



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

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TREASURER

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DEPUTY TREASURER

TO: Finance Officers of Counties, Municipalities, and Public Authorities

FROM: Sharon Edmundson, Director Fiscal Management Section

SUBJECT: Semiannual Report of Deposits and Investments (LGC-203) – December 31, 2009

DATE: January 5, 2010

The LGC-203, Semiannual Report of Deposits and Investments, is required by G.S. 159-33 and 33.1 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 emailed to our office. Using the Excel workbook to prepare and file the LGC-203 will reduce time, increase efficiency, and make the process less prone to error. The form should be submitted to this office no later than **January 25, 2010**. A copy should be retained for your records.

Please review all materials applicable to your unit and fill in all applicable sections of the report. 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.* Units may also **fax** the form to **919-807-2398** or **mail** to **NC Department of State Treasurer, State and Local Government Finance Division, 325 N. Salisbury Street, Raleigh, NC 27603-1385.**

A county and/or city that has integrated any type of district or authority (**FOR EXAMPLE:** Soil & Water District or a Tourism Development Authority) into their budgeting and accounting system should include these units moneys on their LGC 203 report. *The names of these units should appear along side of the name of the unit generating the report. Failure to include this information will result in unnecessary late letters being sent to the integrated units.*

Your attention is directed to instruction #7 (Section IV, Investments) regarding complete description for each security, including special features. This additional information is necessary for the review/evaluation of the "Investments" section. Attach separate schedules if necessary but please compute the totals of "**market value**" by type for each investment category and record the total in the appropriate boxes on the 203 form.

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**. Those units reporting via e-mail should mail or fax a copy of the confirmation to this office. If you have any questions about completing this report, please contact Tabitha Mbaka at (919) 807-2383 or by e-mail at Tabitha.mbaka@nctreasurer.com.