



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

April 4, 2001

**IMPORTANT**

**MEMORANDUM**

**TO:** Chief Business Officers  
Controllers/Bookkeepers

**FROM:** Larry Morgan, Director of Auditing & Accounting

**SUBJECT:** Cash Balances

In President Lancaster's April 3 memorandum, he stated that the Office of State Budget, Planning, and Management had released all funds requested for the month of **April**. **It is imperative that March report packets and tape transmissions reach our office by April 6.** After reports are verified, general expense and capital outlay certifications will be processed as outlined in numbered memo CC01-053. As a reminder, March cash balances will be deducted from the general expense and/or capital outlay requests. Payroll will be certified in total around April 25.

*If part-time payroll requests have been included with your general expense requests for May and June, please contact Gina Sampson no later than April 30, by e-mail, to let her know the amount of payroll that was included in with your general expense requests.*

If you have questions contact Alice Smith, Annette Dishner, or me.

/ahd

pc: Kennon Briggs  
Alice Smith  
Annette Dishner  
Presidents

CC01-072  
E-Mail