



NORTH CAROLINA
DEPARTMENT OF STATE TREASURER
STATE AND LOCAL GOVERNMENT FINANCE DIVISION
AND THE LOCAL GOVERNMENT COMMISSION

JANET COWELL
TREASURER

T. VANCE HOLLOMAN
DEPUTY TREASURER

TO: School Finance Officers - LEAs

FROM: Sharon Edmundson, Director Fiscal Management Section

SUBJECT: Semiannual Report of Deposits and Investments (LGC-203) and (LGC-203S) – December 31, 2009 and Notification of Public Deposit (INV-91)

DATE: January 5, 2010

The **LGC-203, Report of Deposits and Investments, and the LGC-203S, Report of Deposits and Investments for Individual Schools** are required by G.S. 159-33 and 115C-446 to be submitted to the Secretary of the Local Government Commission as of June 30 and December 31. The LGC-203 is designed as an Excel workbook accessible on our website at www.nctreasurer.com and should be completed using **Excel 97 or later versions** and then emailed to our office.

Please read carefully all materials applicable to your unit and fill in all applicable sections of the report(s). Please refer to the tab "Sample 203-S PG 2" in the Excel file "LGC203_6.30.09.xls" located on our website. Units may email the form to LGC0203@nctreasurer.com. Please include the name of the unit in the subject line of the email. Note that a signature page is NO longer required as a supplement to emailed copies of the LGC 203 or the LGC-203S. Units may also fax or mail the completed LGC 203 and LGC-203S. The reports are due to this office no later than **January 25, 2010**. A copy should be retained for your records.

Individual schools should include on the LGC-203S only those funds in the custody of the school treasurer. If the administrative unit is holding funds for the individual schools, these funds should be listed on the LGC-203S. Please disclose the respective financial institution(s) with the name of each school utilizing that bank.

If information is provided in Section VIII for Dedicated Method deposits, please be sure to complete the "Securities pledged as collateral" and escrow agent section and attach a confirmation of pledged collateral, as applicable. Note that account balances for the individual schools which exceed the FDIC limit of \$250,000 and are deposited in Dedicated Method institutions must be collateralized and monitored by the finance officer.

Should you have any questions about completing these reports, please contact Tabitha Mbaka at (919) 807-2383 or by e-mail at tabitha.mbaka@nctreasurer.com.