



**North Carolina Department of Public Safety**  
**Juvenile Justice and Delinquency Prevention**

Roy Cooper, Governor  
 Eddie M. Buffalo, Jr., Secretary

William L. Lassiter, Deputy Secretary

**MEMORANDUM**

**Refund Notification #: 1741-00019**

**To:** Guilford County Finance Officer  
**From:** Sherri Hill  
**Subject:** Final Accounting Refund Due  
**Date:** September 16, 2024

Based on the FY 2023-24 Final Accounting computations of the expenditures submitted with your signature, the following refund is due:

Sponsoring Agency	Program Name	Amount Due
Communities In Schools of High Point, Inc.	CIS Construction Skills	\$7,739.00
One Step Further, Inc.	Guilford Teen Traffic Diversion Pilot Program	\$5,624.00
Brothers Organized To Serve Others	BOTSO Mentoring	\$75.00

A total refund of **\$13,438.00** is now due. Please follow carefully the instructions below regarding the submission of refunds:

Please remit all refund checks to:  
**Refund is due not later than 10/31/2024**

NC Department of Public Safety  
 Attn: Accounts Receivable  
 4220 Mail Service Center  
 Raleigh, NC 27699-4220

Please e-mail a copy of the refund payment(s) to the Area Program Assistant: [denise.bond@ncdps.gov](mailto:denise.bond@ncdps.gov)

If you have questions, please call: (704) 603-6833

cc: Program Manager

**MAILING ADDRESS:**  
 MSC 4212  
 Raleigh, NC 27699-4212  
 Telephone: (919) 733-3388

**OFFICE LOCATION:**  
 3010 Hammond Business Place  
 Raleigh, NC 27603