

FINANCE DIGEST

Newsletter

8TH EDITION

CFO & AFO CORNER

Can you all believe that March is here! It's another busy month for us as we approach state and federal budget deadlines. Let's make sure that we are all on top of spending, approvals, and supporting documentation so that our financial records remain accurate and on track.

A few key dates to remember:

- **March 27th** - Final day to submit State purchase order requests
- **March 31st** - Final day to submit Federal purchase order requests, check requests and Summer proposals



As we get closer to these deadlines, please take a moment to review your accounts and make sure any outstanding items are submitted on time. Clear documentation and timely approvals help us avoid delays and make the reporting process much easier for everyone.

Thank you all for your hard work throughout the school year.

Remember, *"Finance is like a puzzle; every piece counts, and together we make the picture perfect!"* Let's keep working together to make sure every piece falls into place this month.

Kimberly Davis, AFO



MODEL OFFICE INITIATIVE



If your school would like additional support, a member of the Finance team is available to visit your office and provide hands-on guidance. During these visits, we can review filing systems, workspace layout, and storage solutions to help align your office with district standards.

To request a Finance team visit, please complete the following google form >> [Office Organization Support Form](#). Our goal is to ensure every Treasurer's office has the tools and structure needed to operate smoothly and effectively.

NCPS Finance Brain Teaser!

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

What is the last day to submit purchase orders for local (Fund 2) funds?



WELCOME TO THE TEAM

We are excited to welcome Ms. Amanda Alston as the new Treasurer at Citi High! Amanda is new to the world of education, bringing with her strong data entry and clerical experience that will be a great asset to the school.

Outside of work, Amanda enjoys staying active and having fun, whether that's playing pickleball or spending time outdoors. She also loves antique shopping—both fashion and home decor—and values quality time with family and friends. We're thrilled to have her join the team and look forward to the energy and expertise she brings!

Monthly Birthday Spotlight

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

Barbara Whitman 3/11

Sharon Joyner 3/14

Russel Moore 3/20



PAYROLL UPDATES

- Next Payroll Submission Due Date - **March 5, 2026**
- **Cut off Absence Date - March 5, 2026**
- Next Payday - March 31, 2026
- Rewrite Date - April 2, 2026

| March Pay Period Dates | | |
|---------------------------|-------------------|-----------|
| Employee Description | Pay Period Dates | # of Days |
| 10 month (salary) | 2/26/26 - 3/27/26 | 22 |
| 10 month EC/CITI (salary) | 2/27/26 - 3/30/26 | 22 |
| 11/12 month (salary) | 3/1/26 - 3/31/26 | 21 |
| Extended Employment | 2/9/26 - 3/6/26 | 20 |

- **Audit Tip:** Make sure all timesheets and leave requests, are accurate and properly signed before payroll is submitted. Small mistakes can create big headaches during an audit, but catching them early keeps everything smooth and stress-free.



REMINDERS/UPDATES

Accounts Payable

- **Audit Tip:** Keep invoices, purchase orders, and receipts organized in one place. When everything is easy to find, audits become a breeze instead of a scramble.

Cash

- **CHECKredi** provides check guarantee and collection services that protect schools from losses due to returned or NSF checks. If a check is returned, CHECKredi reimburses the school for the full amount and handles the recovery process. There is no need for Treasurers to follow-up with the payer to recover funds. Please contact Daphne Higgs if you have any questions.



KNOWLEDGE CORNER

MORE AUDIT TIPS



Our annual audit is coming up soon, but don't worry! Think of it as a chance to show off all the great work we've been doing. Staying organized now and double-checking records will make the audit feel more like a quick check-in than a stressful event. We've got this! Here are a few more audit tips for you to keep in mind:

1. All money received by the Treasurer should be **deposited daily** for best practice. If the amount does not exceed \$250, then at least by the end of each school week **no matter the dollar amount**. Deposits on the month's final day should be made before the bank's cutoff to ensure funds post that day. #Rule of thumb "Only keep daily what you are willing to pay back if it is stolen from your office".
2. A **daily deposit packet** should include the deposit analysis report, all receipts with teacher daily logs attached, and the verified bank deposit slip, which must match the deposit analysis report. All items should be combined into a single packet, not separated by teacher.
3. For the month-ending bank reconciliation, print the **Receipts and Disbursements Report** and always **UNCHECK** the 'Exclude Beg Year Bal' box. The ending balance plus YTD encumbrances for regular and asset accounts should equal the adjusted bank balance.
4. All bills must be paid using an actual invoice, and **NOT** the statement. Statements summarize charges but don't provide the detailed documentation needed for proper approval and audit purposes. Using the invoice ensures that all amounts are verified, recorded accurately, and supported for accountability.

ABSOLUTE LAST CHANCE TO SIGN UP FOR THIS CLASS!!



NCPS FINANCE ACADEMY

Class Title: Perfecting Payroll: Getting It Right Every Time

Date & Time: (RESCHEDULED DATE) Thursday, March 5, 2026 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