# Objectives

**What is Aid to County Database?**

**Where is it located?**

**Why is it important?**

**When is it available to be used?**

**What are the rules?**

# Aid to County Database

**Presented by**
**DPH Local Technical Assistance**
**& Training Branch**
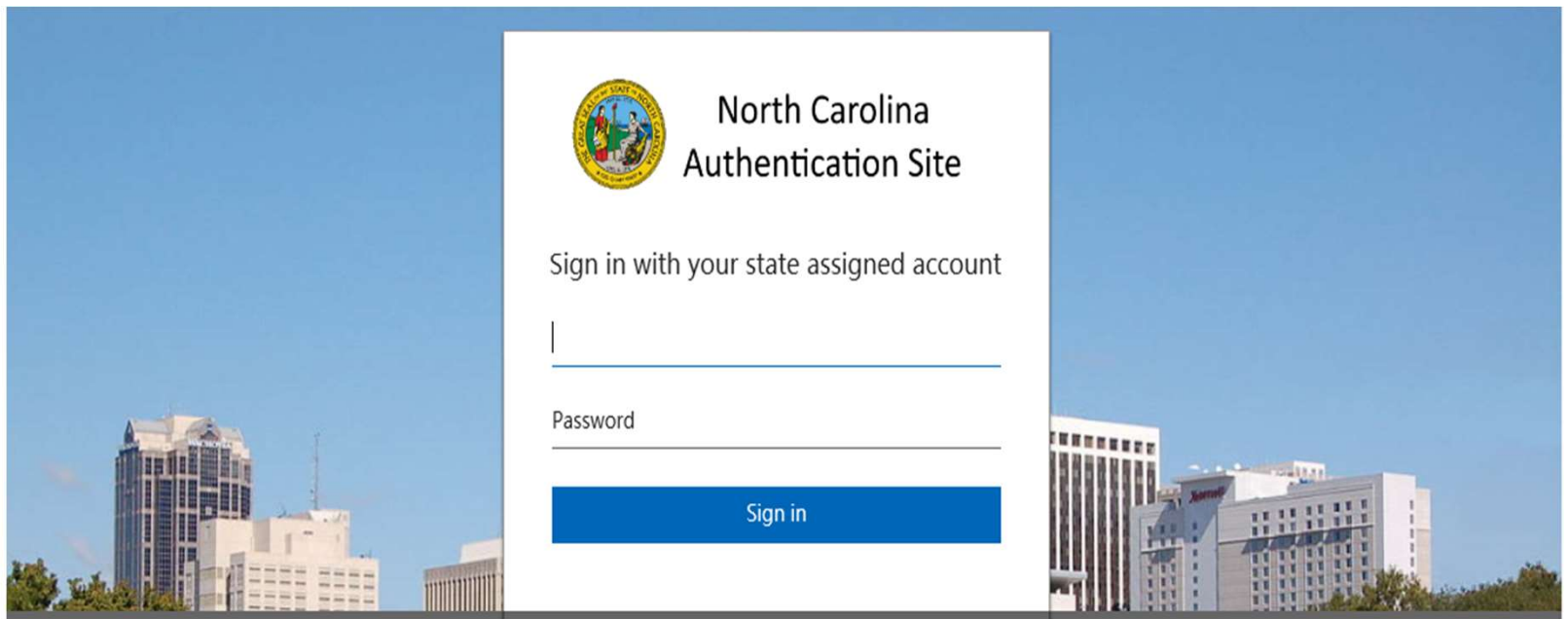
**Management & Supervision  2023**

? **Also known as ATC**

? A Web based portal

? Allows access to state funds

# Where is Aid To County Database?

https://atc.ncdhhs.gov

# Where is Aid To County Database?

# 2 types of users

**County Users:**

Health Directors

ATC Data Entry Personnel

**County Admin:**

County Finance Officer

# Why is ATC important?

State Funds

Required by the Consolidated Agreement

# Aid to County Expenditure Report

✓ Completed Monthly

Draw Down State Funding

Deadlines set by State Controllers Office

# ATC Expenditure Control Schedule

Aid-to-Counties Schedule for Calendar Year 2023

| | LHD Staff | | NCDHHS Office of the Controller | DPH Staff DCFW Staff | |
| | Expenditure Reporting Period | | | ATC Edit Access | |
| Payment Month | Begins | Ends | Payment Date | Begins | Ends |
|---|---|---|---|---|---|
| January | Tue 1/10 | Tue 1/17 | Fri 1/20 | Tue 1/24 | Tue 2/7 |
| February | Wed 2/8 | Wed 2/15 | Mon 2/20 | Wed 2/22 | Tue 3/7 |
| March | Wed 3/8 | Wed 3/15 | Mon 3/20 | Wed 3/22 | Mon 4/10 |
| April | Tue 4/11 | Mon 4/17 | Thu 4/20 | Mon 4/24 | Fri 5/5 |
| May | Mon 5/8 | Mon 5/15 | Thu 5/18 | Mon 5/22 | Wed 6/7 |
| June | Thu 6/8 | Thu 6/15 | Tue 6/20 | Thu 6/22 | Mon 7/10 |
| July | Tue 7/11 | Mon 7/17 | Thu 7/20 | Mon 7/24 | Mon 8/7 |
| August | Tue 8/8 | Tue 8/15 | Fri 8/18 | Tue 8/22 | Fri 9/8 |

# Aid to County Screenshot

# ATC Screenshot of Total

**This shows the total amount requested from the state is $171,610.90**



|  | Totals for the month |
|---|---|
| Requested: | $171,610.90 |
| Teen Pregnancy: | $0.00 |
| Temporary Food Establishment Fees: | $0.00 |
| Grand Total: | $171,610.90 |

The total requested should match your general ledger amounts for state expenditures

# Drawing Down State Program Funds

- Refer to the Agreement Addendum for each program:

  - Required work activity

  - Funding stipulations

  - Prior approval for some purchases

  - Draw down by method other than expenditures

# Preparing for
# Aid to County Expenditure Report

County Finance General Ledger Expenditure Report

Time Equivalency Report

# Checks and Balances

- **County general ledger for state expenditures should balance to the ATC requested amount each month.**

- **Program audits to ensure proper draw down of state funds**

- **Administrative monitoring to ensure proper method for calculating ATC**

# Some Rules

- **Entries must be certified by midnight in order to get funds.**

- **If entries are not completed by the deadline you must amend the report next month.**

- **Approximately 3 days after the deadline you will receive an electronic funds transfer.**

LTATB would like to thank our local public health partners.  Please reach out to your LTATB consultant with any questions.


## DPH Local Health Department Website

https://publichealth.nc.gov/lhd/index.htm