

AUGUST 2026

NASH COUNTY
PUBLIC SCHOOLS

FINANCE DIGEST

Newsletter

12TH EDITION

CFO & AFO CORNER

Welcome Back to a New School Year!

The 2026–2027 school year is officially underway, and it has been exciting to watch our schools hit the ground running! We've already seen purchases coming through as you put your allotted funds to work, and that's exactly what we love to see. Additional funding will be released over the next few months, so if you find that you've used your current allocation and need additional funds, just reach out to Kim or myself. We'll be happy to review your balances and see what additional funds are available.

Thank you to everyone who attended our Annual Treasurer's Meeting! It was so good to see everyone together, and the team-building activity was definitely one of our favorite parts of the day. We hope you left with a few new connections, a few laughs, and a reminder that you're part of an amazing finance team.

The NCPS Finance Academy is going strong, and we can't wait to bring everyone together again soon. Don't forget—you can always request a new class topic or ask us to reteach a previous class. We want to make sure our training continues to meet your needs and helps make your job just a little easier.

Here's to a great year—we're looking forward to working with each of you throughout the 2026–2027 school year!

Shanice Sanders, Chief Finance Officer

New Updates for This Fiscal Year

To promote consistency, strengthen internal controls, and maintain compliance, please note the following updates for this year:

- **Use Standard NCPS Forms** – All required finance forms must be the current NCPS versions located in the Treasurer's Manual.
- **Purchase Orders Required** – An SFO Purchase Order must be created before placing any orders with Amazon, Staples, or Office Depot.
- **Upload Supporting Documentation** – When issuing a check in SchoolFunds Online (SFO), upload all supporting documentation, including copies of the check, required forms, invoices, receipts, and any applicable backup documentation.
- **Receipt Book Requirements** – Receipt books should be no more than three (3) years old. Please replace older receipt books as needed.
- **Receipt Book Acknowledgement** – When issuing a receipt book to a teacher or staff member, attach a copy of the signed Receipt Book Guidelines to the inside front cover of the receipt book. (This page will be incorporated into future receipt book orders.)

Thank you for your attention to these updates and for helping ensure accurate, consistent, and compliant financial practices throughout the district.

Monthly Birthday Spotlight

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

Jenny Walston 7/5

Wanda Glover 7/14

Rebecca Tomlinson 7/18

Vontina Green 7/24

Daphne Higgs 8/12

Wanda Jenkins 8/13

Brionna Pierce 8/16

Marissa Brake 8/16

Janice Barnes 8/28

Shekena Smith 8/30

Padgett Waters 8/31

PAYROLL UPDATES



- Next Payroll Submission Due Date - **See Chart Below**
- Next Payday - August 31, 2026
- Rewrite Date - September 3, 2026

August Pay Period Dates			
Employee Description	Pay Period Dates	# of Days	Due to Finance
10 month (salary)	8/3/26 - 8/31/26	21	
10 month EC/CITI (salary)	8/3/26 - 8/31/26	21	
11/12 month (salary)	8/1/26 - 8/31/26	21	8/6/26
Extended Employment	7/20/26 - 8/14/26	20	8/19/26

REMINDERS:

- Payroll cannot move anyone to the schools until receiving a staff action.
- Be mindful of absence cutoffs on the calendars.
- Ext Employment - Please make sure it is turned in at the correct time with the correct dates and to the correct person.
- Direct Deposit Update - Must come to the Central Office or give to Treasurer to update account info. The first check after the update will be a paper check.



REMINDERS/UPDATES



Accounts Payable

REMINDERS:

- We are not tax exempt
- When keying PO's, services are not taxed. Only goods are taxed.
- Please don't staple anything that is sent to AP
- Credits are not keyed back to PO's
- Payments are keyed from invoices only
- Keep copies of everything for your records

Cash

- Escheat Process is coming up. For all schools that have outstanding checks written prior to 6/30/25, please be on the lookout for more information from Daphne Higgs
- Check signing for new Principals: Daphne Higgs will be contacting all new Principals and the corresponding Treasurers **this week** to get documents signed.

KNOWLEDGE CORNER

FY26 School Audits

Top Recurring Issues Across Schools

1. Teachers not remitting money daily
2. Teacher receipts missing dates
3. Teacher receipts not indicating cash/check
4. Principal approval after check date / missing approval
5. Receipt book issues (skipped, edited, out of sequence)
6. Outstanding checks over one year
7. Missing supporting documentation for checks
8. Fundraiser paperwork incomplete
9. Incorrect account coding / negative balances
10. Missing signatures on reports/checks



Most audit findings are not caused by major errors—they're the result of small oversights that occur throughout the year. A quick monthly review of receipt books, outstanding checks, supporting documentation, and approvals can prevent many of the findings identified during school audits.



NCPS FINANCE ACADEMY

We're excited to announce a new lineup of engaging professional development classes designed specifically for NCPS finance staff. Stay tuned for class topics, dates, and registration details. You won't want to miss these opportunities to learn, collaborate, and grow!

QUICK LINKS >>



[POS Device Reservation](#)



[NCPS Finance Calendar](#)



[Financial Deadlines](#)



[Office Organization Support Form](#)