



FINANCE DIGEST

Newsletter

6TH EDITION

CFO & AFO CORNER

Wow — another year, and we all made it. That alone is more than enough reason to be grateful for God's many blessings. I am proud to step into this new year with each of you and want you to know how much we look forward to continuing the positive changes we've made, while also refining the areas we're still working to improve.

Our lines of communication are always open, and our office doors are never closed to you. If you have suggestions or ideas that you feel could help us better support you in your roles at the schools, start the year by being heard. If you have suggestions, please take a moment to complete [this survey](#) and share your thoughts — your feedback truly matters to us.

Shanice Sanders
Executive Director of School Finance

Happy New Year!! As we begin this new year, 2026, the Finance Department looks forward to continuing our partnership with you in supporting our schools and departments. January is a great time to reset, review procedures, and plan ahead for the months to come. We appreciate your continued cooperation and attention to financial guidelines, which help ensure accuracy, compliance, and efficiency for everyone. Best wishes for a successful and productive year ahead.

Kimberly Davis
Assistant Finance Officer



-March 27th will be the final day to **submit State (Fund 1) PO requests**. Please make sure to spend
-March 31st will be the final day to **submit Federal (Fund 3) PO requests** and summer proposals from Federal programs.

-**Internal school audits** will start this month. These audits will be random. Ms. Barbara Whitman will reach out at least 1 day in advance to let you know she'll be visiting and provide a checklist so that you can prepare.

Monthly Birthday Spotlight

We'd like to wish a very happy birthday to the following employees celebrating this month:

Donna Boswell
Sharron Barnes

Marcy Pegram
Tonya Barnes
Penny Benson

La'Tricia Morris
Tracey Richardson



PAYROLL UPDATES



- Next Payroll Submission Due Date - **January 6, 2026**
- **Cut off Absence Date - January 5, 2025**
- Next Payday - January 23, 2026
- Rewrite Date - February 3, 2026



January Pay Period Dates		
Employee Description	Pay Period Dates	# of Days
10 month (salary)	12/26/25 - 1/26/26	22
10 month EC/CITI (salary)	12/29/25 - 1/27/26	22
11/12 month (salary)	1/01/26 - 1/31/26	22
Extended Employment	12/8/25 - 1/9/26	25



REMINDERS/UPDATES



Accounts Payable

- **Reminder:** Please ensure all Accounts Payable submissions include proper supporting documentation, correct vendor information, proper coding and required signatures if needed. Incomplete submissions may delay processing.

Cash

Cash Security Reminder: For security purposes, cash should be kept in a locked location with limited access until deposited. Cash should never be left unattended, shared between staff, or stored in unsecured areas.



December NCPS Finance Brain Teaser Winners!



Congratulations to **Jo Boyette** and **Adriana Havier** for winning last month's Finance Brain Teaser! Thank you to everyone who participated and put their sharp eyes and problem-solving skills to the test. We appreciate your engagement and look forward to bringing more fun challenges in future newsletters.



Answer: December 19th

KNOWLEDGE CORNER

Uses of State & Local Funds



State Funds

Items that directly support student learning and classroom instruction:

- Classroom instructional materials
- Copy paper (used for instruction)
- Textbooks & workbooks
- Science kits, charts and maps or tangible learning aids
- Any item that directly aids instruction in the classroom

Local Funds

Items that support the school's operation but **do not directly impact the classroom:**

- Decorations
- Printers
- Cleaning supplies
- Furniture
- Office supplies
- Any item not directly tied to student instruction



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.

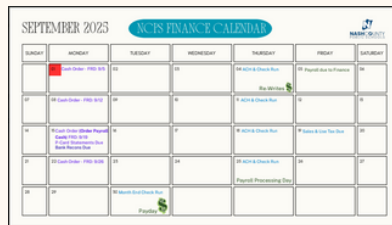


Please use the link to sign up for the class >> [NCPS Finance Academy - Perfecting Payroll: Getting It Right Every Time](#)

QUICK LINKS >>



POS Device Reservation



NCPS Finance Calendar



Financial Deadlines



Office Organization Support Form