



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 13, 2006

IMPORTANT!
Deadline: MARCH 1, 2006

Memorandum

TO: Chief Business Officers
Controllers/Bookkeepers

FROM: Annette Dishner, Manager of State Aid
Auditing and Accounting

SUBJECT: Fourth Quarter Certification Request FY 2005-06
April 2006 – June 2006

Attached you will find the fourth quarter certification request form for fiscal year 2005-06 that must be returned no later than **Wednesday, March 1, 2006 VIA E-MAIL** to the attention of Joy Wright (wrightj@nccommunitycolleges.edu). Please do not fax or mail the form.

- Please be sure figures are placed on the correct lines and in whole dollars.
- If there is no amount on a specific line, please **do not** enter "N/A"; simply leave these lines blank.
- There are formulas already included in the form. Please adhere to these.

In processing monthly certifications, ending cash balances will be deducted from your monthly request.

If you have any questions, please contact me at (919) 807-7079.

AD/jw

Attachment

pc: Alice Smith
Presidents

CC06-031
E-Mail

	A	B	C	D	E
1					DEADLINE
2					March 1, 2006
3					
4					
5		North Carolina Community College System			
6					
7		Fourth Quarter Certification Request			
8		(Estimated)			
9					
10		COLLEGE NAME: _____			
11					
12					
13			APRIL '06	MAY '06	JUNE '06
14		Part-Time (Mid Month-State) PR			
15		Contracted Services (19XX)			
16		Total Mid-Month Payroll	-	-	-
17					
18	*	General Expense			
19					
20		Capital Outlay:			
21		(920)			
22		(921)			
23		(922)			
24		(923)			
25		(930)			
26		Total Capital Outlay	-	-	-
27					
28		Full -Time Payroll			
29		(state funds only)			
30	**	Less Non-State Payroll (enter a negative			
31		if included in full-time payroll above)			
32		Total Full-Time Payroll	-	-	-
33					
34		FOURTH QUARTER TOTAL	-	-	-
35					
36					
37	*	Include anticipated New Industry (361) and HB275 (362, 366 & 369) certification.			
38					
39	**	If you have included your non-state payroll along with your full-time payroll on line 28			
40		above, please enter the non-state payroll amount. This amount cannot be certified as			
41		part of your full-time payroll request.			
42					
43					
44					
45					
46					
47					
48		Return to Joy Wright (wrightj@nccommunitycolleges.edu)			
49		Via E-Mail			