

SEPTEMBER 2026



FINANCE DIGEST

Newsletter

13TH EDITION



CFO & AFO CORNER

Happy September!

A new school year brings new budgets, new purchases, new activities, and plenty of financial questions. One of the best things we can do as a Finance Team is establish good habits from the very beginning.

This month, remember the 4 P's of good financial management:

- Plan – Know your budget and your spending priorities.
- Pause – Before making a purchase, make sure you have the proper approval and that the expenditure is allowable.
- Process – Follow the appropriate procedures and use the correct forms and systems.
- Prove – Keep the documentation needed to support the transaction.

And remember, you don't have to figure it out alone. If you're unsure about a purchase, funding source, coding, or procedure, reach out to the Finance Office. We'd much rather help you get it right before the transaction than have to fix it later.

Let's start the year strong and keep our schools' finances audit-ready all year long!

Kimberly Davis, Assistant Finance Officer

Introducing the NCPS Finance Academy Passport

We're excited to introduce the new NCPS Finance Academy Passport! Each Finance Academy participant will receive their very own passport at our first class, LINQ 101: Fund Management, in September.

The passport is designed to help you track your Finance Academy journey, collect credits, and celebrate your professional development throughout the year. After attending each training, participants will receive a passport stamp/signature documenting their completed training and earned credits. See the schedule and incentive system below.

Quarter	Month	Training Name	Facilitator	Credits
Q1	September	LINQ 101: Fund Management	Penny Benson	2
Q1	September	KEV Group Presents: Mastering SchoolCash Online	KEV Group - Lauren Kopecki	2
Q2	October	Fraud Awareness & Prevention	Shanice Sanders	2
Q2	November	Payroll	April Poage	2
Q3	January	Budgeting 101: Building a Strong School Budget	Shanice Sanders / Kim Davis	2
Q3	February	Spend Smart 201: Smart Spending & Budget Management	Shanice Sanders	2
Q4	April	Audit Preparedness: Get Your Office Audit-Ready	Barbara Whitman	2
Q4	May	Finance Lab Experience	NCPS Finance Academy Facilitators	6

4 Credits → Pin + Certificate

12 Credits → Tote Bag + Pin + Certificate

20 Credits → Treasurer Designated Funding + Tote Bag + Pin + Certificate

Monthly Birthday Spotlight

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

Latrishia Sumner 9/16

April Poage 9/19

Evelyn Bowens 9/24



PAYROLL UPDATES



- Next Payroll Submission Due Date - **See Chart Below**
- Next Payday - September 30, 2026
- Rewrite Date - October 2, 2026

September Pay Period Dates			
Employee Description	Pay Period Dates	# of Days	Due to Finance
10 month (salary)	9/1/26 - 9/29/26	21	9/4/26
10 month EC/CITI (salary)	9/1/26 - 9/29/26	21	9/4/26
11/12 month (salary)	9/1/26 - 9/30/26	22	9/4/26
Extended Employment	8/17/26 - 9/11/26	20	9/16/26

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

QUICK REMINDERS:

- Travel:** Only submit the first page showing the total miles—no need to submit each turn-by-turn page.
- Invoices/POs:** Please use paper clips instead of staples when submitting documents.
- Green PO Sheets:** Write your information directly on the green sheet. Please do not use sticky notes, as they can easily come off and become separated from the document.
- Prepayment Mailing Address:** Please make sure the mailing address on the prepayment matches the invoice exactly to keep from being returned and delayed.

Cash

- POS Devices available for checkout** - We now have **3 POS devices available for checkout** through the Finance Office. Need a device for an upcoming school event or activity? Contact Daphne Higgs in the Finance Office or use the Quick Link at the bottom of this page to reserve one.



KNOWLEDGE CORNER

Sales & Use Tax Knowledge



- Nash County Sales Tax Rate = 6.75%** (consists of 4.75% for North Carolina + 2% for Nash County)
- Returns are due by the 20th of the month or if you're on a quarterly schedule, by the 20th of January, April, July & October
- Food Tax Rate = 2% (only for unprepared foods such as fruit, eggs, milk, etc.)
- Don't add sales taxes for employee reimbursements
- Check Sales Tax Edit Report for any mistakes with Sales or Food Taxes
- Sales Tax Refunds - 2% county tax & 2% food tax comes back to the school as a refund



Please let us know what you would like to see in the Knowledge Corner by scanning the QR Code and filling out the form.



NCPS FINANCE ACADEMY

Class Title: LINQ IOI: Fund Management Basics

Date & Time: Wednesday, September 23rd from 1pm - 3pm

Venue: TBD

Overview: This class will go over the basics of LINQ Fund Management, including navigating the system, viewing vendors, creating purchase orders, and accessing key information. Participants will gain the foundational skills needed to confidently use LINQ for everyday school finance tasks.



[LINQ IOI: Fund Management Basics Sign Up Form](#)

Class Title: KEV Group Presents: Mastering SchoolCash Online

Date & Time: Tuesday, September 29th from 1pm - 3pm

Venue: TBD

Overview: This interactive session will help participants strengthen their SchoolCash Online skills by learning how to create and manage basic items effectively and make the most of SchoolCash POS devices. Learn the basics of creating and managing items in SchoolCash Online while exploring practical ways to maximize the use of SchoolCash POS devices.



[KEV Group: Mastering SchoolCash Online](#)

QUICK LINKS >>



[POS Device Reservation](#)



[NCPS Finance Calendar](#)



[Financial Deadlines](#)



[Office Organization Support Form](#)