

FINANCE DIGEST

Newsletter

7TH EDITION

CFO & AFO CORNER



28 days. Zero excuses. Let's make them count.

February may be short, but it's the perfect moment to make a big impact with your remaining state funds. Now is the time to check balances, review financial deadlines, and make sure instructional dollars are put to work where they matter most—supporting classrooms and students as they finish the year strong.

A great place to start? Poll your teachers. Ask what instructional supplies they need right now to enhance lessons, engage students, and finish the semester with momentum. From classroom materials to hands-on learning tools, there's no better use of funds than investing directly in what supports teaching and learning. These funds are for our students.

February Checklist:

- ✓ Review remaining state funds
- ✓ Connect with teachers to identify instructional supply needs
- ✓ Purchase supplies that will elevate classrooms and set students up for success

Short month. Smart planning. Real impact.

-Shanice Sanders, Finance Officer

NCPS FINANCE SHOUTOUTS

SHOUT OUT to *Tonya Barnes of Edwards Elementary and Dikeisha Woods of NEDA* on successfully completing all requirements of the NCASBO Treasurers Academy! This comprehensive training program reflects their dedication to professional growth, financial excellence, and strong stewardship of school funds. Their commitment to learning and best practices strengthens not only their schools, but our entire organization. We appreciate their hard work and congratulate them on this outstanding achievement. Please be on the lookout for the next NASBO Treasurers Academy for 2026.



AUDIT TIPS



Audits don't have to be stressful! This section shares practical audit tips to help you stay organized, avoid pitfalls, and feel confident when audit time arrives.

1. For proper checks and balances, *Treasurers should not receipt funds in receipt books*. Another staff member should handle manual receipts, while Treasurers record transactions in School Funds Online.
2. Treasurers should use the proper forms (such as Check Request for Payment, Teacher Daily Deposit Report, Ticket Sales Report, etc.) for School Funds at all times to ensure proper approvals and maintain accountability. These forms are located on the Google Drive in the School Treasurer Information folder.
3. *Under no circumstances are checks to be written to "Cash" or "Petty Cash"*. This weakens accountability and creates audit risks. These checks can't be traced to a specific person, making it difficult to prove how funds were used. Checks should always be written out to a specific person or company.

Monthly Birthday Spotlight

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



Chicquita Lucas 2/2
Tierra Battle 2/26



PAYROLL UPDATES

- Next Payroll Submission Due Date - **February 5, 2026**
- **Cut off Absence Date - February 5, 2025**
- Next Payday - February 27, 2026
- Rewrite Date - March 3, 2026

February Pay Period Dates		
Employee Description	Pay Period Dates	# of Days
10 month (salary)	1/27/26 - 2/25/26	22
10 month EC/CITI (salary)	1/28/26 - 2/26/26	22
11/12 month (salary)	2/1/26 - 2/28/26	20
Extended Employment	1/12/26 - 2/6/26	20

Automatic AL Absence Posting - January Payroll Issue

Thank you to everyone for your patience, attention to detail, and timely action as we worked through recent payroll and absence issues. Your diligence in reviewing entries and submitting payroll accurately is greatly appreciated and helps ensure our payroll process remains accurate and compliant. You all are awesome!!

REMINDERS/UPDATES

Accounts Payable

- **Audit Tip:** Clear documentation is key. Invoices should match the purchase order and receiving documentation to support proper authorization and compliance with audit requirements.

Cash

- **Audit Tip:** All cash collections should be receipted immediately, documented accurately, and deposited intact and timely. Proper separation of duties and consistent reconciliation of receipts to deposits are essential controls that help safeguard funds and ensure compliance with audit requirements.
 - **Common Cash Handling Mistakes to avoid:**
 - Holding cash or checks to combine with a future deposit
 - Delayed receipting of collections
 - Deposits not matching receipt totals
 - Missing documentation or incomplete reconciliation records

KNOWLEDGE CORNER

School Funds Online Chart of Accounts

Contact the Assistant Finance Officer to set up district account codes. The following chart is based on funds now in use by the schools and should be used by all schools to present uniformity in accounting. Accounts may be added to this chart to facilitate proper accounting records upon written consent of the Assistant Finance Officer. Schools can set up sub-accounts, as needed, without prior approval. Club or Class name should be used instead of personal names. **Please check to make sure that your accounts are set up correctly. Contact Kim Davis if any changes are needed.**

ID	Description	Account Code
GenOff	General Office	2xx
PD	Professional Development	3xx
Sup/MA	Instructional Supplies and Materials	4xx
Ath	Athletics	5xx
F/D	Fees and Donations	6xx
P/S	Project Sales	7xx
C/O	Clubs and Organizations	8xx

LAST CHANCE TO SIGN UP FOR THIS CLASS!!



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.

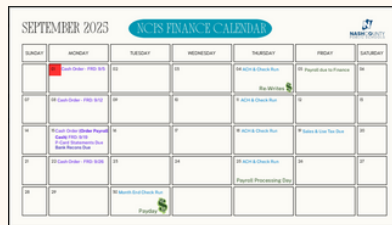


Please use the link to sign up for the class >> [NCPS Finance Academy - Perfecting Payroll: Getting It Right Every Time](#)

QUICK LINKS >>



POS Device Reservation



NCPS Finance Calendar



Financial Deadlines



Office Organization Support Form