

The NCID and On-Line Reporting —

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YOU MUST HAVE AN NCID TO TAKE ADVANTAGE OF ON-LINE REPORTING AND THE NEW GRANTS INFORMATION CENTER Don't delay. Apply for your NCID today.

What is an NCID?

Offered by the State Office of Information Technology Services, the North Carolina Identity Service (NCID) is a standard identity management and access service to State, local, business and citizen users. NCID enables its customers to achieve an elevated degree of security and access control to real-time resources such as customer based applications and information retrieval. Simply put, the NCID is a service that provides a login user ID and password that allows you to access certain applications, such as the Grants Information Center program. It will allow you to manage your State grant reporting requirements in one central location.

Who needs an NCID?

All grantees who receive state funds and who are required to file financial report information under GS 143C-6-23 (formerly GS 143-6.2). The NCID established you as an authorized user of the Center . The NCID also provides grantees access to manage account information, allowing the grantee the ability to assign individuals authority to access and enter grants information on their behalf. In other words, it assigns the appropriate level of access to online resources.

When can you establish your NCID?

Grantees and grantors can apply today by going to <https://ncid.nc.gov> and establishing your NCID. The Grants Information Center program will be made available only to those grantees and grantors with NCID's who wish to access data contained the program.

NOTE: For those few grantees who may not have the necessary computer equipment to use the Grants Information Center, you may still file your annual reports in hard copy with your funding agency.

REPORTING FORMS

THE PREFERRED METHOD OF REPORTING IS COMPLETED ON-LINE BY ACCESSING THE "GRANTS INFORMATION CENTER"

PRIOR TO ON-LINE REPORTING BE SURE TO OBTAIN AN NCID NUMBER BY CONTACTING:

**<https://ncid.nc.gov> or Cherly Baggett-Pounds at
telephone number (919) 807-7659**

In the event on-line reporting is not an option for your organization, Level 1, Level 2, or Level 3 reporting forms are attached.

Remember, if your total cumulative amount of state funds elevates to a different level of reporting be sure to notify your Contract Administrator.

NOTE: For those few grantees who may not have the necessary computer equipment to use the Grants Information Center for reporting, you may file your annual reports in hard copy by sending them to your Contract Administrator.

State Grant Certification and Sworn Statement (Attachment B)

Instructions: Grantee should complete this certification for all state funds received. Entity should enter appropriate data in the yellow highlighted areas. The completed and signed form should be sent to the funding agency: Sandi Cummings, NCD&CS - Budget & Finance, 1001 MAIL Service Center, Raleigh, NC 27699-1001
if total state grants are less than \$500,000. If total state grants are greater than \$500,000, copies of this certification should also be sent to the Office of the State Auditor, 20601 Mail Service Center, Raleigh, NC 27699-0601, Attn: Grants Reporting.

Entity's Letterhead

[Date of Certification (mmddyyyy)]

To: State Agency Head and Chief Fiscal Officer
Office of the State Auditor

Certification:

We certify that the accompanying reports represent all financial activity related to the receipt, use, and expenditure of funds granted by the State of North Carolina to [insert organization's name] for the fiscal year ended [mmddyyyy] (mmddyyyy) and that the expenditures reported were for the purposes appropriated by the General Assembly or collected by the State of North Carolina and in compliance with the applicable laws, regulations, and terms and conditions of the grant documents.

The accompanying reports are presented on the cash basis of accounting and are supported by our financial records.

We understand that if it is found the expenditures reported were not used for the purpose(s) appropriated, that the grantor agency shall report such findings to the Attorney General, the Office of State Budget and Management, the Office of the State Auditor, and the Office of the State Controller. Any apparent violations of a criminal law or malfeasance, misfeasance, or nonfeasance in connection with the use of State funds shall be reported by the Office of State Budget and Management to the Attorney General and State Bureau of Investigation.

Sworn Statement:

[Name of the Treasurer] and [Name of Second Authorizing Official] being duly sworn, say that we are the Treasurer and [Title of the Second Authorizing Official], respectively, of [insert name of organization] of [City] in the State of [Name of State]; and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

Treasurer _____

[Title of Second Authorizing Official] _____

Sworn to and subscribed before me on the day of the date of said certification.

My Commission Expires: _____

(Notary Signature and Seal)

If there are any questions, please contact: NC Department of Agriculture & Consumer Services
Budget & Finance - Sandi Cummings @ (919) 733-7125

State Grants Compliance Reporting Receipt of \$25,000 or more

Instructions:

~~\$25,000~~ but ~~<\$500,000~~: A certification, a financial accounting of the State funds received, used, or expended, and a description of the activities and accomplishments undertaken by the grant recipient must be completed by grantees that receive at least \$25,000 but not more than \$500,000. The completed forms should be submitted to the funding agency.

~~\$500,000~~: A certification, an audit including schedule of awards, and a description of the activities and accomplishments undertaken by the grant recipient must be completed by grantees that receive at least \$500,000 or more. The completed forms and audit should be submitted to both the granting agency and the Office of the State Auditor, 20601 Mail Service Center, Raleigh, NC 27699-0601, Attn. Grants Reporting.

This information should be completed and submitted by each grantee receiving \$25,000 or more.

1. Organization:			
Name:			
Tax Identification #:			
Organization Fiscal Year End: (mmddyyyy)			
Mailing Address (street, city, state, zip code):			
Phone Number (area code + number):			
Fax Number (area code + number):			
Contact Person:			
Contact Person Title:			
E-Mail Address:			

2. Preparer: [PLEASE INDICATE WHO PREPARED THIS INFORMATION BY CHECKING]	<input type="checkbox"/>	Employee	<input type="checkbox"/>	CPA/Accountant
Name of Preparer:				
Phone Number:				

3. Please provide a list of the Organization's Board Members. [ADD ADDITIONAL PAGES, IF NEEDED]	
Name of Board Member	Board Member Title

G.5. 143-6.2 and the North Carolina Administrative Code 09 NCAC 03M requires that every non-State entity that receives, uses, or expends any State funds shall use or expend the funds only for the purposes for which they were appropriated, and that the grantee must have a Conflict of Interest Policy. Please answer the following questions:

4. Does the grant award document(s) place any restrictions on the grant funds? [CHECK ONE]	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
5. If yes, list grants:				
Contract #	Brief Description of Restrictions			
6. Does the organization have a Conflict of Interest policy?	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
7. Is the organization a for profit entity?	<input type="checkbox"/>	yes	<input type="checkbox"/>	no

State Grants Compliance Reporting:
Receipt of \$25,000 or more

G. S. 143-6.2 and the North Carolina Administrative Code 09 NCAC 03M requires that every non-State entity that receives, uses, or expends any State funds shall use or expend the funds only for the purposes for which they were appropriated, and if the grantee then subgrants or pass any or part of those funds to another organization, then the grantee must also pass on the reporting requirements to the subgrantee. Please answer the following questions.

8. Did the organization subgrant or pass down any funds to another organization?		yes	no
9. If yes, answer the following:			
a. name of subgrantee	B Program name	c. Amount subgranted	

10. Program Activities and Accomplishments

Recipient must complete and submit a separate Program Activities and Accomplishments Report, detailing the program name, the original goals of each program, and a brief narrative of program accomplishments for each funded program. This information is required of all recipients of state funding in an amount greater than or equal to \$25,000. The forms are located at www.ncauditor.net.

If there are any questions, please contact: NC Department of Agriculture
Budget & Finance - Sandi Cummings @ (919) 733-7125

Program Activities and Accomplishments Report

3. What has the activity accomplished with these grant funds? Please include specific information including facts and statistics to support conclusions and judgments about the activity's impact.

4. If the activity is a continuing one, briefly summarize future plans and funding prospects.

If there are any questions, please contact: NC Department of Agriculture & Consumer Services
Budget & Finance - Sandi Cummings @ (919) 733-7125

Schedule of Receipts and Expenditures

Instructions: Complete this form showing accounting for each program. The completed form should be submitted to only the funding agency if total grants are >\$1 but <\$500,000 REPORTING IS ON CASH BASIS. If >\$500,000, then do not complete this form. See Note below.

Organization Name: _____

Organization Tax ID #: _____

Organization Fiscal Year Ended: _____

Programs 6 and over on page 2.

a. Receipts:

Funding State Agency		Programs/Title	Contract #	Program Total
		1		\$
		2		\$
		3		\$
		4		\$
		5		\$
Total Receipts:				0

b. Expenditures:

Category	Total All Programs	Program 1	Program 2	Program 3	Program 4	Program 5
Personnel	0					
Contracted Services	0					
(a) Total Personnel/Contracted Svcs. Costs:	0					
Office Supplies & Materials	0					
Service Related Supplies	0					
(b) Total Supplies & Materials Costs:	0					
Travel	0					
Communications & Postage	0					
Utilities	0					
Printing & Binding	0					
Repair & Maintenance	0					
Meeting/Conference Expense	0					
Employee Training (no travel)	0					
Classified Advertising	0					
In-State Board Meeting Expense	0					
(c) Total Non-Fixed Operating Expense:	0					
Office Rent (Land, Buildings, etc.)	0					
Furniture Rental	0					
Equipment Rental (Phones, Computers, etc.)	0					
Vehicle Rental	0					
Dues & Subscriptions	0					
Insurance & Bonding	0					
Books/Library Reference Materials	0					
Mortgage Principal, Interest and Bank Fees	0					
(d) Total Fixed Charges & Other Expenses:	0					
Buildings & Improvements	0					
Leasehold Improvements	0					
Furniture/Non-Computer Equip., \$500+ per item	0					
Computer Equipment/Printers, \$500+ per item	0					
Furniture/Equip., under \$500 per item	0					
(e) Total Property & Equipment Outlay:	0					
Purchase of Services	0					
Contracts with Service Providers	0					
Stipends/Scholarships/Bonuses/Grants	0					
(f) Total Services/Contracts	0					
Other Expenses (List):	0					
USDA COMMODITIES	0					
(g) Total Other Expenses	0					
Total Expenditures: (Sum a thru g)	0	0	0	0	0	0

Unexpended Grant Balance Available for Expenditure:

Beginning of the Year _____
End of the Year _____

Schedule of Receipts and Expenditures

NOTE: If total receipts, expenditures, or beginning or ending unexpended grant balance available for expenditures is \$500,000 or more, an audit is required by G.S. 143-6.2

a. Receipts:						
Funding State Agency		Programs/Title	Contract #	Program Total		
		1		\$		
		2		\$		
		3		\$		
		4		\$		
		5		\$		
Total Receipts:				0		
b. Expenditures:						
Category	Total All Programs	Program 6	Program 7	Program 8	Program 9	Program 10
Personnel	0					
Contracted Services	0					
(a) Total Personnel/Contracted Svcs Costs:	0					
Office Supplies & Materials	0					
Service Related Supplies	0					
(b) Total Supplies & Materials Costs:	0					
Travel	0					
Communications & Postage	0					
Utilities	0					
Printing & Binding	0					
Repair & Maintenance	0					
Meeting/Conference Expense	0					
Employee Training (no travel)	0					
Classified Advertising	0					
In-State Board Meeting Expense	0					
(c) Total Non-Fixed Operating Expense:	0					
Office Rent (Land, Buildings, etc.)	0					
Furniture Rental	0					
Equipment Rental (Phones, Computers, etc.)	0					
Vehicle Rental	0					
Dues & Subscriptions	0					
Insurance & Bonding	0					
Books/Library Reference Materials	0					
Mortgage Principal, Interest and Bank Fees	0					
(d) Total Fixed Charges & Other Expenses:	0					
Buildings & Improvements	0					
Leasehold Improvements	0					
Furniture/Non-Computer Equip., \$500+ per item	0					
Computer Equipment/Printers, \$500+ per item	0					
Furniture/Equip., under \$500 per item	0					
(e) Total Property & Equipment Outlay:	0					
Purchase of Services	0					
Contracts with Service Providers	0					
Stipends/Scholarships/Bonuses/Grants	0					
(f) Total Services/Contracts	0					
Other Expenses (List):	0					
USDA COMMODITIES	0					
(g) Total Other Expenses	0					
Total Expenditures: (Sum a thru g)	0	0	0	0	0	0

Unexpended Grant Balance Available for Expenditure:

Beginning of the Year
End of the Year

Office of the State Auditor (\$500,000 & Greater)
20601 Mail Service Center
Raleigh, NC 27699-0601
Attn: Grants Reporting

If there are any questions, contact:
Sandi Cummings @ (919) 733-7125