



FINANCE DIGEST

Newsletter

4TH EDITION

CFO & AFO CORNER

As we step into November, I want to express my appreciation for your continued hard work and commitment to maintaining accurate and organized financial records. Your diligence plays a vital role in ensuring the smooth operation of our schools and compliance with district and state guidelines.

As we approach the midpoint of the fiscal year, please take a moment to review your accounts, confirm all reconciliations are current, and verify that documentation is properly filed. These small steps now will make year-end reporting much smoother.

Thank you for all that you do each day to support our schools. The Finance Team is here to assist you whenever needed. Please don't hesitate to reach out for support or guidance.

Kimberly Davis
Assistant Finance Officer



WELCOME TO THE TEAM

We are excited to welcome Mrs. Cynthia Southerland as the new Treasurer at **Nashville Elementary School**. Cynthia comes from a background in finance with experience in budgeting and payroll processing. She brings valuable experience, enthusiasm, and a strong commitment to supporting our schools and maintaining excellence in financial operations. She is excited to be a part of the team and to contribute wherever she can.

Please join us in giving Cynthia a warm welcome to the NCPS family!



2025 NCASBO
Manager Academy

CONGRATULATIONS SCHOOL

BUSINESS MANAGER GRADUATES!

Can you spot our wonderful Accounts Payable Analysts, Tracey Richardson & Penny Benson? We are proud to congratulate these ladies on successfully completing the 2025 School Business Manager Program Cohort! This achievement reflects their dedication to professional growth, leadership, and excellence in school finance and operations. Their commitment to learning and continuous improvement strengthens our entire district, and we are excited to see how their enhanced skills will continue to make a positive impact in our schools.

Please join us in celebrating this outstanding accomplishment!

Model Office Initiative: Schedule a Visit from Finance!

As part of our Model Office Initiative, the Finance Department is offering on-site visits to help Treasurers strengthen organization and consistency across all school offices. During these visits, our team will share best practices, provide hands-on support, and offer tips to help your office operate more efficiently and in line with district standards.

If you would like to request a visit from the Finance team, please complete the following google form >> [Office Organization Support Form](#).

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

PAYROLL UPDATES

- Next Payroll Submission Due Date - November 6, 2025
- **Cut off Absence Date - November 6, 2025**
- Next Payday - November 26, 2025
- Rewrite Date - December 5, 2025

| November Pay Period Dates | | |
|---------------------------|---------------------|-----------|
| Employee Description | Pay Period Dates | # of Days |
| 10 month (salary) | 10/29/25 - 11/26/25 | 21 |
| 10 month EC/CITI (salary) | 10/30/25 - 11/27/25 | 21 |
| 11/12 month (salary) | 11/01/25 - 11/30/25 | 21 |
| Extended Employment | 10/13/24 - 11/7/25 | 20 |

Tax Withholdings - To change your Tax Withholdings, do the following:

- Sign in to Timekeeper
- Click Tax Information on the left hand side
- Click Withholding Change Request under the Federal and /or State section
- Complete the appropriate boxes you would like to make a change in
- Click Send Request

**** The monthly cut-off date for tax withholding changes is the 15th ****



REMINDERS/UPDATES

Accounts Payable

- **Travel Reimbursements:** Please make sure that all signatures are on travel reimbursements or Professional Development paperwork before submitting it to Accounts Payable.
- **Travel Reimbursements:** Just a reminder, when sending in travel reimbursements, the mileage is measured from the closer of base site (school) or point of departure, to destination and return.
- Please remember that when creating a payment for a vendor in SFO, the invoice number must be entered into the system as you key in the check information. Including a copy of the invoice or payment voucher when mailing, is also recommended.

Cash

- **Thank you all for your flexibility on the Bank Resolution signature process!** Moving forward, if there are any changes within our district (i.e. Treasurer change, Principal change, etc.) everyone that has check signing rights at any school will have to sign a new Bank Resolution per Southern Bank. Please contact Daphne Higgs if you have any questions.

KNOWLEDGE CORNER

Check Requisition/Request for Payment Form #6

Please remember to complete the Check Requisition/Request for Payment form (#6) and obtain your Principal's signature before writing any checks in SchoolFunds Online. This step is required for proper documentation and is a key audit item identified by our auditors. Completing the form ensures compliance with district policies, maintains accurate financial records, and helps streamline approvals.

Thank you for helping us keep our financial procedures audit-ready!

Happy Thanksgiving from the Finance Department!

As we approach the season of gratitude, we want to take a moment to thank each of you for your hard work, dedication, and teamwork throughout the year. Your commitment to excellence helps keep our schools running smoothly and our students supported every day.

May your Thanksgiving be filled with joy, laughter, time well spent with family and friends, and plenty of sweet potato pie!

Happy Thanksgiving!

— The Finance Department



NEW CLASS ALERT!



NEW CLASS ALERT!

NCPS FINANCE ACADEMY UPDATE

Class Title: The Complete Guide to Travel Reimbursements

Date & Time: Friday, November 21, 2025 from 8:00am - 12:00pm

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

Overview: Managing travel reimbursements can be challenging, but this class will guide you through every step of the process with confidence. Participants will learn the district's travel policies, required documentation, reimbursement timelines, and best practices for accuracy and compliance. We'll also cover common mistakes to avoid, how to prepare complete travel packets, and tips for ensuring smooth approvals.



Please use the link to sign up for the class >> [NCPS Finance Academy - The Complete Guide to Travel Reimbursements](#)

QUICK LINKS >>



[Clover Reservation](#)



[NCPS Finance Calendar](#)



[Financial Deadlines](#)

