

MAY 2026



NASH COUNTY PUBLIC SCHOOLS

# FINANCE DIGEST

## Newsletter

10TH EDITION

### CFO & AFO CORNER



As we move into the final stretch of the school year, our focus shifts to closing out the year strong and preparing for upcoming audits. School audits are scheduled for the first week of June, and preparation is key to ensuring a smooth and successful process for everyone.

All elementary and middle schools are expected to have their financial files submitted to the Central Office no later than Tuesday, June 2nd. This submission should include all required documentation, including May bank reconciliations, to ensure records are complete and up to date. Please refer to the email that was sent out on April 14<sup>th</sup>.

Please take time now to review your records for accuracy and completeness. Ensure all transactions are properly documented, receipts are attached, and any outstanding items are resolved. This is also a great time to:

- Verify account balances and clear any discrepancies
- Confirm that all deposits and expenditures have been recorded
- Review outstanding purchase orders and close those that are no longer needed
- Ensure proper coding of all transactions
- Double-check that all required signatures and approvals are in place

Your attention to detail now will help prevent delays and make the audit process much more efficient. As always, the Finance Office is here to support you—please reach out if you have any questions or need assistance as you prepare. Barbara Whitman is also available to come by your schools to help you get ready for your audit.

Thank you for your continued hard work and commitment to maintaining accurate financial records.

**Kimberly Davis, Assistant Finance Officer**

### LET'S REFLECT- START ASKING YOURSELF



- Have I done a profit analysis for each of our fundraisers to determine what's worth repeating—or replacing—next year? (this is top tier bookkeeping, need help, call us)
- Did I monitor my budgets consistently throughout the year, or was I reacting at the end? If the latter, how can I adjust for the upcoming allotment in July?
- Did I meet regularly with my Principal? If not, what can I do now to ensure I am on his/her schedule to meet monthly for at least an hour? (make a schedule)

### Monthly Birthday Spotlight

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



Stephanie Geanes 5/9  
Barbara Dickens 5/12  
Melissa Nelms 5/13

Carolyn Pennington 5/23  
Marcia Dautridge 5/24  
Paula Casey 5/26

## PAYROLL UPDATES

- Next Payroll Submission Due Date - **See Chart Below**
- **Cut off Absence Date - May 6, 2026**
- Next Payday - May 29, 2026
- Rewrite Date - June 2, 2026

| May Pay Period Dates      |                   |           |                |
|---------------------------|-------------------|-----------|----------------|
| Employee Description      | Pay Period Dates  | # of Days | Due to Finance |
| 10 month (salary)         | 4/29/26 - 5/28/26 | 22        | 5/6/26         |
| 10 month EC/CITI (salary) | 4/30/26 - 5/29/26 | 22        | 5/6/26         |
| 11/12 month (salary)      | 5/1/26 - 5/31/26  | 22        | 5/6/26         |
| Extended Employment       | 4/6/26 - 5/1/26   | 20        | 5/5/26         |

- **REMINDER:** This is a friendly reminder to please follow the May and June payroll instructions that were sent out in April regarding how to submit payroll for 10-month employees for the month of May.

## REMINDERS/UPDATES

### Accounts Payable

- **REMINDER:** As a reminder, our organization does **not hold tax-exempt status**. All purchases are subject to applicable sales tax.
- **PURCHASE ORDER CLOSEOUT REMINDER:** When submitting documents to close out a purchase order, please ensure the green sheet is signed and dated and clearly marked "OK to Close" (written or stamped) before sending to Accounts Payable.
- **REMINDER:** For invoice submissions - Penny Benson (A-L) and Tracey Richardson (M-Z)
- **REMINDER:** Please be mindful that before you process an order, please wait until the PO is fully approved and you have the PO number.

# KNOWLEDGE CORNER

## HOW CAN AI HELP IN MY OFFICE?

### Professional Emails & Responses

- Draft or clean up emails to staff, vendors, or parents.
- Example: "Make this message kind but firm about missing receipts."

### Process & Procedure Guides

- Create quick how-to documents for tasks like purchase orders, reimbursements, or deposits.
- Example: "Write step-by-step instructions for submitting a travel reimbursement."

### Budget & Explanation Support

- Turn complex financial info into simple explanations.
- Example: "Explain this budget shortfall in plain language for non-finance staff."

### Forms, Memos & Templates

- Generate checklists, logs, and standard forms.
- Example: "Create a field trip expense tracking sheet."

### Policy Clarification (Quick Reference)

- Get help interpreting guidelines before confirming details.
- Example: "Summarize overtime rules in simple terms."

### Problem Solving & Ideas

- Get suggestions when you're stuck.
- Example: "How can I track outstanding invoices more efficiently?"



**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