




# PUBLIC SCHOOLS OF NORTH CAROLINA

STATE BOARD OF EDUCATION William W. Cobey Jr., Chairman

DEPARTMENT OF PUBLIC INSTRUCTION June St. Clair Atkinson, Ed.D., State Superintendent

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**TO:** Charlene Jones, Finance Officer  
Halifax County Schools

**FROM:** Alexis Schauss 

**DATE:** August 6, 2015

**SUBJECT: CENTRAL OFFICE ADMINISTRATION NOT PAID FROM  
CENTRAL OFFICE ALLOTMENT**

According to State Board of Education policy, as stated in the Allotment Policy Manual, central office personnel, including, but not limited to superintendents, associate and assistant superintendents, directors, supervisors and coordinators may only be paid from the State Central Office Administration allotment (PRC002). No other state allotments may be used to fund the salary or benefits of these personnel.

During our review, the Division of School Business noted that in fiscal year 2014-15 Halifax County Public Schools paid for the salary and benefits of several central office administration personnel using state funds outside of PRC 002. Listed below is a list of employees paid from other state allotments. The questioned costs below include matching benefits for the portion of their salary paid from an unallowable program report code:

Last Name	First Name	Code/s	Amount Questioned
Umstead	Dottie	1-6300-069-113	\$22,592.02
Rountree	Phillip	1-6300-069-113	\$86,802.73

As a result of the above findings, a refund to the State is required. A prior-year refund shall be made in BUD by August 21, 2015 in the total amount of \$109,394.75. This entry should note that the entry is for *Payment of Central Office Administration from Unallowable PRCs*. Please provide the date of the refund along with the BUD batch number to Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

Thank you for your quick attention to this matter. If you have any questions, please contact Andrew Cox, Section Chief, School Financial Reporting at 919.807.3708.

AS/AC/RB/dkm

**OFFICE OF FINANCIAL AND BUSINESS SERVICES  
DIVISION OF SCHOOL BUSINESS**

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