



# FINANCE DIGEST

## Newsletter

2ND EDITION

### CFO & AFO CORNER

As we continue to work towards financial transparency, accountability and operational efficiency, I would like to thank each of you for doing a great job so far! We are in the early stages of developing a Treasurer Academy to support training and development for current and future treasurers. This academy will be open to NCPS Admins as well. If you have a topic or idea where additional training would be helpful, please feel free to share your suggestions in the Google Form by scanning the QR code below.

Should you have any questions or need further assistance with anything, please do not hesitate to reach out to me.

Kimberly Davis  
Assistant Finance Officer



*Treasurer Academy Class Ideas*  
Please let us know if you have a topic or idea for the Treasurer Academy by scanning the QR Code or clicking on the link.

## RECENT TREASURER CHANGES

### Transfers

Sharon Joyner - Transferring to Nash Central Middle School from Nashville Elementary School (Effective 8/11/2025)

### Openings

Nashville Elementary School Treasurer



## NEW NCPS MONTHLY FINANCE CALENDAR

We are pleased to share that we have developed a new NCPS Monthly Finance Calendar designed to help streamline communication and improve coordination across all departments!

This calendar will serve as a centralized tool that outlines key financial deadlines, reporting dates, budget planning milestones, training sessions, and other important events throughout the fiscal year.

### Key Features:

- Monthly deadlines for financial submissions
- ACH payment processing schedules
- Budget and audit timelines
- Reminders for purchasing cutoffs, year-end closeouts, and more
- Training and Treasurer Academy session dates

The goal is to provide greater clarity and consistency across our finance operations, ensuring everyone is aligned and prepared throughout the year.

You can access the calendar by clicking the link or scanning the QR code. [NCPS Finance Calendars](#)

| SEPTEMBER 2025 |        |         |           |          |        |          | NCPS FINANCE CALENDAR |        |         |           |          |        |          |
|----------------|--------|---------|-----------|----------|--------|----------|-----------------------|--------|---------|-----------|----------|--------|----------|
| SUNDAY         | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY                | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|                |        |         |           |          |        |          |                       |        |         |           |          |        |          |
|                |        |         |           |          |        |          |                       |        |         |           |          |        |          |
|                |        |         |           |          |        |          |                       |        |         |           |          |        |          |
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|                |        |         |           |          |        |          |                       |        |         |           |          |        |          |



We encourage you to review the calendar regularly and integrate these dates into your local schedules. If there are additional dates you believe should be included or if you have questions about specific entries, please don't hesitate to reach out.



## REMINDERS



- Next Payday - August 29th
- Next Payroll Submission Due Date - August 6th
- All travel reimbursements will now be direct deposited into your bank account that is on file for payroll.

- The escheating process has started
  - Must escheat checks written on or prior to 6/30/24
  - Must notify vendors if \$50+ & give them 60 days to respond
  - School checks to Department of State must be submitted to Ms. Daphine in the Central Office by 10/17/25 with payee information (address, name and SSN)
  - Note: remember to void checks that you escheated when check has been written to Department of State and sent to Ms. Daphine

## LEGISLATIVE UPDATE

The general assembly passed [SL2025-89](#) on August 6, 2025. Considered [the "mini budget"](#), it spoke to the following points regarding salary.

- There is no increase to the certified salary schedules from 24-25. [\(25-26 Certified Scales can be viewed here\)](#)
- Certified staff "are authorized to move up on the salary schedules and receive applicable automatic step increase" (as long as the full step is earned)
- There is currently no salary increase in the budget for classified employees
- **Approved Employer Benefit Rates** : 24.67% Retirement and \$8,500 Hospitalization. (For budgeting purposes)



## KNOWLEDGE CORNER

### Sales & Use Tax Knowledge



- **Nash County Sales Tax Rate = 6.75%** (consists of 4.75% for North Carolina + 2% for Nash County)
- Returns are due by the 20<sup>th</sup> of the month or if you're on a quarterly schedule, by the 20th of January, April, July & October
- Food Tax Rate = 2% (only for unprepared foods such as fruit, eggs, milk, etc.)
- Don't add sales taxes for employee reimbursements
- Check Sales Tax Edit Report for any mistakes with Sales or Food Taxes
- Sales Tax Refunds - 2% county tax & 2% food tax comes back to the school as a refund



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



Easy setup- no tech skills needed!

Accept Credit and Debit Cards

Sell it Anywhere. Anytime.

Convenient

Hassle-free

Time-saving



PORTABLE POS SYSTEM



RESERVE A DEVICE



NCPS TREASURER ACADEMY UPDATE

We are in the beginning stages of designing the first classes for the NCPS Treasurer Academy:

- LINQ IOI (separated in sections for Elementary Treasurers, Secondary Treasurers and Admin Assistants)
- Organize & Thrive: Productivity IOI
- The Complete Guide to Travel Reimbursements
- Service with a Smile: Customer Service Essentials

Stay tuned for more details on the upcoming classes!