



FINANCE DIGEST

Newsletter

1ST EDITION

CFO & AFO CORNER

Fiscal year 25-26 is finally underway and we are excited to bring you our first edition of the NCPS Finance Digest Newsletter. Our team is working diligently to be more transparent and to ensure we provide the support needed for our financial troopers around the district! We appreciate all that you do to assist with making financial transactions take place. Any updates that the finance team needs to push out will go out in this newsletter as well as the weekly Administrators updates. If you have any questions or suggestions on how we can make this more useful for you and your department, please let us know.

-Shanice Sanders
Executive Director of School Finance

MEET OUR NEW FINANCE TEAM MEMBERS



DAPHINE HIGGS

Cash Analyst
dqhiggs@ncpschools.net

- Banking Concerns
- Accounts Receivable
- Accident Reports
- Billings
- Donations & Grants
- Purchase Order Copies



SHEKENA SMITH

Payroll Analyst
ssmith@ncpschools.net

- Bus Drivers/Monitors (A-K)
 - Coopers Elementary
 - Edwards Elementary
 - Englewood Elementary
 - Middlesex Elementary
 - Nash Central Middle
 - NEDA
 - Red Oak Elementary
 - Southern Nash High
 - Southern Nash Middle
 - Tar River Academy
 - Williford Early Learning Center



APRIL POAGE

Payroll Analyst
apoage@ncpschools.net

- Bus Drivers/Monitors (L-Z)
 - Bailey Elementary
 - Benvenue Elementary
 - CITI High
 - Early College High
 - Hubbard Elementary
 - Nashville Elementary
 - Red Oak Middle
 - Rocky Mount High
 - Rocky Mount Middle
 - Spring Hope Elementary
 - Winstead Ave. Elementary

DATES TO REMEMBER:

- 8/6/25: Payroll Due
- 5th of Month: Bank Recons Due
- 20th of Month: Sales Tax Returns Due if on Monthly Schedule
- 20th of Jan, Apr, Jul & Oct: Sales Tax Returns Due if on Quarterly Schedule





PAYROLL REMINDERS

1. July Payday - July 31st
2. Next Payroll Submission Due Date - August 6th
3. Tax changes / address changes can be submitted in Timekeeper

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Please let us know what you would like to see in the Knowledge Corner by scanning the QR Code and filling out the form.



ACCOUNTS PAYABLE UPDATES

1. All employee reimbursements submitted to the finance department will be processed as a direct deposit. (This does not include the reimbursements through SchoolFunds)
2. All employee reimbursements will now be split up in Accounts Payable in the same manner as vendor invoices: Penny Benson (A-L) & Tracey Richardson (M-Z).
3. Checks will only be processed once per week on Thursdays.
4. Federal funded invoices must be submitted by noon on Fridays to be processed in the Federal Check Run on Thursdays.
5. All non-Federal invoices must be received by noon on Wednesdays for checks to be processed on the Thursday check run.

KNOWLEDGE CORNER

Budget Code Knowledge

X . XXXX . XXX . XXX . XXX . XXX . XX . X

FUND . PURPOSE . PRC . OBJECT . LOCATION . UI 1 . UI 2 . GRANT YEAR

FUND > Source of funding (i.e. 1-State, 2-Local, 3-Federal, 4-Capital Outlay, 5-Child Nutrition, 8-Donations & Grants)

PURPOSE > The reason something exists (i.e. 5110-Reg Curricular Services, 5330-Supplemental K-12 Services)

PRC > Program Report Code; Plan of Activities (i.e. 001-Classroom Teachers, 050-Title I, 061-Classroom Supplies & Materials)

OBJECT > The service or commodity obtained as a result of the expenditure (i.e. 1XX-Salaries, 2XX-Employer Paid Benefits, 3XX-Services, 4XX-Supply Items)

LOCATION > Your School Number

UI1 & UI2 - Unique Identifiers; Often used to separate funds to a specific category; (i.e. Subcodes)

GRANT YEAR > The year associated with the fund (used mostly for Federal funds)



NCASBO

SCHOOL TREASURER CERTIFICATE PROGRAM

NCASBO's School Treasurer Certificate Program classes begin this Fall. They are being offered at 3 locations: Burke County Schools, Moore County Schools & Pitt County Schools. Click the link below or scan the QR code for class info.

If you are interested in attending these classes, please reach out to Kim Davis, AFO. We will only be able to allow 3 Treasurers this year.

[Class Info](#)



NCPS TREASURER ACADEMY

The NCPS Finance Team is in the process of designing a **FREE** Treasurer Academy. This Academy will offer the following classes:

- LINQ Q&A
- Payroll
- Excel
- Budgeting
- and more

Stay tuned for more information!