



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Thomas A. Stith III

President

NUMBERED MEMO CC21-028

TO: CC Business Officers and Chief Financial Officers
CC Controllers-Bookkeepers

FROM: Judy C. King
Director, Systems Accounting and Special Projects

SUBJECT: Updates to the Accounting Procedures Manual

DATE: June 11, 2021

As outlined in the “What’s New” heading at the beginning of Section 1 of the Accounting Procedures Manual (APM), we have made several updates to the APM:

- The APM has been updated to reflect the change within the State Budget Manual to allow reimbursement for lodging and meal expenditures up to the Federal General Service Administration’s subsistence rates. It is up to an individual college to decide which subsistence rates they should use—state or federal. If a college decides to use federal rates, the college must get approval from OSBM prior to April 1 of each year.
- Also included in travel is the removal of the 100-mile distinction for mileage reimbursement rates. Colleges may choose to continue using the differing reimbursement rates.
- “Assemblies Sponsored by the College” has been revised to reflect a change in the State Budget Manual which provides for “coffee break” allowances during assemblies. Colleges should be aware of the amounts allowed based on registration fees charged or not charged and the number of participants.
- “Awards” has been revised to include State Budget Manual updates allowing State Funds to be used to recognize employees for meritorious service and for annual employee appreciation events.
- “Changing Depositories” has been updated to provide current OSC contact information for questions regarding Delegation of Authority for State Funds Deposits. Information

has been added to provide colleges points of contact if they have questions regarding various types of bank accounts.

- As usual, links to the System Office website, documents, and links to websites of other state agencies have been included and updated.

The revised APM is attached and is also available from the College Budget & Accounting section of our website at <https://www.nccommunitycolleges.edu/finance-operations/budget-accounting>. Please ensure that this information is shared with those on your campus who also need this information.

Attachment

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