



Newsletter

Business & Finance:

"News You Can Use"

1st Edition

Quinnley Coley, Chief of Finance
quinnleycoley@fcschools.net ext.350252

Payroll

Updates and Contacts:



Shout out to some of the hardest working ladies in payroll for always making sure that the district's employees are properly paid on time each month! Thank you to **Ambi**, **Jamie** and **Jama** for all your hard work and dedication to always keep us informed about payroll updates. Please be sure to read the monthly payroll memo to stay updated about things that impact your pay checks. The January 2026 payroll update was shared on January 23rd, but in case you missed it; it can be found [HERE](#).

Administrative Reminders:

To ensure your team is paid accurately and on time, please prioritize the following:

- **Timely Action Sheets:** Submit all documentation for new hires, additional duties, and personnel changes promptly. Delays in paperwork lead to delays in payments.
- **Accurate Timesheets:** Before submission, verify all hours for accuracy and ensure all required signatures are secured.

🏠 Legislative Update: House Bill 125

All North Carolina public school districts are currently operating under the **House Bill 125 Continuation Budget Resolution**. This "mini-bill" provides the following framework for our current operations:

- **Certified Staff Salaries:** While salary tables remain unchanged for now, we have updated records to reflect the **2025-2026 experience step** for all certified instructional staff and assistant principals.
- **Classified Staff Salaries:** Salary tables remain at previous levels. Final adjustments will be determined once further legislative action is taken.
- **Benefit Rate Adjustments:**
 - **Retirement Matching:** Updated to the new rate of **24.67%**.
 - **Medical Coverage:** Benefit matching has increased to **\$8,500 per employee**.

Please Note: For a deeper dive into the specifics of this legislation, you can review the full [Continuation Budget Resolution](#).

For Assistance Contact:

Jamie Jones: jamiejones@fcschools.net ext. 350253 (Middle & High)

Ambi Brodie: ambibrodie@fcschools.net ext. 350255 (Elementary)



Accounts Payable

Updates and Contacts:

Angela works feverishly each day to make sure that all invoices for the entire district are processed and paid on time. Angela is responsible for processing all district-wide invoices, including payroll benefits, fuel for student transportation, and utilities just to mention a few. To ensure our operations continue running smoothly, please follow the procedures:

- **General Invoices:** Send all final, approved invoices to fcsinvoices@fcschools.net.
- **Travel Reimbursements:** All travel documentation must be submitted to Angela by the **5th of each month**.
- **2026 Mileage Rate Increase:** Effective **January 1, 2026**, the standard mileage reimbursement rate for business travel has increased to **72.5 cents per mile**.

For Assistance Contact:

Angela Ward: AngelaWard@fcschools.net Ext.350249

Purchasing

Updates and Contacts:

Velvet's dedication to her role is evident in her compassion and unwavering commitment to helping everyone navigate proper procurement procedures. To ensure a smooth process, please remember to include all necessary supporting documentation, such as quotes, when submitting your purchase requisitions.

If you are ever unsure about which budget codes to use, Velvet is well supported by Jama Stallings and Shirley Coker. Together, they are here to ensure your details are accurate and fully aligned with procurement compliance guidelines.

For Assistance, Contact:

Velvet Driver: VelvetDriver@fcschools.net Ext.350207



Budget & Compliance

Updates and Contacts:

Summer Site Visit Retrospective: We would like to extend a huge "Thank You" to **Jama** for her exceptional work in preparing agendas and organizing the school visit schedules that concluded this past August. We appreciate the **Principals and Treasurers** for their hospitality during those sessions. The insights gained regarding classroom resources and financial workflows remain foundational as we navigate the second half of the 2025–2026 school year.

Current Budget & Compliance Reminders: As we move further into the second semester, please take note of the following critical updates:

- **PMR Reconciliation:** Allotments originally based on **ADM (Average Daily Membership)** projections are being finalized. PMR and ADM data heavily persuades funding and budgeting for our students. The current year's data can be found [HERE](#).
- **Final Budget Status:** Following the adoption of the final [Budget Resolution](#) in December, schools are now operating under their fixed annual allocations.
- **Transfer Restrictions:** Please remember that internal fund transfers between line items are now capped. Any transfer **exceeding \$500** requires formal **CFO-level approval**.

For Assistance Contact:

Jama Stallings: JamaStallings@fcschools.net ext. 350254

Budget & Compliance

Updates and Contacts: Continued...

Federal Program Coordination: Having **Shirley** as our dedicated point of contact for **Federal Programs** is essential for ensuring that every student in our public school system receives the resources and support, they deserve. Her expert navigation of complex regulations and funding streams, in close coordination with **Dr. Hawthorne** and **Ms. Edwards**, transforms bureaucratic requirements into tangible opportunities for classroom innovation and student success. We are incredibly fortunate to have such a committed professional who works tirelessly behind the scenes to bridge the gap between federal policy and local impact.

For questions or assistance regarding the status of your federal budgets, please reach out to the specific program managers.

Program	Manager
Title 1	Dr. Geoffrey Hawthorne, geoffreyhawthorne@fcschools.net , ext. 350122
Exceptional Children (EC)	Windy Edwards, windyedwards@fcschools.net , ext. 350311
General Finance Support	Shirley Coker, shirleycoker@fcschools.net , ext. 350214

Budget & Compliance New or Updated Forms:

- ✓ [FCS Administration Signature Page](#)
- ✓ [FCS Authorization to Use Credit Card Form](#)
- ✓ [FCS Donation Form](#)

Donations, Fundraising, & Crowdfunding

Updates and Contacts:

Fundraisers are vital opportunities to gain financial support and collaborate with our students, staff, families, and the wider community. While we welcome these creative endeavors, it is essential that all events remain in alignment with district policies and guidelines. To provide a more seamless experience, **Tricia** has successfully led our pilot of **Givebacks**, a software solution designed to enhance the district's marketability, transparency, and regulatory compliance. She serves as the lead for our Givebacks partnership and she is excited to be of service to our team!

Cashless In-Person Payments (Givebacks POS)

To streamline on-site transactions and reduce the risks associated with handling cash, the district utilizes the **Givebacks Point of Sale (POS) system**. This mobile solution allows schools and parent-led organizations (PTAs, PTOs, Booster Clubs) to accept secure, in-person payments during events such as athletic games, spirit wear pop-ups, concession sales, and fee collection.

Key Financial Capabilities

- **Flexible Payment Methods:** Supports **credit card swiping, inserting, or tapping** via Bluetooth-connected readers. It also supports "Tap to Pay" directly on **iPhone** and **Android** devices, removing the need for extra hardware.
- **Unified Inventory:** The POS app syncs directly with the **online storefront**, ensuring that sales made in person automatically update digital inventory levels and financial records.
- **Internal Oversight & Reporting:** All POS transactions are recorded in real-time, providing **district business offices** with immediate visibility into fundraising efforts and ensuring compliance with financial audit requirements.
- **Simplified Reconciliation:** Admins can **record cash payments** within the app to keep all event revenue in a single, itemized report, which simplifies the bank deposit reconciliation process.



Donations, Fundraising, & Crowdfunding

Updates and Contacts Continued:

Givebacks Resources & Support

To help your school or organization get started, please utilize the following tools:

- **Givebacks Help Center:** Access comprehensive support articles and documentation. Connect with the Givebacks team via live chat or email through their help center.
- **Workshops & Setup Training:** Register for online group workshops and live training sessions. Browse a library of short, easy-to-follow video tutorials.

For Assistance, Contact:

Tricia Preston: TriciaPreston@fcschools.net ext. 350251

Updates From Local, Federal, & State Government:

- ✓ **NCDPI School Business Services Newsletter**
- ✓ **NCSIS Bulletin**
- ✓ **Weekly Top Ten**
- ✓ **State Allotment Policy Manual**
- ✓ **Federal Funds Allotment Policy Manual**

A graphic with the words "Happy Birthday!" in large, colorful, 3D block letters. The letters are in shades of yellow, orange, green, and blue. There are small, colorful confetti dots scattered around the text. The background is a dark blue gradient.

Heather Ferguson

February 12th

TLMS

Treasurer

Tricia Preston

February 13th

Central Office Financial
Assistant to the CFO

Barbara Gilliam

February 19th

BES

Treasurer

Birthdays and Important Dates to Remember

Updates and Contacts:



February 2026

- ✓ **Timesheet Due Date- February 10th**
- ✓ **Release New Business & Finance Handbook- February 13th**
- ✓ **New Inventory Due Date- February 18th**
- ✓ **Pay Date- February 27th**
- ✓ **75% of Spending (Purchasing) must be completed by- February 27th**

Thank you for staying informed about the financial outlook of our schools. Together, we are ensuring that every Franklin County student has the tools they need to succeed from kindergarten to graduation and beyond. ~TP