



North Carolina Department of Health and Human Services
Office of the Controller

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Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Laketha M. Miller, Controller

September 7, 2011

MEMORANDUM #2012-3

TO: Division/ Institution Directors
Division/ Institution Budget Officers

FROM: Laketha M. Miller *Laketha M. Miller*

RE: Tracking of Costs Associated with Hurricane Irene

Over the past few years the Department has issued correspondence related to the tracking of costs associated with the various hurricane disasters that have impacted our state both directly and indirectly. To ensure that the Department takes full advantage of all federal funding from FEMA, it is imperative that uniform accounting data be used to track all related costs with the most recent Hurricane Irene.

The Federal Funds/Financial Reporting Branch has currently set aside Federal Reimbursement Code (FRC) "XJ" for identifying all reimbursable costs and FRC "XK" for identifying all non-reimbursable costs associated with activities related to Hurricane Irene. These codes will allow the Department to identify across all divisions those costs related to the hurricane. Since the Controller's Office is responsible for pulling these costs together, it is imperative that we receive copies of "Record of Hours Worked and Leave Taken" for all employees involved in this effort, which also includes copies of any document(s) approving overtime payment in lieu of compensatory time earned including rates of pay, overtime earned, etc. We would also prefer to have any such information passed to us electronically to the extent it is available in that format.

If division staff has incurred travel or other related costs, it should be identified as "Hurricane Irene" and be coded according to time management and recording instructions issued by the Division of Human Resources. If these or other costs have already been reimbursed or submitted for reimbursement, you will need to identify such costs and provide this information to my office in order to reclassify them properly to the appropriate account/center/FRC.



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Questions relating to FEMA policies and allowable costs should be directed to Floyd Jones, Departmental FEMA Coordinator; questions relating to deployment of DHHS employees should be directed to Rickye Collie, the Department's Safety/Health Manager; questions relating to time management and record keeping should be directed to Kathy Gruer, Director of the Division of Human Resources and questions regarding invoice coding and other related costs should be directed to Robert Alford, Section Chief of General Accounting and Financial Management of the Controller's Office.

The Department needs to track all costs resulting from Hurricane Irene regardless of whether or not the cost is allowable and reimbursable. Please perform a thorough review at your division or office to ensure all activity associated with Hurricane Irene has been identified, coded and/or reported to my office. As future travel costs are incurred related to Hurricane Irene, a separate travel reimbursement request should be submitted and clearly marked in bold at the top, "Hurricane Irene". Also, as future purchase orders are issued related to this disaster, please be sure to use one of the FRCs noted above in NCAS so that as payments are made, and are reflected appropriately in the accounting records. All information requested above should be submitted directly to Robert Alford at our 616 Oberlin Road office.

If there are any questions, please contact Robert Alford at 715-8985.

cc: Executive Committee
Controller's Office Section Chiefs

