

APRIL 2026



NASH COUNTY
PUBLIC SCHOOLS

FINANCE DIGEST

Newsletter

9TH EDITION

CFO & AFO CORNER



As we enter the month of April, we are quickly approaching the close of the fiscal year. This is always a critical time, and I want to take a moment to sincerely thank each of you for your intentional efforts in spending down your state funds prior to the March deadline. Your attention to timelines and compliance does not go unnoticed.

With that being said, we are now entering the final stretch, and several additional deadlines are quickly approaching. It is essential that you take time to carefully review the deadlines listed at the bottom of this newsletter and begin planning accordingly. Proper planning now will help prevent last-minute challenges and ensure that all financial processes are completed efficiently and accurately.

Spring Break is right around the corner and I want to encourage each of you to take full advantage of this time to rest, reset, and recharge. You have all been working hard, and this break is well deserved. Please note that Finance will be limited during this time, as I also want to ensure our team has the opportunity to step away briefly before entering our busiest season of the year. If there is an urgent or time-sensitive need that cannot wait, please direct your email to me so that I can assist as needed.

Once we return from Spring Break, we will be moving at full speed into year-end closeout activities, audits, and preparation for the upcoming fiscal year. Your continued attention to detail, adherence to deadlines, and communication will be key to our collective success during this time.

On a more exciting note, we are looking forward to hosting the upcoming Finance Lab Experience! A significant amount of time, thought, and preparation has gone into developing this training to ensure it is both meaningful and engaging for all participants. And to make it even better—there will be some OUTRAGEOUS prizes given away . Trust me, this is not something you want to miss!

Thank you again for your continued partnership, flexibility, and commitment to excellence. We truly appreciate all that you do to support your schools and our district.

Shanice Sanders, Finance Officer

👛 NCPS Finance Brain Teaser Winner! 👛

Congratulations to **Tammy Summerlin** 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.

(Question: What is the last day to submit purchase orders for local (Fund 2) funds? Answer: May 8th)

Monthly Birthday Spotlight

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

Barbara Harvey 4/4

Lisa McDanel 4/4

Sandy Godwin 4/12



PAYROLL UPDATES

- Next Payroll Submission Due Date - **See Chart Below**
- **Cut off Absence Date - April 14, 2026**
- Next Payday - April 30, 2026
- Rewrite Date - May 5, 2026

April Pay Period Dates			
Employee Description	Pay Period Dates	# of Days	Due to Finance
10 month (salary)	3/28/26 - 4/28/26	22	4/14/26
10 month EC/CITI (salary)	3/31/26 - 4/29/26	22	4/9/26
11/12 month (salary)	4/1/26 - 4/30/26	22	4/14/26
Extended Employment	3/9/26 - 4/3/26	20	4/7/26

- **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

- **REMINDER:** Please ensure you are **consistently tracking expenses for all purchase orders (POs)**. Once funds are fully spent, POs will automatically close in the system. Maintaining accurate records is essential for ensuring compliance and being prepared for audits.
- **REMINDER:** Please note that **updated Professional Leave and Travel Reimbursement forms** are now available on the District Website, under Financial Services. As of January 1, 2026, the travel reimbursement rate increased from \$0.70 per mile to \$0.725 per mile. The new rate is reflected on both forms. Moving forward, please be sure to use the new forms from the site, as no manual corrections will be made to increase rates once it has been submitted for payment.



KNOWLEDGE CORNER

Fundraisers vs. Donations



Not all money collected is the same! Fundraisers involve an exchange (like selling items or tickets), while donations are freely given with nothing in return. Knowing the difference helps keep your records accurate and audit-ready.

Required Documentation / Information

Fundraisers

- Form #8 Fundraiser Procedures: Found in the School Treasurer Information Folder (Google)
- Form #8 Request for Fundraising Project: Required form to start fundraising projects
- Form #10 Fundraiser Summary of Activity: This form should be used for direct sales.
- Deposit documentation

Why it matters >> Ensures accountability, proper tracking of funds, and compliance during audits.

Donations

- Donation receipt or acknowledgement letter
- Deposit documentation
- Board Approval: For large or restricted donations

Why it matters >> Confirms funds were given voluntarily and ensures proper recording and use of funds.



NEW CLASS!!



NCPS FINANCE ACADEMY



Class Title: The Finance Lab Experience

Date & Time: Thursday, May 28, 2026 from 8:30am - 3:00pm

Venue: Williford Early Learning Center - Main Meeting Room (Room 106)

Overview: Step into The Finance Lab Experience—where learning meets real-world application! This interactive training event includes six power-packed sessions: Mastering School Funds Online, Fundraising Fundamentals for Schools, OSHA, From Cash to Clicks, Spend Smart: Navigating State & Local Funds, and Customer Service with a Smile. Whether you're sharpening your skills or learning something new, this experience will leave you feeling confident, capable, and ready to take your financial processes to the next level.

Please use the link to find a brief overview of each session and to sign up for the experience >> [NCPS Finance Academy - The Finance Lab Experience](#)

QUICK LINKS >>



POS Device Reservation



NCPS Finance Calendar



Financial Deadlines



Office Organization Support Form