

# FINANCE DIGEST

## Newsletter

5TH EDITION

### CFO & AFO CORNER

As we move further into the holiday season, I want to extend a heartfelt thank you to each of our treasurers and non finance staff that submit work to us. Your consistency, accuracy, and dedication anchor so much of what keeps our district running smoothly. The work you do every single day matters — and it does not go unnoticed.

Please be sure to review the Finance Calendar included in this month's Digest. With several holidays and short work weeks ahead, a few deadlines shift more than usual. Taking a moment to double-check these dates will help ensure that all payroll and other submissions run seamlessly through the end of the year. December 19<sup>th</sup> will come faster than you can imagine. Please make sure your school has what it needs for the upcoming new year to begin.

Thank you, again, for the professionalism and care you bring to your role. We appreciate you more than you know.

Shanice Sanders  
Executive Director of School Finance



### Finance Department Year-End Closure Reminder

\*\*\*Please note that the Finance Department will close on December 19th. To help ensure that all employee pay is processed smoothly and without delay, please submit all necessary items to Finance by the deadline. The time between the December pay date and the rewrite date is longer than usual, so timely submissions are especially important. \*\*\*

### INTERNAL AUDITS

Internal audits are coming up, and we want to assure you—there's no need to worry! These reviews are simply a routine part of our financial process and are designed to support you, strengthen our internal controls, and ensure everything is running smoothly.

Audits are not about catching mistakes—they're about helping us identify opportunities to improve, stay compliant, and make your job easier. Most of the items reviewed are things you're already doing every day.

A few easy ways to stay audit-ready:

- Keep documentation (receipts, invoices, signatures) attached in SFO
- Reconcile regularly and address any small discrepancies
- Ensure forms are complete before issuing payments
- Ask questions anytime—Finance is here to help!

Remember, we're all on the same team. If something is missing, unclear, or needs updating, the audit simply helps us fix it together.

Random internal audits will begin this month. Ms. Barbara Whitman will reach out at least one day in advance to let you know she'll be visiting and to provide a checklist so you can prepare.

Thank you for your continued diligence and dedication!

### Mark Your Calendars: Financial Deadlines Ahead!



- MARCH 27** State Fund 1: Final day to submit PO requests.
- MARCH 31** Federal Fund 3: Final day to submit PO requests, check requests and summer proposals from Federal programs.
- APRIL 17** State Fund 1: All documentation (invoices, packing, etc.) for any state PO's should be submitted.
- APRIL 22** State Fund 1 (Schools Only): Any state funded PO's remaining open without documentation submitted to finance will be closed.
- MAY 1** Federal Fund 3: All Federal PO's will be closed. This includes district & school PO's.
- MAY 8** Local Fund 2: Last day to submit PO's to encumber remaining unused balances. PO's will not be approved after this date.

### FINANCE JOKE OF THE MONTH!

Why did the accountant cross the road? **To reconcile both sides. :)**



## PAYROLL UPDATES



- Next Payroll Submission Due Date - **December 4, 2025**
- **Cut off Absence Date - December 4, 2025**
- Next Payday - December 19, 2025
- Rewrite Date - January 6, 2025

**Child Nutrition Absences & Hours:** This is a reminder that treasurers **should not** be entering absences or adding hours for Child Nutrition employees. The Child Nutrition Department now handles all absence reporting, time entry, and related updates for their staff. Please ensure that any absence information, time adjustments, or questions regarding Child Nutrition employees are directed to their department moving forward.

December Pay Period Dates		
Employee Description	Pay Period Dates	# of Days
10 month (salary)	11/27/25 - 12/25/25	21
10 month EC/CITI (salary)	11/28/25 - 12/26/25	21
11/12 month (salary)	12/01/25 - 12/31/25	22
Extended Employment	11/10/25 - 12/5/25	20



## REMINDERS/UPDATES



### Accounts Payable

- **Reminder:** NCPS is **NOT** a tax-exempt organization, so please be sure to include sales tax when required.
- **Reminder:** All checks are processed on Thursdays. Please ensure that your submissions are complete to avoid delays.

### Cash

- **Outstanding Checks Process:** Regularly reviewing outstanding checks helps ensure they clear the bank smoothly and keeps your records accurate. A helpful approach is to check your outstanding list at 30, 60, and 90 days:
  - 30 days: Confirm the check was received and hasn't been misplaced.
  - 60 days: Follow up with the payee if it hasn't cleared.
  - 90 days: Investigate and resolve any remaining issues with the bank or payee.

*Moving forward, please make it a priority to address and clear any checks before they reach 180 days.*



### NCPS Finance Brain Teaser!



Be the first to answer using this Google Form and win a prize >> [Brain Teaser Answer Form](#)



What date does the Accounts Payable "Month End Check Run" fall on in December?



*Happy Holidays from the Finance Department!*

The Finance Team hopes your holidays are merry, your cookies are plenty, and your eggnog is just right! Thank you for keeping everything on track this year—we couldn't do it without you.

Wishing you a peaceful holiday season and a bright start to the New Year!

— The Finance Department



## KNOWLEDGE CORNER

### Frequently Used Object Codes

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



- 311 - Contracted Services
- 312 - Workshop Exp
- 332 - Travel
- 333 - Field Trips
- 411 - Supplies & Materials
- 418 - Computer Software & Supplies
- 461 - Furniture & Equipment
- 462 - Computer Equipment - Inventoried



## NCPS FINANCE ACADEMY

**Class Title:** Perfecting Payroll: Getting It Right Every Time

**Date & Time:** Friday, February 6, 2025 from 8:30am - 12:30pm

**Venue:** Williford Early Learning Center - Main Meeting Room (Room 106)

**Overview:** Join us for a hands-on session designed to make payroll simpler and stress-free! Learn step-by-step procedures, tips for avoiding delays, and how to confidently manage payroll submissions. Walk away ready to handle payroll with accuracy and ease.



Please use the link to sign up for the class >> [NCPS Finance Academy - Perfecting Payroll: Getting It Right Every Time](#)

### QUICK LINKS >>



POS Device Reservation



NCPS Finance Calendar



Financial Deadlines



Office Organization Support Form