



State of New Jersey  
DEPARTMENT OF EDUCATION  
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TRENTON, NJ 08625-0500

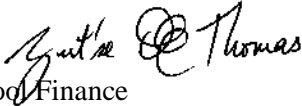
CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

CHRISTOPHER D. CERF  
Acting Commissioner

DATE: December 19, 2011

TO: District Superintendent

FROM: Yut'se O. Thomas   
Director, Office of School Finance

SUBJECT: Automated Nonpublic Project Completion Reports - *NPCR*

*NPCR*, the automated system for filing 2010-11 Nonpublic Project Completion Reports (Nursing, Textbooks and Part 2 of Chapters 192-193) will be available on-line beginning December 21, 2011 through our secure site at <http://homeroom.state.nj.us/>. This system will be closed on February 7, 2012.

A district is required to file a Nonpublic Project Completion Report for each program referred to above for which it received funding in 2010-11. Districts that did not receive funding for any of these programs in 2010-11 do not have to file these reports.

The audit summary worksheet is used to report your eligible expenditures. The audit summary worksheet contains a screen specifically for the purpose of reporting nonpublic state financial assistance. This screen contains the only schedule that will be used to preload audit summary data into *NPCR*. A district's nonpublic project completion report will not be finalized unless this schedule is accurate and complete.

In order to ensure the accuracy of the data submission, new procedures have been implemented to complete *NPCR* (Part 2). Please refer to Yut'se Thomas' August 18, 2011 memo entitled "Chapters 192/193 Project Completion Report (Part 1) for 2010-11". The new procedures which only apply to Chapters 192/193 and do not apply to Nursing and Textbooks are as follows:

1. If district-reported expenditures are missing from *NPCR* (Part 1), you will not be able to make adjustments to your district-reported expenditure in *NPCR* (Part 2).
2. District-reported expenditures in *NPCR* (Part I) plus any district reported adjustments must be equal to or less than the amount shown in the FY 2010-11 Audit Summary - Schedule of State Nonpublic Assistance.
3. To resolve discrepancies, your district must retransmit the audit data in order to be able to complete *NPCR* (Part 2).

Chapters 192 and 193 funds must be spent or encumbered by June 30<sup>th</sup> of the funding period. Encumbrances must be liquidated no later than ninety days after the end of the funding. In the event your district has received funds in excess of the amount expended under Chapters 192 and 193, such excess funds should have been refunded to the Department of Education no later than **December 1, 2011**. If you

have not refunded these funds, please remit them as soon as possible using the State Aid Refund Form voucher located at <http://www.nj.gov/njded/finance/sf/refund.shtml>. **Please make every attempt to submit your refunds as soon as possible to the Department to avoid a state aid reduction.**

Questions regarding this reporting process should be emailed to Toni Lynn Schmidt at [NPCR@doe.state.nj.us](mailto:NPCR@doe.state.nj.us).

YOT:TLS:osf/nonpublic/NPCRs/2010-11/Part2Open.doc

c:     Executive County Superintendents  
       Executive County Business Administrators  
       State Board Office  
       NJLEE Group  
       Garden State Coalition