

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM (NCCCS)

ANNUAL REPORTING PLAN 2009-2010

PERIODIC REPORTS

	DUE DATE	TITLE OF REPORT OR FILE	FREQUENCY	CONTACT(S)	REQUIRED BY	USES OF INFO	SUBMITTED BY	ENTERS STATUS
1	7/10/2009	Targeted Assistance Program	Annually	Monty Hickman	SBCB	Prepare annual report for the State Board	Academic and Student Services	Monty Hickman
2	7/14/2009	Literacy Education Information System Report	Annually	Gloria Johnson	US Dept of Education	Literacy statistical analyses, Federal Literacy Education Report	Academic and Student Services	Gloria Johnson
3	7/15/2009	Customized Training Program Annual Report	Annually	Maureen Little Lynda Wilkins	Joint Legislative Education Oversight Committee G.S.115D-5.1(e)(f)	Annual Report to the State Board and Joint Legislative Education Oversight Committee.	Economic Development	Lynda Wilkins
4	7/15/2009	North Carolina Community College Loan Program	Annually	Monty Hickman	SBCB	Prepare annual funding report for the State Board	Academic and Student Services	Monty Hickman
5	7/31/2009	Capital Improvement Data (DCC 3-5)	Annually	Sharon Rosado Dorrine Fokes	General Assembly GS115D-31	Determine capital improvement non-state overmatch funds	Business and Finance	Candid Carrington
6	7/31/2009	Fixed Assets Reconciliation	Annually	Sharon Rosado Wade Quinn	State Auditor	Ensure fixed assets reports are balanced.	Business and Finance	Karen Kelly
7	7/31/2009	Program Report—Internal Equipment Audit (DCC 4-13) - Annual Inventory Audit	Annually	Sharon Rosado Wade Quinn	State Auditor	Account for equipment expenditures	Business and Finance	Karen Kelly
8	7/31/2009	Program Report—Internal Equipment Audit (DCC 4-13) - Deletions Report	Annually	Sharon Rosado Wade Quinn	State Auditor	Account for equipment expenditures	Business and Finance	Karen Kelly
9	7/31/2009	Program Report—Internal Equipment Audit (DCC 4-13) - Fund Source Report	Annually	Sharon Rosado Wade Quinn	State Auditor	Account for equipment expenditures	Business and Finance	Karen Kelly
10	7/31/2009	Purchasing Flexibility Report	Semiannually	Wade Quinn Karen Kelly	General Assembly GS115D-58.14	Data will be used by P&C for future changes to purchasing system.	Business and Finance	Karen Kelly
11	7/31/2009	Small Business Center (SBC) Annual Progress Report	Annually	George Millsaps	General Assembly	Report to the State Board	Workforce Development	Terry Satterwhite
12	8/28/2009	Multi-Campus/Off-Campus Expenditure by Location	Annually	Kim Van Metre	General Assembly Special Provision - SL 2004-124	Report expenditures to Ed. Approp. Subcom., OSBM, Fiscal Research	Business and Finance	Kim Van Metre
13	9/8/2009	Basic Skills in the Workplace	Annually	Randy Whitfield	NCCCS Academic & Student Services Division	Share data with colleges on workplace programs	Academic and Student Services	Jannai Johnson
14	9/8/2009	Cont. Ed. Institution Class Report—Summer (DCC 7-3E)	Semester	Paul Newbery	23NCAC	FTE computations, statistical analysis	Info. Services Delivery	Paul Newbery
15	9/8/2009	Curriculum Institution Class Report—Summer (DCC 7-3C)	Semester	Paul Newbery	23NCAC	FTE computations, statistical analysis	Info. Services Delivery	Paul Newbery
16	9/8/2009	Cont. Ed. Registration Report—Summer (DCC 7-2)	Semester	Barbara Boyce Paul Newbery	NCCCS Administration Div.	Statistical reporting and analysis	Info. Services Delivery	Paul Newbery
17	9/8/2009	Literacy Education Information System Report	Annually	Gloria Johnson	US Dept of Education	Literacy statistical analyses, Federal Literacy Education Report	Academic and Student Services	Gloria Johnson

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18	9/10/2009	College Budget Summary of Revenues and Expenses (DCC 2-1)	Annually	Brandy Andrews	General Assembly GS 115D-54	Approved by SBCC	Business and Finance	Tracy Pender
19	9/18/2009	Curriculum Registration, Completion & Financial Aid Report—Summer (DCC 7-1)	Semester	Paul Newbery	23NCAC	Statistical reporting and analysis	Info. Services Delivery	Paul Newbery
20	9/18/2009	Tuition & Fee Remission Report—Summer	Semester	Gina Sampson	NCCCS Finance Division	Used to monitor remissions in system	Business and Finance	Tracy Pender-Williams
21	10/5/2009	NCHED Tuition, Fees, and Charges (NCHED A3)	Annually	Daphne Dow, UNC GA	UNC-General Admin. & General Assembly	Annual NC Higher Education Statistical Abstract	UNC-GA	Terrence Shelwood
22	10/7/2009	IPEDS: Institutional Characteristics, Completions & 12-Month Enrollment	Annually	J. Keith Brown	US Dept of Education	National Survey	Research & Performance Management	Vivian Barrett
23	10/9/2009	Estimated FTE and Headcount—Fall (DCC 2-41)	Semester	Mei-Hsin Ju	NCCCS Finance Division	Computer estimates of FTE for budget projections	Technology & Workforce Dev.	Mei-Hsin Ju
24	10/30/2009	Longevity Eligibility Determination	Annually	Brandy Andrews	Office of State Personnel	Generates special allotments	Business and Finance	Tracy Pender
25	11/10/2009	Literacy Education Information System Report - Summer	Semester	Gloria Johnson	US Dept of Education	Literacy statistical analyses, Federal Literacy Education Report	Academic and Student Services	Gloria Johnson
26	11/16/2009	NCHED A-10 Student Financial Aid Summary (For the twelve-month period ending June 30, 2009)	Annually	Daphne Dow, UNC-GA	US Dept of Education	Annual NC Higher Education Statistical Abstract	UNC-GA	Terrence Shelwood
27	11/16/2009	NCHED New Undergraduate Transfer Students (NCHED A-1.2)	Annually	Daphne Dow, UNC GA	US Dept of Education	Annual NC Higher Education Statistical Abstract	UNC-GA	Terrence Shelwood
28	11/16/2009	NCHED Supplement 3, Type of Instruction (NCHED A-1.1)	Annually	Daphne Dow, UNC-GA	US Dept of Education	Annual NC Higher Education Statistical Abstract	UNC-GA	Terrence Shelwood
29	11/20/2009	Institutional Staff Information Report (DCC 7-8)	Annually	Mei-Hsin Ju	General Assembly, US Dept. of Education & Southern Regional Education Board (SREB)	Annual salary studies, IPEDS Survey, staffing analyses, SREB	Info. Services Delivery	Paul Newbery
30	12/1/2010	Building Inventory (5 HEFC)	Annually	Jeff Hill, UNC GA	Higher Education Facilities Commission (HEFC)	Annual Facilities Inventory Report	UNC-GA	Jeff Hill
31	12/1/2009	Room Inventory Update (5 HEFC)	Annually	Jeff Hill, UNC GA	HEFC	Annual Facilities Inventory Report	UNC-GA	Jeff Hill
32	12/18/2009	Annual Report of Optional Fees	Annually	Kim Van Metre	23NCAC	Used to monitor fees approved by Boards of Trustees	Business and Finance	Kim Van Metre
33	1/7/2010	NCHED Library Survey (NCHED A6)	Biennial	Daphne Dow, UNC GA	US Dept of Education	Annual NC Higher Education Statistical Abstract	UNC-GA	Terrence Shelwood
34	1/13/2010	IPEDS: Human Resources	Annually	J. Keith Brown	US Dept of Education	National Survey	Research & Performance Management	Vivian Barrett
35	1/15/2010	Instructional Space Utilization (5 HEFC)	Annually	Jeff Hill, UNC GA Sharon Rosado	HEFC	Annual Facilities Utilization Report	UNC-GA	Jeff Hill
36	1/22/2010	Cont. Ed. Institution Class Report—Fall (DCC 7-3E)	Semester	Paul Newbery	23NCAC	FTE computations, statistical analysis	Info. Services Delivery	Paul Newbery
37	1/22/2010	Cont. Ed. Registration Report—Fall (DCC 7-2)	Semester	Barbara Boyce Paul Newbery	NCCCS Administration Div.	Statistical reporting and analysis	Info. Services Delivery	Paul Newbery

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38	1/22/2010	Curriculum Institution Class Report—Fall (DCC 7-3C)	Semester	Paul Newbery	23NCAC	FTE computations, statistical analysis	Info. Services Delivery	Paul Newbery
39	2/2/2010	Purchasing Flexibility Report	Semiannually	Wade Quinn	General Assembly GS115D-58.14	Data will be used by P&C for future changes to purchasing system.	Business and Finance	Karen Kelly
40	2/5/2010	Curriculum Registration, Completion & Financial Aid Report—Fall (DCC 7-1)	Semester	Paul Newbery	NCCCS Administration Div.	Statistical reporting and analysis	Info. Services Delivery	Paul Newbery
41	2/5/2010	Employer Satisfaction Survey Results	Annually	Soyoung Yim	General Assembly	Needed to respond to legislative mandate	Research & Performance Management	Vivian Barrett
42	2/5/2010	Performance Measures - Completer/Non-Completer Survey Data	Annually	Soyoung Yim	General Assembly	Needed to respond to legislative mandate	Research & Performance Management	Vivian Barrett
43	2/16/2010	Tuition & Fee Remission Report—Fall	Semester	Gina Sampson	NCCCS Finance Division	Used to monitor remissions in system	Business and Finance	Tracy Pender-Williams
44	3/4/2010	On-Campus/Out-of-County Enrollment Report	Annually	Mei-Hsin Ju	General Assembly GS115D-31.2	Determine colleges eligible for state support of campus facilities	Reporting & Data Coordination	Mei-Hsin Ju
45	3/9/2010	Literacy Education Info. System Report-Su & F	Semester	Gloria Johnson	US Dept of Education	Literacy statistical analyses, Federal Literacy Education Report	Academic and Student Services	Gloria Johnson
46	3/12/2010	Estimated FTE and Headcount—Spring (DCC 2-41)	Semester	Mei-Hsin Ju	NCCCS Finance Division	Computer estimates of FTE for budget projections	Technology & Workforce Dev.	Mei-Hsin Ju
47	3/22/2010	Basic Skills Program Plan and Application	Annually	Randy Whitfield	US Dept of Education	Monitor programs and determine funding	Academic and Student Services	Gloria Johnson
48	4/7/2010	IPEDS: Fall Enrollment, Finance, Student Financial Aid, Graduation Rates, Graduation Rates 200	Annually	J. Keith Brown	US Dept of Education	National Survey	Research & Performance Management	Vivian Barrett
49	6/2/2010	Tier A Annual Report	Annually	Van Wilson	General Assembly	Evaluate the diversity and accountability of professional development funds	Academic and Student Services	Pauline Kury
50	6/3/2010	Diplomas Awarded, Adult High School Diploma Program (DCC 9-10)	Annually	Lou Ann Parker	NCCCS Finance Division	Determine funding	Academic and Student Services	Karen O'Neal
51	6/4/2010	Cont. Ed. Institution Class Report—Spring (DCC 7-3E)	Semester	Paul Newbery	23NCAC	FTE computations, statistical analysis	Info. Services Delivery	Paul Newbery
52	6/4/2010	Curriculum Institution Class Report—Spring (DCC 7-3C)	Semester	Paul Newbery	23NCAC	FTE computations, statistical analysis	Info. Services Delivery	Paul Newbery
53	6/9/2010	Cont. Ed. Registration Report—Spring (DCC 7-2)	Semester	Barbara Boyce Paul Newbery	NCCCS Administration Div.	Statistical reporting and analysis	Info. Services Delivery	Paul Newbery
54	6/15/2010	Tuition & Fee Remission Report—Spring	Semester	Gina Sampson	NCCCS Finance Division	Used to monitor remissions in system	Business and Finance	Tracy Pender-Williams
55	6/18/2010	Curriculum Registration, Completion & Financial Aid Report—Spring (DCC 7-1)	Semester	Paul Newbery	NCCCS Administration Div.	Statistical reporting and analysis	Info. Services Delivery	Paul Newbery
DAILY AND MONTHLY REPORTS								
1	Daily by 10 a.m.	Certification State Deposit (10-4)	Daily	Tangi Crotts	State Treasurer	Record daily deposits; Cash consolidation and investment	Business and Finance	

	DUE DATE	TITLE OF REPORT OR FILE	FREQUENCY	CONTACT(S)	REQUIRED BY	USES OF INFO	SUBMITTED BY	ENTERS STATUS
2	5th Working Day of Month	General Expense Check Register & Summary (DCC 2-10)	Monthly	Tangi Crotts	NCCCS Finance Division	Cash/Budget Control	Business and Finance	
3	5th Working Day of Month	Personal Service Check Register & Summary (DCC 2-11)	Monthly	Tangi Crotts	NCCCS Finance Division	Cash/Budget Control	Business and Finance	
4	5th Working Day of Month	Current Expense & Capital Outlay Summary (DCC 2-12)	Monthly	Tangi Crotts	NCCCS Finance Division	Cash/Budget Control	Business and Finance	
5	5th Working Day of Month	Summary of Expenses for Federal Matching—Schedule A (DCC 2-7)	Monthly	Tangi Crotts	NCCCS Finance Division	Report to US Office of Education	Business and Finance	
6	5th Working Day of Month	Voucher Register—Special Projects (DCC 2 -32)	Monthly	Renee Gleaton	NCCCS Finance Division	Supports DCC 2-33	Business and Finance	
7	5th Working Day of Month	Request for Reimbursement—Special Projects (DCC 2-33)	Monthly	Renee Gleaton	NCCCS Finance Division	Request reimbursement by college	Business and Finance	
8	5th Day of Each Month	College Fire Fighting Certification Report (NCFC)	Monthly	Barbara Boyce	Department of Insurance and NCCCS	Report students completing certification courses to DOI	Workforce Development	
9	15th Day of Each Month	Monthly Transaction Report (Fixed Assets)	Monthly	Wade Quinn	NCCCS	Ensure that each college is balancing their reports to the DCC 2-12 (G/L Summary File).	Business and Finance	