



NASH COUNTY PUBLIC SCHOOLS

# FINANCE DIGEST

## Newsletter

3RD EDITION

### CFO & AFO CORNER

As the holiday season approaches, schools are gearing up for more events and activities—many of which can also serve as great fundraisers for your year-end PBIS initiatives. Don't forget: Clover devices are available for checkout through the Finance Department, allowing you to accept card payments at your events with ease. Just reach out ahead of time to reserve one!

Also, can you believe we're already through the first quarter of the school year? We've seen a noticeable improvement in how school allotments are being utilized—thank you for your intentional and strategic spending! In light of that, we're moving up our next allotment: instead of November, schools will receive an additional percentage in October to support continued operations.

As a reminder, the cutoff for spending State Funds will come quickly—March 27th—so please plan your purchases accordingly. Let's continue the strong momentum into the second quarter of the year!

Shanice Sanders  
Executive Director of School Finance



## MODEL OFFICE SPOTLIGHT

Congratulations to Lorie Styles (Coopers Elementary School) and Evelyn Bowens (Northern Nash High) for being selected as our Model Offices! Thank you to all that participated! Every office contributes to the smooth operation of our schools, and your efforts have set a high standard for excellence.

COOPERS



NORTHERN NASH



These offices will serve as the blueprint for how every Treasurer's office should be organized moving forward. Our goal is to establish consistency, efficiency, and professionalism across all schools. While each office may not look identical, the filing system, professional appearance and storage will be practices will be aligned to reflect the same high standards.

Now that our Model Offices have been selected, we are excited to begin sharing best practices across the district. If your school would like additional support, a member of the Finance team is available to visit your office and provide hands-on guidance. During these visits, we can review filing systems, workspace layout, and storage solutions to help align your office with district standards.

To request a Finance team visit, please complete the following google form >> [Office Organization Support Form](#). Our goal is to ensure every Treasurer's office has the tools and structure needed to operate smoothly and effectively.

Thank you for your continued commitment to excellence in school financial management!

## PAYROLL UPDATES

**Cut off Absence Date (10/6/2025):** Please **do not** key in any absences into LinQ after you have submitted your payroll for the month on 10/6/2025. If you need to do so, please email your payroll analyst.

October Pay Period Dates		
Employee Description	Pay Period Dates	# of Days
10 month (salary)	9/30/25 - 10/28/25	21
10 month EC/CITI (salary)	10/01/25 - 10/29/25	21
11/12 month (salary)	10/01/25 - 10/31/25	23
Extended Employment	9/15/25 - 10/10/25	20

**Direct deposit is mandatory.** If you change bank accounts, please complete a direct deposit form located on the NCPS website > Finance Department > Payroll Information > Direct Deposit Info. These change requests must be submitted in person or via courier mail from the treasurer of your school. **We cannot accept emailed/scanned copies of the form.** The cutoff is the 15<sup>th</sup> of every month which is included on the NCPS Finance Calendar.

## REMINDERS

ACCOUNTS PAYABLE 

### Payroll

- Next Payroll Submission Due Date - October 6th
- Next Payday - October 31, 2025
- Rewrite Date - November 5, 2025

### Accounts Payable

- Check Processing Day - Thursday's
- All invoices/check requests/reimbursements should be turned in by **noon on Monday's to be in the Thursday check runs**
- All travel reimbursements will now be direct deposited into your bank account that is on file for payroll.

### Cash

- Cash Ordering - Every Monday
- Escheating Deadline - Checks due October 22, 2025

### Grants

- Any grants that your school applies for, please inform Kimberly Davis (kdavis@ncpschools.net) & Daphine Higgs (dqhiggs@ncpschools.net) and email all information pertaining to the grant. All Treasurer's should also be kept informed of all grants that flow through the school and who is responsible for the grants.

# KNOWLEDGE CORNER

## NCPS Injury/Accident Reports

A school accident report is an official document that records details about an accident, injury, or incident that occurs on school property or during a school-related activity (like field trips, sports, or extracurricular events).

- All accident reports should be turned in to Daphine Higgs via the courier or email at dqhiggs@ncpschools.net
- To find the latest update of the accident report form, please click on the link below or navigate to the following: ncpschools.net > Departments > Student Support Services & Operations > School Nurses > Accident Report (Under "Resources/Staff Training")



[Accident Report Form Link](#)

# LINQ



## NCPS FINANCE ACADEMY UPDATE

We are excited to launch the NCPS Finance Academy with our very first session!

**Class Title:** LINQ IOI: Fund Management

**Date & Time:** Friday, October 31, 2025 from 8:00am - 12:00pm

**Venue:** Williford Early Learning Center - Learning Lab (Room 109)

**Overview:** This interactive class will explore the wide range of data possibilities available with the LINQ application. Participants will learn how to navigate the system effectively, manage funds with confidence and generate the necessary reports to support school finance operations.

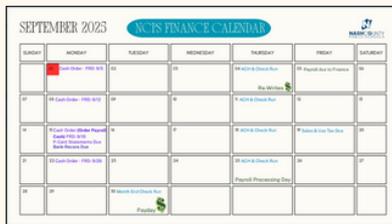


Please use the link to sign up for the class >> [NCPS Finance Academy - LINQ IOI: Fund Management](#)

## QUICK LINKS >>



Clover Reservation



NCPS Finance Calendar



Financial Deadlines