

**North Carolina Community College System
Annual Reporting Plan 2022-2023**

Date	Title	Description	Program Lead 1	Program Lead 2	Requiring Authority	Person Confirming	How Information Is Used
July 6, 2022	June 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Sona Nyaichyai		State Treasurer	Sona Nyaichyai	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 colleges' State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
July 15, 2022	June Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
July 15, 2022	June Literacy Education Information System	This is a monthly audit of the data required for annual report of literacy students to the Department of Education's National Reporting System.	Gilda Rubio-Festa	Elizabeth Stoddard	US Department of Education	Hellen Taylor	Generation of reports to the Department of Education for each community college. In addition, utilized for ad hoc reporting, program evaluation, statistical analysis, and state performance measures.
July 18, 2022	Customized Training Year-End Report	Year-end Customized Training Program project trainee data submitted by each of the 58 community colleges' Customized Training Directors.	Lynda Wilkins		Joint Legislative Education Oversight Committee [G.S. 115D-5-1 (e)(f)]	Lynda Wilkins	Year-end project trainee data submitted by the colleges is used to develop the Customized Training Program Annual Expenditures Report, which is required by legislature.
July 22, 2022	Capital Improvement Funds Expended or Obligated (Capital Data)	Totals for each college of Local Dollars, State Dollars, Vo-Ed Dollars, Other Federal Funds = Combined Total. These totals are pulled together by pulling from the College updated NCCCS 3-5 form due annually, mid-July/first-August.	Dorrine Fokes	Dorrine Fokes	This combined report is provided to the State Board of Community Colleges and the General Assembly,	Lynne Gilbert	Capital Improvement Data from establishment of college Spreadsheet with the following tabs (Description) Historical Summary of Capital Improvements since the inception of the college, which includes new and RR Projects, Annual Survey Increases, and property transactions. Result: To capture the colleges OVERMATCH credit.
July 29, 2022	Second Quarter Foreign Nationals Payment Certification	All North Carolina state government agencies, universities, community colleges, and institutions have been tasked with the responsibility of withholding and reporting on payments to nonresident aliens (foreign nationals) and foreign vendors in accordance with Internal Revenue Code (IRC) Section 1441 and policies established by the Office of the State Controller (OSC). These policies and procedures can be accessed using the following link: https://www.osc.nc.gov/state-agency-resources/tax-compliance/foreign-nationals-tax-compliance	Barry Brown	Judy King	Office of the State Controller (OSC)	Barry Brown	Track the withholdings and payments to nonresident aliens (foreign nationals) and foreign vendors in accordance with Internal Revenue Code (IRC) Section 1441 and policies established by the Office of the State Controller (OSC).
August 2, 2022	Small Business Center Network Annual Report	This annual report captures the performance and economic impact data of the 58 Small Business Centers. It includes budget expenditures, goals, business success stories and excellence awards narratives.	Anne Shaw		State Board of Community Colleges System Office	Jerrie Farmer	To track compliance, report outcomes and performance, and provide data for performance funding.
August 5, 2022	July 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Sona Nyaichyai		State Treasurer	Sona Nyaichyai	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
August 15, 2022	July Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
August 15, 2022	July Literacy Education Information System	This is a monthly audit of the data required for the annual report of literacy students to the Department of Education's National Reporting System.	Gilda Rubio-Festa	Elizabeth Stoddard	US Department of Education	Hellen Taylor	This information is used for the generation of reports to the Department of Education for each community college. In addition, it is utilized for ad hoc reporting, program evaluation, statistical analysis, and state performance measures.
August 19, 2022	First Quarter Connect NC Bond Cash Flow	Colleges are required to submit, on a quarterly basis, the status of each Connect NC Bond funded project. The status includes bond funds and other sources of funds allocated, dates (estimated or actual) in which the project design and construction has started, and the date the project is complete. The colleges must also provide amounts of past and future anticipated expenditures.	Dorrine Fokes	Dorrine Fokes	Session Law 2015-280 House Bill 943	Lynne Gilbert	This information is used for tracking the status of the Connect NC Bond projects. These reports are also used to develop the Connect NC Bond Status Report.
August 30, 2022	Voluntary Shared Leave Report	Total hours of vacation and sick leave donated and received at the college under the voluntary shared leave policy and the total cost of the vacation and sick leave donated and received.	Shakeyia Hazell		OSHR under GS 126-8.3(c)	Shakeyia Hazell	To determine the costs associated with the voluntary shared leave policy.
September 6, 2022	Summer Continuing Education Institutional Class Report	This report is used to transmit summary data regarding student membership hours in Workforce Development and Continuing Education courses as well as College and Career Readiness courses.	Nate Humphrey	Stephanie Fisher	State Board of Community Colleges System Office	Manju Shah	The data is used in the allocation of funds to support instruction in these areas and associated Enrollment Growth. In addition, utilized for ad hoc reporting, program evaluation, and statistical analysis.

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September 6, 2022	Summer Curriculum Institutional Class Report	This report is used to transmit summary data regarding student membership hours in Curriculum courses.	Lisa Eads	Stephanie Fisher	State Board of Community Colleges System Office	Manju Shah	The data is used in the allocation of funds to support instruction in these areas and associated Enrollment Growth. In addition, utilized for ad hoc reporting, program evaluation, and statistical analysis.
September 8, 2022	August 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Sona Nyaichyai		State Treasurer	Sona Nyaichyai	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
September 15, 2022	August Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
September 15, 2022	August Literacy Education Information System	This is a monthly audit of the data required for annual report of literacy students to the Department of Education's National Reporting System.	Gilda Rubio-Festa	Elizabeth Stoddard	US Department of Education	Hellen Taylor	Generation of reports to the Department of Education for each community college. In addition, utilized for ad hoc reporting, program evaluation, statistical analysis, and state performance measures.
September 16, 2022	2-1 Summary Report	Summary budget submission that includes state, institutional and county budget.	Candid Carrington		115D-54 Preparation and submission of institutional budget	Candid Carrington	College budget information is reconciled to approved state allocations and the total budget is summarized and reported to the SBCC. Budget data is used in various college and systemwide analyses and data collections.
September 20, 2022	Summer Comprehensive Curriculum Student Report (Formerly known as CRPFA)	This reports Curriculum Students Demographic, Registration, Completion, and Financial Aid information.	Lisa Eads	Elizabeth Stoddard	State Board of Community Colleges System Office	Manju Shah	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
September 20, 2022	Summer Continuing Education Registration Report	Reports demographic, course registration and completion, and credentialing information for students registered in Workforce Development and Continuing Education courses as well as College and Career Readiness courses.	Nate Humphrey	Elizabeth Stoddard	State Board of Community Colleges System Office	Manju Shah	Ad hoc reporting, program evaluation, federal reporting, and statistical analysis.
September 20, 2022	Summer Tuition Remission	A data file submitted by the colleges to the System Office that is used by the latter to produce reporting for the General Assembly in accordance with the annual appropriations act. This data is used for statistical purposes and to adjust the tuition and registration fee receipts component of the enrollment growth formula.	Judy King		General Assembly	Marnie MacKenzie	Provided to the General Assembly to make policy decisions regarding waiver policy
September 30, 2022	OSA Accrual Audit Files	This is data collected at the time the college has completed their accrual entries in the General Ledger that is then reported to the State Auditor's Office.	Deante Tyler	Deante Tyler	Office of the State Auditor	Marnie MacKenzie	The data are used as part of the State Auditor's audit process.
October 5, 2022	IPEDS 12 Month Enrollments	The 12-month Enrollment is the unduplicated headcount of students over a 12-month period.	Steve Blankenship	Monty Hickman	US Department of Education	Steve Blankenship	Provide a more complete picture of the number of students at non-traditional institutions that enroll students year-round or for short-term programs.
October 5, 2022	IPEDS Completions	Collects data on the number of students who complete a postsecondary education program (Completers) and the number of postsecondary awards earned (completions).	Steve Blankenship	Monty Hickman	US Department of Education	Steve Blankenship	Business and industry, the military, and other groups that need to recruit individuals with particular skills use these data extensively.
October 5, 2022	IPEDS Institutional Characteristics	Institutional characteristics are collected through two survey components: Institutional Characteristics Header and Institutional Characteristics. Institutional characteristics data are the foundation of the entire IPEDS system. Data collected include: Basic institutional contact information; Student services information; Tuition/fees and other student charges; Control or affiliation; Type of calendar system; and Levels of awards and types of programs offered.	Steve Blankenship	Monty Hickman	US Department of Education	Steve Blankenship	Report the characteristics of a college which are then then used with other reports.
October 6, 2022	Fall Estimated FTE	A report generated by a college to provide legislative	Stephanie Fisher	Jason Forlines	State Board of Community Colleges System Office	Marnie MacKenzie	Used in the preparations of Budget projections for the coming year.
October 7, 2022	September 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
October 17, 2022	September Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Marnie MacKenzie	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
October 17, 2022	September Literacy Education Information System	This is a monthly audit of the data required for annual report of literacy students to the Department of Education's National Reporting System.	Gilda Rubio-Festa	Elizabeth Stoddard	US Department of Education	Marnie MacKenzie	Generation of reports to the Department of Education for each community college. In addition, utilized for ad hoc reporting, program evaluation, statistical analysis, and state performance measures.

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October 26, 2022	Annual Survey of College Fees	This report is the annual survey of fees that goes to the State Board of Community Colleges. 1E SBCCC 700.1(e) of the State Board Codes states, "The college shall report all required local fees established by the board of trustees to the System Office on an annual basis as directed by the System Office." Local fees include instructional technology, student activity, college access, parking and security (CAPS), and required specific fees. This data is used for statistical purposes and to ensure that colleges do not charge fees that exceed the maximum allowable under State Board Code, where applicable.	Barry Brown	Judy King	State Board of Community Colleges 1E SBCCC 700.1(e)	Barry Brown	Reported to the State Board
October 31, 2022	Third Quarter Foreign Nationals Payment Certification	All North Carolina state government agencies, universities, community colleges, and institutions have been tasked with the responsibility of withholding and reporting on payments to nonresident aliens (foreign nationals) and foreign vendors in accordance with Internal Revenue Code (IRC) Section 1441 and policies established by the Office of the State Controller (OSC). These policies and procedures can be accessed using the following link: https://www.osc.nc.gov/state-employees/foreign-nationals .	Barry Brown	Judy King	Office of the State Controller (OSC)	Barry Brown	Tracks the withholdings and payments to nonresident aliens (foreign nationals) and foreign vendors in accordance with Internal Revenue Code (IRC) Section 1441 and policies established by the Office of the State Controller (OSC).
November 7, 2022	October 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
November 10, 2022	Second Quarter Connect NC Bond Cash Flow	Colleges are required to submit, on a quarterly basis, the status of each Connect NC Bond funded project. The status includes bond funds and other sources of funds allocated, dates (estimated or actual) in which the project design and construction has started, and the date the project is complete. The colleges must also provide amounts of past and future anticipated expenditures.	Dorrine Fokes	Dorrine Fokes	Session Law 2015-280 House Bill 943	Lynne Gilbert	Track the status of the Connect NC Bond projects. These reports are also used to develop the Connect NC Bond Status Report.
November 15, 2022	Institutional Staff Information Report	The institutional staff information report includes a variety of employee information by employee, including but not limited to employment length, relevant employment dates, and salary data by funding source, to meet a state reporting requirement. Colleague uses permanent employee records to report all eligible employees based on their primary positions as of October 1 of each year.	Elizabeth Stoddard		State reporting requirement	Hellen Taylor	Utilized for ad hoc reporting, program evaluation, and statistical analysis. The data is also used to ensure colleges are complying with the State salary schedule for college presidents.
November 15, 2022	October Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Marnie MacKenzie	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
November 15, 2022	October Literacy Education Information System	This is a monthly audit of the data required for annual report of literacy students to the Department of Education's National Reporting System.	Gilda Rubio-Festa	Elizabeth Stoddard	US Department of Education	Marnie MacKenzie	Generation of reports to the Department of Education for each community college. In addition, utilized for ad hoc reporting, program evaluation, statistical analysis, and state performance measures.
December 7, 2022	November 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
December 15, 2022	November Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Marnie MacKenzie	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
December 15, 2022	November Literacy Education Information System	This is a monthly audit of the data required for annual report of literacy students to the Department of Education's National Reporting System.	Gilda Rubio-Festa	Elizabeth Stoddard	US Department of Education	Marnie MacKenzie	Generation of reports to the Department of Education for each community college. In addition, utilized for ad hoc reporting, program evaluation, statistical analysis, and state performance measures.
December 16, 2022	Longevity Request	Summary of annual Longevity budget needed to fund college Longevity payments.	Candid Carrington		1C SBCCC 400.8 (i) - Longevity pay plan for college personnel.	Candid Carrington	College longevity costs are compiled systemwide to determine the necessary State allocation needed to fund all longevity payments. Additional budget is allocated to colleges to fund annual expense.

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December 16, 2022	NCHED A-10 Student Financial Aid Summary	Collects data on annual financial aid expenditures to students attending North Carolina colleges, universities, community colleges and other postsecondary educational institutions.	Steve Blankenship		UNC North Carolina Higher Education Data collection system	Steve Blankenship	Select data from the report are reported each year in the Statistical Abstract of Higher Education in North Carolina.
December 16, 2022	NCHED A-3 Tuition and Fees	Reports tuition, fees, and charges for a full-time student in the regular academic year, excluding summer school.	Steve Blankenship		UNC North Carolina Higher Education Data collection system	Steve Blankenship	Report on the tuition and fees required by students attending a North Carolina higher education institution.
January 9, 2023	December 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
January 13, 2023	Fourth Quarter Foreign Nationals Payment Certification	All North Carolina state government agencies, universities, community colleges, and institutions have been tasked with the responsibility of withholding and reporting on payments to nonresident aliens (foreign nationals) and foreign vendors in accordance with Internal Revenue Code (IRC) Section 1441 and policies established by the Office of the State Controller (OSC). These policies and procedures can be accessed using the following link: https://www.osc.nc.gov/state-employees/foreign-nationals .	Barry Brown	Judy King	Office of the State Controller (OSC)	Barry Brown	Track the withholdings and payments to nonresident aliens (foreign nationals) and foreign vendors in accordance with Internal Revenue Code (IRC) Section 1441 and policies established by the Office of the State Controller (OSC).
January 17, 2023	December Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Marnie MacKenzie	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
January 17, 2023	December Literacy Education Information System	This is a monthly audit of the data required for annual report of literacy students to the Department of Education's National Reporting System.	Gilda Rubio-Festa	Elizabeth Stoddard	US Department of Education	Marnie MacKenzie	Generation of reports to the Department of Education for each community college. In addition, utilized for ad hoc reporting, program evaluation, statistical analysis, and state performance measures.
January 20, 2023	Small Business Center Mid-Year Budget Report	This annual report captures the budget expenditures for the 58 Small Business Centers at mid-year, or December 31.	Anne Shaw		System Office	Anne Shaw	To track expenditures and compliance with requirement to spend at least \$9,000 on instruction at each Center.
January 23, 2023	Fall Continuing Education Institutional Class Report	This report is used to transmit summary data regarding student membership hours in Workforce Development and Continuing Education courses as well as College and Career Readiness courses.	Nate Humphrey	Stephanie Fisher	State Board of Community Colleges System Office	Hellen Taylor	The data is used in the allocation of funds to support instruction in these areas and associated Enrollment Growth. In addition, utilized for ad hoc reporting, program evaluation, and statistical analysis.
January 23, 2023	Fall Curriculum Institutional Class Report	This report is used to transmit summary data regarding student membership hours in Curriculum courses.	Lisa Eads	Stephanie Fisher	State Board of Community Colleges System Office	Hellen Taylor	The data is used in the allocation of funds to support instruction in these areas and associated Enrollment Growth. In addition, utilized for ad hoc reporting, program evaluation, and statistical analysis.
January 25, 2023	IPEDS 200% Graduation Rates	Graduation rate data for students at two times (200%) the normal period of time provide information on institutional productivity and help institutions comply with reporting requirements of the Student Right-to- Know Act (1990) and the Higher Education Act, amended (2008).	Steve Blankenship	Monty Hickman	US Department of Education	Steve Blankenship	Calculate graduation rates for full-time, first-time degree and certificate-seeking undergraduate students.
January 25, 2023	IPEDS Graduation Rates	Graduation rate data provides information on institutional productivity and help institutions comply with reporting requirements of the Student Right-to-Know Act (1990) and the Higher Education Act, amended (2008).	Steve Blankenship	Monty Hickman	US Department of Education	Steve Blankenship	Calculate graduation rates for full-time, first-time degree and certificate-seeking undergraduate students.
January 25, 2023	IPEDS Outcome Measures	Degree-granting institutions report the outcomes of degree/certificate-seeking undergraduate students who are not only first-time, full-time students, but also part-time attending and non-first-time (transfer-in) students. The award status is measured at specific points in time.	Steve Blankenship	Monty Hickman	US Department of Education	Steve Blankenship	The information is used to calculate graduation rates four, six and ten years out.
January 25, 2023	IPEDS Student Financial Aid	The Student Financial Aid survey collects the count of students awarded different types of financial aid or military education benefits and the total amounts of aid awarded.	Steve Blankenship	Brenda Burgess	US Department of Education	Steve Blankenship	Used to calculate the average dollar amount of aid awarded. As required by the Higher Education Act (1965), as amended, IPEDS also collects data to calculate average net price at each institution for two groups of undergraduates: those awarded grant aid and those awarded Title IV federal aid.
February 1, 2023	Purchasing Flexibility Report	Report of expenditures for products purchased for items included on Statewide Term Contract from non-contract vendors.	Grant Braley	Anthony DiSanti	System Office	Anthony DiSanti	Reports compiled from all colleges into one report and provided to the Division of Purchase & Contract to better establish Statewide Term Contract pricing.
February 6, 2023	Fall Comprehensive Curriculum Student Report (Formerly known as CRPFA)	This reports Curriculum Students Demographic, Registration, Completion, and Financial Aid information.	Lisa Eads	Elizabeth Stoddard	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.

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February 6, 2023	Fall Continuing Education Registration Report	Reports demographic, course registration and completion, and credentialing information for students registered in Workforce Development and Continuing Education courses as well as College and Career Readiness courses.	Nate Humphrey	Elizabeth Stoddard	State Board of Community Colleges	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, and statistical analysis.
February 6, 2023	Fall Tuition Remission	A data file submitted by the colleges to the System Office that is used by the latter to produce reporting for the General Assembly in accordance with the annual appropriations act. This data is used for statistical purposes and to adjust the tuition and registration fee receipts component of	Judy King		General Assembly	Marnie MacKenzie	Provided to the General Assembly to make policy decisions regarding waiver policy
February 7, 2023	January 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
February 15, 2023	January Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Marnie MacKenzie	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
February 15, 2023	January Literacy Education Information System	This is a monthly audit of the data required for annual report of literacy students to the Department of Education's National Reporting System.	Gilda Rubio-Festa	Elizabeth Stoddard	US Department of Education	Marnie MacKenzie	Generation of reports to the Department of Education for each community college. In addition, utilized for ad hoc reporting, program evaluation, statistical analysis, and state performance measures.
February 17, 2023	Annual Private Activity Bond Certification	Annual PAB Certification (as required by the Memorandum of Understanding with the Department of State Treasurer) reports that the representations made by a community college in a Community College Questionnaire remain accurate as of the time of delivery of the annual certification.	Dorrine Fokes	Dorrine Fokes	General Assembly Assigned to the Department of State Treasurer and System Office	Lynne Gilbert	These certificates will be provided to the Department of State Treasurer upon request to comply with the Memorandum of Understanding between the department and the System Office to ensure compliance with applicable federal tax or other laws.
February 28, 2023	Employee Payroll Deduction Files	This report documents payments made through payroll deductions to an employee association for the December pay period.	Deante Tyler		Office of the State Auditor (OSA)	Marnie MacKenzie	To verify and certify total membership count of a domiciled employees association.
March 7, 2023	February 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
March 9, 2023	Spring Estimated FTE	A report generated by a college to provide legislative members, committees, and fiscal analysts with the projected FTE for the North Carolina Community College System.	Stephanie Fisher	Jason Forlines	State Board of Community Colleges System Office	Marnie MacKenzie	Used in the preparations of Budget projections for the coming year.
March 15, 2023	February Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Marnie MacKenzie	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
March 15, 2023	February Literacy Education Information System	This is a monthly audit of the data required for annual report of literacy students to the Department of Education's National Reporting System.	Gilda Rubio-Festa	Elizabeth Stoddard	US Department of Education	Marnie MacKenzie	Generation of reports to the Department of Education for each community college. In addition, utilized for ad hoc reporting, program evaluation, statistical analysis, and state performance measures.
March 22, 2023	IPEDS Academic Libraries	This report collects information on collections, services, and expenditures at libraries at degree-granting institutions.	Steve Blankenship		US Department of Education	Steve Blankenship	The information is used as follows: Counts of books, media, serials, and database collections held in physical and digital/electronic form; physical circulation and digital/electronic usage; interlibrary loan services; and library expenditures.
March 22, 2023	IPEDS Fall Enrollment	Measures student access to higher education at traditional institutions. Data are collected for all students enrolled in credit-bearing courses/programs which could potentially lead to awards ranging from postsecondary certificates of less than 1 year to doctoral degrees.	Steve Blankenship	Monty Hickman	US Department of Education	Steve Blankenship	The data collected include: full- and part-time students enrolled in the Fall by level, race/ethnicity, and gender; resident and high school graduation status of first-time undergraduate students (in even years); age of students (in odd years); student-to-faculty ratio; and students enrolled in distance education.
March 22, 2023	IPEDS Finance	Provides context for understanding the resources and cost of providing postsecondary education and its contribution to the gross national product. Finance data collected conforms to the accounting standards for public and private institutions with the community colleges using the Governmental Accounting Standards Board (GASB).	Steve Blankenship	Stephanie Fisher	US Department of Education	Steve Blankenship	The data collected provides revenues by source, e.g., tuition and fees, government grants and contracts, private gifts; expenses by function, e.g., instruction, research, academic support, institutional support; assets and liabilities; and scholarships and fellowships.
March 22, 2023	IPEDS Human Resources	Data measure the number and type of staff supporting postsecondary education using the Standard Occupational Classification (SOC) System to collect occupational activity.	Steve Blankenship	Pam Stutts	US Department of Education	Steve Blankenship	The data provides: employees by primary occupational activity, faculty status, and full- and part-time status; full-time instructional staff by academic rank, gender, and contract length/teaching period and their salary outlays.

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April 7, 2023	March 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
April 17, 2023	Buildings and Rooms Update	Files with the buildings a college has and the rooms within it, including information about area, that is filed with UNC-GA for instructional space utilization reporting. The data is submitted through the DAVE system, built and maintained by UNC-GA.	Judy King		General Assembly assigned to UNC-GA	Judy King	A statewide report is compiled and published by UNC-GA.
April 17, 2023	March Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Marnie MacKenzie	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
April 17, 2023	March Literacy Education Information System	This is a monthly audit of the data required for annual report of literacy students to the Department of Education's National Reporting System.	Gilda Rubio-Festa	Elizabeth Stoddard	US Department of Education	Marnie MacKenzie	Generation of reports to the Department of Education for each community college. In addition, utilized for ad hoc reporting, program evaluation, statistical analysis, and state performance measures.
April 28, 2023	First Quarter Foreign Nationals Payment Certification	All North Carolina state government agencies, universities, community colleges, and institutions have been tasked with the responsibility of withholding and reporting on payments to nonresident aliens (foreign nationals) and foreign vendors in accordance with Internal Revenue Code (IRC) Section 1441 and policies established by the Office of the State Controller (OSC). These policies and procedures can be accessed using the following link: https://www.osc.nc.gov/state-employees/foreign-nationals .	Barry Brown	Judy King	Office of the State Controller (OSC)	Barry Brown	Track the withholdings and payments to nonresident aliens (foreign nationals) and foreign vendors in accordance with Internal Revenue Code (IRC) Section 1441 and policies established by the Office of the State Controller (OSC).
May 5, 2023	April 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
May 15, 2023	April Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Marnie MacKenzie	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
May 15, 2023	April Literacy Education Information System	This is a monthly audit of the data required for annual report of literacy students to the Department of Education's National Reporting System.	Gilda Rubio-Festa	Elizabeth Stoddard	US Department of Education	Marnie MacKenzie	Generation of reports to the Department of Education for each community college. In addition, utilized for ad hoc reporting, program evaluation, statistical analysis, and state performance measures.
May 31, 2023	OSA CIS Security Files	List of access control data used in College Information System (CIS) at each college and submitted to the Office of the State Auditor	Deante Tyler	Deante Tyler	Office of the State Auditor	Marnie MacKenzie	Used as a test of access controls in place at each community college as part of an audit.
June 6, 2023	Spring Continuing Education Institutional Class Report	This report is used to transmit summary data regarding student membership hours in Workforce Development and Continuing Education courses as well as College and Career Readiness courses.	Nate Humphrey	Stephanie Fisher	State Board of Community Colleges System Office	Hellen Taylor	The data is used in the allocation of funds to support instruction in these areas and associated Enrollment Growth. In addition, utilized for ad hoc reporting, program evaluation, and statistical analysis.
June 6, 2023	Spring Curriculum Institutional Class Report	This report is used to transmit summary data regarding student membership hours in Curriculum courses.	Lisa Eads	Stephanie Fisher	State Board of Community Colleges System Office	Hellen Taylor	The data is used in the allocation of funds to support instruction in these areas and associated Enrollment Growth. In addition, utilized for ad hoc reporting, program evaluation, and statistical analysis.
June 7, 2023	May 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
June 15, 2023	May Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Marnie MacKenzie	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
June 15, 2023	May Literacy Education Information System	This is a monthly audit of the data required for annual report of literacy students to the Department of Education's National Reporting System.	Gilda Rubio-Festa	Elizabeth Stoddard	US Department of Education	Marnie MacKenzie	Generation of reports to the Department of Education for each community college. In addition, utilized for ad hoc reporting, program evaluation, statistical analysis, and state performance measures.
June 21, 2023	Spring Comprehensive Curriculum Student Report	This reports Curriculum Students Demographic, Registration, Completion, and Financial Aid information.	Lisa Eads	Elizabeth Stoddard	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
June 21, 2023	Spring Continuing Education Registration Report	Reports demographic, course registration and completion, and credentialing information for students registered in Workforce Development and Continuing Education courses as well as College and Career Readiness courses.	Nate Humphrey	Elizabeth Stoddard	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, and statistical analysis.

**North Carolina Community College System
Annual Reporting Plan 2022-2023**

Date	Title	Description	Program Lead 1	Program Lead 2	Requiring Authority	Person Confirming	How Information Is Used
June 21, 2023	Spring Tuition Remission	A data file submitted by the colleges to the System Office that is used by the latter to produce reporting for the General Assembly in accordance with the annual appropriations act. This data is used for statistical purposes and to adjust the tuition and registration fee receipts component of the enrollment growth formula.	Judy King		General Assembly	Marnie MacKenzie	Provided to the General Assembly to make policy decisions regarding waiver policy
June 30, 2023	Career Coach Data & Analysis Report	Descriptive statistics and analysis of colleges' career coach program	Jennifer McLean		General Assembly	Jennifer McLean	Data is used for legislative report and programmatic assessment.
June 30, 2023	OSA - Department of State Treasurer Payroll Data	The Office of the State Auditor requests colleges to submit payroll data from the December payroll periods.	Deante Tyler	Deante Tyler	Office of the State Auditor	Marnie MacKenzie	To verify retirement contributions with the NC Retirement System (Dept. of State Treasurer)