

Business & Finance: “News You Can Use”

2nd Edition

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

The Business & Finance Department remains committed to supporting schools and departments with efficient financial services, compliance guidance, and timely processing of transactions. This newsletter provides updates, reminders, and important information for remainder of March.

Payroll

Updates and Contacts:

Please be sure to read the monthly payroll memo to stay updated about things that impact your pay checks. The March 2026 payroll update was shared on March 26th, but in case you missed it; it can be found [HERE](#).

Reminders

- Please ensure **all timesheets and leave entries are submitted and approved by payroll deadlines** to prevent delays in processing.
- Employees should review their **pay statements regularly** through the employee portal to confirm accuracy.
- Monitor leave balances closely as we approach year-end.
- Contact the Payroll Office immediately if corrections are needed for previously submitted entries.
- Last day to turn in Make Up Time to Treasurers or your direct Supervisor is **May 10th**. Click [HERE](#) for Make Up Time Form.
- **SECU** will be discontinuing our Payroll Deduction service effective **August 1, 2026**. For more information about the “Payroll Deduction Alternatives” memo click [HERE](#).



Professional Development Opportunities:

- **Need help understanding your paycheck?** Click [HERE](#) to schedule an appointment with our Payroll Specialists for a personalized Q&A session. Now Booking appointments for the Week of **May 4th-8th**. The last day to get your appointment set for these special days is **April 24th**.

For Payroll Assistance Contact:

Jamie Jones: jamiejones@fcschools.net ext. 350253 (Middle & High)
Ambi Brodie: ambibrodie@fcschools.net ext. 350255 (Elementary)



Accounts Payable & Purchasing

Updates and Contacts:

Accounts Payable Reminders:

Accounts Payable is preparing for year-end closeout procedures.

- Submit all **outstanding invoices** as soon as possible to avoid delays.
- Ensure invoices include proper approvals and coding.
- Avoid holding invoices at the school/department level—timely submission is critical.

Purchasing Reminders:

- Review all open **purchase orders (POs)** and close those no longer needed.
- All purchases must be **received and invoiced** before year-end deadlines.
- Continue to follow procurement guidelines, including required quotes and documentation.
- **To Book a Session with Accounts Payable or Purchasing**, click [HERE](#). Now Booking appointments for the Week of **May 4th-8th**. Last day to book your session with AP/Purchasing is **April 29th**.

For Accounts Payable Assistance, Contact:

Angela Ward: AngelaWard@fcschools.net Ext.35024

For Purchasing Assistance, Contact:

Velvet Driver: VelvetDriver@fcschools.net Ext.350207

Business & Finance:

"News You Can Use"



Budget & Compliance

Updates and Contacts:

Budget monitoring remains a top priority.

Budget Reminders:

- Departments and schools should review **remaining balances** and spending plans.
- Federal and state funds must be used in alignment with **program intent and allowable costs**.
- Ensure expenditures are properly coded to avoid audit findings.
- Compliance reviews are ongoing—documentation should be maintained and readily available.

For Assistance Contact:

Jama Stallings: JamaStallings@fcschools.net ext



Donations, Fundraising, & Crowdfunding

Updates and Contacts:

Reminders:

Fundraising & Crowdfunding

Fundraising efforts remain strong across the district.

- All fundraising activities must receive **prior approval in Givebacks**.
- Crowdfunding platforms (e.g., DonorsChoose) must follow district guidelines.
- Funds raised must be tracked and used for the intended purpose.

Donations

We appreciate the continued support from our community partners.

- All donations must be:
 - Approved
 - Properly documented
 - Recorded through the Givebacks.
- Schools should ensure transparency and accountability in the use of donated funds.

Please click [HERE](#) for a 1-on-1 Training Session for Givebacks.

For Assistance, Contact:

Tricia Preston: TriciaPreston@fcschools.net ext. 350251



Newsletter

April 2026

Business & Finance:

"News You Can Use"



**Mark Your
Calendar**

Dates to
Remember

**Happy
Birthday!**

March & April

Belinda Fisher

March 11th

CCMS

Treasurer

Angela Ward

April 6th

Central Office

Accounts Payable

Michelle Smith

April 10th

BMS

Treasurer

Kenya Kearney

April 18th

YES

Treasurer

Birthdays and Important Dates to Remember

Updates and Contacts:

April 2026

- ✓ **Timesheet Due Date- April 14th**
- ✓ **Last Day to set up Payroll
Office Hours Sessions- April
24th**
- ✓ **Pay Date- April 30th**
- ✓ **Make Up Time Due- May 10th**
- ✓ **SECU "Payroll Deductions
Alternatives" ending- August
1st**
- ✓ **Travel Due Date- 5th of Every
Month**

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 PreKindergarten to graduation and beyond. ~TP