

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM (NCCCS)**

**ANNUAL REPORTING PLAN 2005-2006**

**PERIODIC REPORTS**

	<b>DUE DATE</b>	<b>TITLE OF REPORT OR FILE</b>	<b>FREQUENCY</b>	<b>CONTACT(S)</b>	<b>REQUIRED BY</b>	<b>USES OF INFO</b>	<b>SUBMITTED BY</b>	<b>ENTERS STATUS</b>
1	7/18/2005	New and Expanding Industry Training Program Expenditure Report	Annually	Lynda Wilkins	Joint Legislative Education Oversight Committee GS115D5(i)	Annual Report to the State Board.	Economic and Workforce Development	Lynda Wilkins
2	7/29/2005	NCHED College Calendar Survey (NCHED A9)	Annually	Xiaoyun Yang, UNC GA	UNC-General Admin. & General Assembly	Annual NC Higher Education Statistical Abstract	UNC-GA	Terrence Shelwood
3	7/29/2005	Small Business Center (SBC) Annual Progress Report	Annually	Willa Dickens Rick Bundy	General Assembly	Report to the State Board	Economic and Workforce Development	Donna Miller
4	8/1/2005	Capital Improvement Data (DCC 3-5)	Annually	Sharon Rosado Dee Burns	General Assembly GS115D-31	Determine capital improvement non-state overmatch funds	Business and Finance	Marlene Hocutt
5	8/1/2005	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	Stephanie Walker
6	8/1/2005	Program Report—Internal Equipment Audit (DCC 4-13) - Deletions Report	Annually	Sharon Rosado Wade Quinn	State Auditor	Account for equipment expenditures	Business and Finance	Stephanie Walker
7	8/1/2005	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	Stephanie Walker
8	8/1/2005	Purchasing Flexibility Report	Semiannually	Sharon Rosado Wade Quinn	General Assembly GS115D-58.14	Data will be used by P&C for future changes to purchasing system.	Business and Finance	Stephanie Walker
9	8/2/2005	Diplomas Awarded, Adult High School Diploma Program (DCC 9-10)	Annually	Randy Whitfield	NCCCS Finance Division	Determine funding	Academic and Student Services	Joy Matthews
10	8/9/2005	Literacy Education Information System Report	Annually	Terry Shelwood Gloria Johnson	US Dept of Education	Literacy statistical analyses, Federal Literacy Education Report	Planning, Accountability, Research & Evaluation (PARE)	Terrence Shelwood
11	8/15/2005	NCHED Tuition, Fees, and Charges (NCHED A3)	Annually	Xiaoyun Yang, UNC GA	UNC-General Admin. & General Assembly	Annual NC Higher Education Statistical Abstract	UNC-GA	Terrence Shelwood
12	8/15/2005	Targeted Assistance Program	Annually	Wanda White	SBCC	Prepare annual report for the State Board	Academic and Student Services	Karen Yerby
13	8/16/2005	Focused Industrial Training (FIT) Annual Evaluation and Summary of Activities	Annually	Rick Kimrey	SBCC	Prepare annual report for the State Board	Economic and Workforce Development	Donna Miller
14	8/19/2005	College Budget Summary of Revenues and Expenses (DCC 2-1)	Annually	Annette Dishner	General Assembly GS 115D-54	Approved by SBCC	Business and Finance	Linda Wilson
15	8/25/2005	North Carolina Community College Loan Program	Annually	Wanda White	SBCC	Prepare annual funding report for the State Board	Academic and Student Services	Karen Yerby
16	9/2/2005	Cont. Ed. Institution Class Report—Summer (DCC 7-3E)	Semester	Barbara Boyce Rick Newsome	23NCAC	FTE computations, statistical analysis	PARE	Jung Fan

\* New Report

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17	9/2/2005	Curriculum Institution Class Report—Summer (DCC 7-3C)	Semester	Rick Newsome	23NCAC	FTE computations, statistical analysis	PARE	Jung Fan
18	9/2/2005	Quarterly Certification Request (DCC 2-40)	Quarterly	Larry Morgan Dorrine Fokes	Office of State Budget & Management (OSBM)	Predicts cash needs	Business and Finance	Linda Wilson
19	9/5/2005	Cont. Ed. Registration Report—Summer (DCC 7-2)	Semester	Barbara Boyce Rick Newsome Jung Fan	NCCCS Administration Div.	Statistical reporting and analysis	PARE	Jung Fan
20	9/6/2005	Basic Skills in the Workplace	Annually	Randy Whitfield	NCCCS Academic & Student Services Division	Share data with colleges on workplace programs	Academic and Student Services	Joy Matthews
21	9/15/2005	Longevity Eligibility Determination	Annually	Annette Dishner	Office of State Personnel	Generates special allotments	Business and Finance	Linda Wilson
22	9/16/2005	Curriculum Registration, Completion & Financial Aid Report—Summer (DCC 7-1)	Semester	Jung Fan	23NCAC	Statistical reporting and analysis	PARE	Jung Fan
23	9/16/2005	Tuition & Fee Remission Report—Summer	Semester	Patricia Edmondson	NCCCS Finance Division	Used to monitor remissions in system	Business and Finance	Linda Wilson
24	9/30/2005	Budget Resolution	Annually	Annette Dishner	General Assembly GS115D-56	Audit purposes	Business and Finance	Linda Wilson
25	10/10/2005	Estimated FTE and Headcount—Fall (DCC 2-41)	Semester	Sheila Hohnsbehn	NCCCS Finance Division	Computer estimates of FTE for budget projections	Administration	Terrence Shelwood
26	10/12/2005	IPEDS Fall Survey Collection	Annually	J. Keith Brown	US Dept of Education	National Survey	PARE	Vivian Barrett
27	11/1/2005	Institutional Staff Information Report (DCC 7-8)	Annually	Rick Bundy Rick Newsome Mei-Hsin Ju	General Assembly, US Dept. of Education & Southern Regional Education Board (SREB)	Annual salary studies, IPEDS Survey, staffing analyses, SREB	PARE	Mei-Hsin Ju
28	11/1/2005	NCHED New Undergraduate Transfer Students (NCHED A1.2)	Annually	Xiaoyun Yang, UNC GA	US Dept of Education	Annual NC Higher Education Statistical Abstract	UNC-GA	Terrence Shelwood
29	11/15/2005	NCHED Library Survey (NCHED A6)	Biennial Odd Years	Xiaoyun Yang, UNC GA	US Dept of Education	Annual NC Higher Education Statistical Abstract	UNC-GA	Terrence Shelwood
30	11/15/2005	NCHED Student Financial Aid Summary (For the twelve-month period ending June 30, 2005)	Annually	Xiaoyun Yang, UNC GA	US Dept of Education	Annual NC Higher Education Statistical Abstract	UNC-GA	Terrence Shelwood
31	11/18/2005	Curriculum Student Graduation and Retention	Annually	J. Keith Brown	General Assembly	Needed to respond to legislative mandate for performance measures	PARE	Vivian Barrett
32	12/1/2005	Developmental Student Report - Percent Passing	Annually	Edith Lang	General Assembly	Needed to respond to legislative mandate	Academic and Student Services	Edith Lang
33	12/1/2005	Developmental Student Report - Subsequent Course(s)	Annually	Edith Lang	General Assembly	Needed to respond to legislative mandate	Academic and Student Services	Edith Lang
34	12/1/2005	Quarterly Certification Request (DCC 2-40)	Quarterly	Dorrine Fokes	OSBM	Predicts cash needs	Business and Finance	Linda Wilson
35	1/18/2006	IPEDS Winter Survey Collection	Annually	J. Keith Brown	US Dept of Education	National Survey	PARE	Vivian Barrett

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Source: Planning Accountability, Research and Evaluation, NCCCS, 07/01/05.

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36	1/20/2006	Building Inventory (5 HEFC)	Annually	Jeff Hill, UNC GA Phil Albano	Higher Education Facilities Commission (HEFC)	Annual Facilities Inventory Report	UNC-GA	Jeff Hill
37	1/20/2006	Cont. Ed. Institution Class Report—Fall (DCC 7-3E)	Semester	Barbara Boyce Rick Newsome	23NCAC	FTE computations, statistical analysis	PARE	Jung Fan
38	1/20/2006	Curriculum Institution Class Report—Fall (DCC 7-3C)	Semester	Rick Newsome	23NCAC	FTE computations, statistical analysis	PARE	Jung Fan
39	1/20/2006	Room Inventory Update (5 HEFC)	Annually	Jeff Hill, UNC GA Phil Albano	HEFC	Annual Facilities Inventory Report	UNC-GA	Jeff Hill
40	1/24/2006	Cont. Ed. Registration Report—Fall (DCC 7-2)	Semester	Barbara Boyce Rick Newsome Jung Fan	NCCCS Administration Div.	Statistical reporting and analysis	PARE	Jung Fan
41	1/31/2006	Academic Library Survey	Biennial	Ruth Bryan	NCHEDS, ALA, NCES	Statistical reporting and analysis	Administration	Ruth Bryan
42	2/1/2006	Performance Measures - Completer/Non-Completer Survey Data	Annually	J. Keith Brown	General Assembly	Needed to respond to legislative mandate	PARE	Vivian Barrett
43	2/3/2006	Purchasing Flexibility Report	Semiannually	Sharon Rosado Wade Quinn	General Assembly GS115D-58.14	Data will be used by P&C for future changes to purchasing system.	Business and Finance	Stephanie Walker
44	2/7/2006	Curriculum Registration, Completion & Financial Aid Report—Fall (DCC 7-1)	Semester	Jung Fan	NCCCS Administration Div.	Statistical reporting and analysis	PARE	Jung Fan
45	2/16/2006	Tuition & Fee Remission Report—Fall	Semester	Patricia Edmondson	NCCCS Finance Division	Used to monitor remissions in system	Business and Finance	Linda Wilson
46	2/17/2006	Instructional Space Utilization (5 HEFC)	Annually	Jeff Hill, UNC GA Vicki Strayer Sharon Rorado	HEFC	Annual Facilities Utilization Report	UNC-GA	Jeff Hill
47	3/1/2006	Quarterly Certification Request (DCC 2-40)	Quarterly	Larry Morgan Dorrine Fokes	OSBM	Predicts cash needs	Business and Finance	Linda Wilson
48	3/3/2006	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	PARE	Mei-Hsin Ju
49	3/14/2006	Estimated FTE and Headcount—Spring (DCC 2-41)	Semester	Sheila Hohnsbehn	NCCCS Finance Division	Computer estimates of FTE for budget projections	Administration	Terrence Shelwood
50	4/12/2006	IPEDS Spring Survey Collection	Annually	J. Keith Brown	US Dept of Education	National Survey	PARE	Vivian Barrett
51	4/17/2006	Basic Skills Program Plan and Application	Annually	Randy Whitfield	US Dept of Education	Monitor programs and determine funding	Academic and Student Services	Joy Matthews
52	6/1/2006	Quarterly Certification Request (DCC 2-40)	Quarterly	Larry Morgan Dorrine Fokes	OSBM	Predicts cash needs	Business and Finance	Linda Wilson
53	6/1/2006	Tier A Annual Report	Annually	Ken Whitehurst	General Assembly	Evaluate the diversity and accountability of professional development funds	Academic and Student Services	Pauline Kury
54	6/5/2006	Cont. Ed. Institution Class Report—Spring (DCC 7-3E)	Semester	Barbara Boyce Rick Newsome	23NCAC	FTE computations, statistical analysis	PARE	Jung Fan

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Source: Planning Accountability, Research and Evaluation, NCCCS, 07/01/05.

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55	6/5/2006	Curriculum Institution Class Report—Spring (DCC 7-3C)	Semester	Rick Newsome	23NCAC	FTE computations, statistical analysis	PARE	Jung Fan
56	6/7/2006	Cont. Ed. Registration Report—Spring (DCC 7-2)	Semester	Barbara Boyce Rick Newsome Jung Fan	NCCCS Administration Div.	Statistical reporting and analysis	PARE	Jung Fan
57	6/14/2006	Tuition & Fee Remission Report—Spring	Semester	Patricia Edmondson	NCCCS Finance Division	Used to monitor remissions in system	Business and Finance	Linda Wilson
58	6/17/2006	Curriculum Registration, Completion & Financial Aid Report—Spring (DCC 7-1)	Semester	Jung Fan	NCCCS Administration Div.	Statistical reporting and analysis	PARE	Jung Fan
<b>DAILY AND MONTHLY REPORTS</b>								
1	Daily by 10 a.m.	Certification State Deposit (10-4)	Daily	Annette Dishner	State Treasurer	Record daily deposits; Cash consolidation and investment	Business and Finance	
2	5th Working Day of Month	General Expense Check Register & Summary (DCC 2-10)	Monthly	Annette Dishner	NCCCS Finance Division	Cash/Budget Control	Business and Finance	
3	5th Working Day of Month	Personal Service Check Register & Summary (DCC 2-11)	Monthly	Annette Dishner	NCCCS Finance Division	Cash/Budget Control	Business and Finance	
4	5th Working Day of Month	Current Expense & Capital Outlay Summary (DCC 2-12)	Monthly	Annette Dishner	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	Annette Dishner	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	Gina Sampson Annette Dishner	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	Linda Wilson Joy Wright	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 Rick Bundy	Department of Insurance and NCCCS	Report students completing certification courses to DOI	Economic and Workforce Development	
9	15th Day of Each Month	Monthly Transaction Report (Fixed Assets)	Monthly	Wade Quinn	State Auditor	Ensure that each college is balancing their reports to the DCC 2-12 (G/L Summary File).	Business and Finance	