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# School Business Services

North Carolina Department of Public Instruction



## May 22, 2025

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the FBS homepage regularly for updates. Please review the upcoming deadlines for due dates.

[FBS Homepage](#)

### Webinar: New Cash App Features & Fiscal Year Closeout Information

We have updated the cash app with a new refund feature for CURRENT YEAR refunds. We will have [two webinar sessions](#) on **Thursday, May 29** to demonstrate these new features, reports, and tools. There will be two sessions: 10am-11am and 2pm-3pm (jointly with the closeout discussion).

### Required Confirmation of Annual Audit Engagement: All PSUs

All PSUs are required to complete the linked [Auditor Questionnaire](#) by **June 6, 2025**. This questionnaire verifies that each PSU has engaged, or is in the process of engaging, an independent certified public accountant for the annual financial audit covering the period July 1, 2024 through June 30, 2025, per state financial oversight requirements and audit timelines.

If you need additional information, please contact Brittany S. McLaurin, Accounting Manager- Fiscal Monitoring, at [brittany.mclaurin@dpi.nc.gov](mailto:brittany.mclaurin@dpi.nc.gov)

### SBS Year-End Updates

#### FY 2024-2025 Closeout Timeline: All PSUs

Please see the [attached letter](#) which goes over the FY 24-25 closeout process in June/July. We will be holding [webinars](#) for LEAs **Thursday, May 29** and the following week for Charter and Lab Schools.

Below is a quick table of the key dates, but please read the [memo](#) in its entirety.

DAY	DATE	PSU TYPE	ACTION ITEM
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Monday	6/16/25	LABS	Deadline to request cash for FY25 for FRD of 6/20/25
Wednesday	6/18/25	LEAs	Final day to submit ABC Transfers (Processed on 6/20/25)
Monday	6/23/25	LEAs & CS	Deadline to request cash for FY25 for FRD of 6/27/25
Monday	6/30/25	ALL	PSUs submit June data files prior to midnight
Tuesday	7/1/25	ALL	DPI will pull all data files after 12:01AM
Wednesday	7/2/25	LEAs	PSU correction period to correct data files – PSR file must be submitted.
Thursday	7/3/25	LEAs	PSU FINAL PSR & MFR data file submission
Monday	7/7/25	ALL	DPI will process and post June YTD Cash Zero Out

## EDDIE Updates and Year-End: All PSUs

The data in EDDIE must always be accurate for the current school year. Data and contact information for the 2025-26 school year can be entered starting July 1, 2025. For more information, please see the EDDIE Year-End Memo on [the SBS EDDIE webpage](#).

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## School Business Summer Conference 2025: All PSUs

Please join us on **Tuesday, July 22, 2025**, for an exciting and very informative conference geared towards all things School Business to start your new school year. It will be held at a new venue, the [Embassy Suites](#) in Cary. The link for the [hotel room discount](#) ends on **July 1**; please don't wait to reserve your room.

Conference Registration this year is \$210 per person. Instructions to register are below:

1. Follow this link to register: <https://go.ncdpi.gov/25FBSRegistration>
2. Once you have submitted your registration, you will receive an email confirmation from [noreply@dpi.nc.gov](mailto:noreply@dpi.nc.gov) (subject line "2025 FBS Summer Conference Registration FBS25"). Be sure to check your spam folder if it does not appear in your inbox. The invoice attached to that email will provide you with your conference code and invoice number, which you will need when submitting your payment.
3. Go to <https://go.ncdpi.gov/FBSPayments> if paying online with a credit card. You can also pay via invoice and check. Instructions are on the invoice attached to your registration confirmation.

All of the Business staff from LEAs and Independent Public Schools are welcome. We will have a specific track of programming for the IPS group as well as some very informative general session

presentations with a larger focus of interest. We will communicate more information about session topics in the coming weeks.

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## Questions? Contact SBS.

TOPIC	EMAIL
Allotments	<a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>
Cash Requests, Zero-out	<a href="mailto:CashMgt@dpi.nc.gov">CashMgt@dpi.nc.gov</a>
EDDIE	<a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>
Salary, LicSal	<a href="mailto:Salary@dpi.nc.gov">Salary@dpi.nc.gov</a>
SBS Data Analytics and Reporting Tool	<a href="mailto:SBSDART@dpi.nc.gov">SBSDART@dpi.nc.gov</a>
Monthly Datafiles, Chart of Accounts	<a href="mailto:SchoolFinancialReporting@dpi.nc.gov">SchoolFinancialReporting@dpi.nc.gov</a>
Student Accounting	<a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>

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## Deadline Reminders

### ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
<b>Monday at 11:45 pm</b>	Cash requests for Friday FRD (No extension for the Memorial Day holiday)	11/21/2024
<b>05/31/2025</b>	PRC 181 Learning Loss 20% Set-Aside Survey	04/17/2025
<b>07/01/2025</b>	SBS Summer Conference Room Block Deadline	01/09/2025

### LEAs

DUE DATE	TOPIC	NEWSLETTER
<b>06/18/2025</b>	Final ABC Transfers	04/10/2025

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