

JUNE 2026



NASH COUNTY
PUBLIC SCHOOLS

FINANCE DIGEST

Newsletter

11TH EDITION

CFO & AFO CORNER

It's hard to believe we're already at the end of another school year!

We want to thank all of our school treasurers, administrative assistants, bookkeepers, and anyone else who supports the financial operations of our schools. This was our first full year on LINQ, and you've all done an amazing job rolling with the changes, learning a new system, and helping us work through the bumps along the way.

Thank you for meeting deadlines, adapting to new processes, and helping us keep things moving throughout the year. We truly appreciate your flexibility and commitment.

A special thank you to everyone who participated in our first year of the NCPS Finance Academy. We loved learning alongside you and hope you'll continue joining us next year as we keep building our financial knowledge together.

As we move through closeout, remember that Barbara Whitman, our Treasurer Coach, is available if you'd like her to review your records before bringing them to Central Office for auditor review. Don't hesitate to take advantage of that extra support.

By the time our next Finance Digest is published, we'll be in a brand-new fiscal year. Until then, I hope you take some time this summer to rest, recharge, and enjoy a slower pace while the students are out of the buildings.

And if you've been thinking about participating in our Office Organization Initiative, summer is the perfect time to get started and set yourself up for a great year ahead.

Thank you for all you do. We couldn't do it without you!

Shanice Sanders, Chief Finance Officer

--FINANCE OFFICE CLOSURE--

PLEASE NOTE THAT THE FINANCE OFFICE WILL BE CLOSED ON **FRIDAY, JUNE 5**. TO ENSURE TIMELY PROCESSING, PLEASE COMPLETE AND SUBMIT ALL PAYROLL DOCUMENTATION BY MONDAY, JUNE 8. YOUR COOPERATION IS GREATLY APPRECIATED AND WILL HELP US MAINTAIN PAYROLL SCHEDULES WITHOUT INTERRUPTION.



As a reminder, preparations for the Annual Audit are underway. Per the email previously sent, Elementary and Middle Schools should bring their audit files to the Central Office by the end of the day on **Tuesday, June 2**.

Please ensure that your audit files are complete and include the May bank reconciliation. Thank you for your cooperation and attention to this important deadline. If you have any questions, please refer to the audit email previously distributed or contact the Finance Office for assistance.



Monthly Birthday Spotlight

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

Jo Boyette 6/1

Carrie Davis 6/17

Kimberly Davis 6/1

Tammy Summerlin 6/23

Cynthia Southerland 6/2

Cheri Biggs 6/24



PAYROLL UPDATES

- Next Payroll Submission Due Date - **See Chart Below**
- **Cut off Absence Date - June 5, 2026**
- Next Payday - June 18, 2026
- Rewrite Date - June 22, 2026

June Pay Period Dates

Employee Description	Pay Period Dates	# of Days	Due to Finance
11/12 month (salary)	6/1/26 - 6/31/26	21	6/5/26
Extended Employment	5/4/26 - 5/29/26	20	6/2/26

- **IMPORTANT ANNOUNCEMENT:** The Finance Office will be closed on June 5, 2026. Please remember to complete your payroll by this date and turn it in to the Finance Office by Monday, June 8th.



REMINDERS/UPDATES

Accounts Payable

- **REMINDER:** Make sure the company is a vendor of NCPS before submitting purchase orders; if not, submit a W-9
- **REMINDER:** Send the green sheet, signed, dated, with the words, "OK TO PAY & CLOSE" written on the green sheet when all items have been received. Sticky notes can fall off so writing on the green sheet is better
- **REMINDER:** All invoices must have a copy of the PO attached to it before sending it to the finance /AP department
- **UPDATE:** Starting July 1st, all Amazon, Staples and Office Depots orders in SFO will require a PO to be open.

KNOWLEDGE CORNER

SFO Year-End Rollover

1. If your school has used PO's in SFO, please liquidate them all if you haven't done so using 6/30/25 date. See the Purchase Order Instructions in the Year End Rollover Guides in SFO.
2. All transactions (receipts, disbursement, journal entries) for this year have to be completed by Monday, 6/30/2025.
2. Please review all of your accounts to make sure nothing is overdrawn. If so, you will have to transfer some funds from another account.
3. Complete your bank recon on the first day that you are back in the office in July. This has to be done for me to complete what I need to do to roll your funds into the new fiscal year.
4. Print a final Receipts and Disbursements Report with 6/30/2025 date and uncheck "Exclude Beginning Year Balances."
5. Print an "Account History Report" for the full year and put in a file.
6. Print the following registers for the full year and put in a file: check, receipt, journal entries, purchase orders.

You will not be able to post transactions in the new fiscal year until you receive an email from me stating that the year-end process has been completed.



WRAPPING UP THE NCPS FINANCE ACADEMY

As we close out the NCPS Finance Academy for this fiscal year, we want to thank each participant for your engagement, collaboration, and commitment to strengthening financial practices across our schools and departments. Throughout this academy, we explored key topics including budgeting, travel procedures, cash management, SchoolFunds Online, purchasing procedures, compliance, financial accountability, and more — all essential components of supporting student success.

Remember: strong financial stewardship is more than balancing numbers — it is about ensuring transparency, accountability, and responsible use of resources for the benefit of our students, staff, and community.

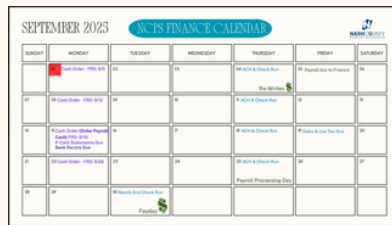
Thank you for your dedication to excellence and for being an important part of the NCPS Finance Team. Be on the lookout for the new class schedule next fiscal year! We look forward to continuing to learn and grow together.



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