESS: 5014 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5014

Street Address: 200 West Jones ~ Raleigh, NC 27603-1379 ~ 919-733-7051 ~ Fax 919-733-0680

AN EQUAL OPPORTUNITY EMPLOYER

2. Complete **OSC Form – EPR 1A** as indicated on Attachment A. This form may be created in Excel and transmitted electronically to ddriver@mail.osc.state.nc.us, or enclosed with the remittance check(s) to OSC.
3. Prepare replacement check(s) for the employee portion (6%), and the remaining employer's retiree health benefits portion (1.28%) and the retiree disability portion (.52%) from the appropriate fund source (state, county, and/or special). In other words, the amount to be remitted to the NC Retirement System will be 7.8% (6% employee and 1.8% employer).

Make the check(s) payable to the NC Retirement System and remit as usual. All retirement reports and disks should also be run and processed as usual.

4. Complete **Form IIIIS** as indicated on Attachments B and C. Attachment B will be enclosed with the remittance check(s) to OSC. Attachment C will be enclosed with the remittance check(s) to the NC Retirement System.
5. The above changes must be written on the closeout page of the payroll voucher register(s) each month prior to submitting to NCCCS as part of your month-end packet. Make sure you list the replacement check numbers, amounts, and payee. As a reminder, the same changes must be reflected on your local and special funds payroll voucher registers.
6. Due dates will not change. Contributions and attached forms are due to OSC no later than the fifth working day following the month for which contributions are required. Contributions, attached forms, and all other required information are due to the NC Retirement System as usual.

Let me affirm to each of you that this change will not affect an employee's retirement.

If you have questions, please feel free to contact Annette Dishner, Alice Smith or me.

LLM/ahd

Attachments

pc: Kennon Briggs
Alice Smith
Annette Dishner