



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

DATE: December 22, 2000
TO: Recipients of State Board Reserve Fund Grants
FROM: H. Martin Lancaster
SUBJECT: State Board Reserve Fund Grants

As each of you may be aware, the North Carolina Community College System Office is required to revert \$972,000 to the state's General Fund by June 30, 2001.

One of the strategies we have outlined to achieve this directive is as follows:

“State Board Reserve funds not already committed to a project will be frozen. In instances in which colleges are unable to commit Board Reserve funds within 120 days of award, the funds are subject to recall.”

In accordance with these guidelines, each college is asked to submit an **Institutional Funds Budget Printout** for your State Board Reserve Fund Grant that shows: budget, expenses and encumbrances. This printout should reflect travel, supplies, salary, fringe benefits, etc. This printout should be current as of January 15, 2001. State Board Reserve Funds not encumbered by January 15, 2001 will be subject to recall.

This printout should be forwarded no later than January 19, 2001 to:

Stephen L. Athans
Director for Sponsored Programs
NC Community College System
Mail Service Center Box 5026
Raleigh NC 27699-5026
Phone: 919-733-7051 Fax: 919-733-0680
Email: athanss@ncccs.cc.nc.us

Thank you, for your support.

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