

OCTOBER 2026

NASHCOUNTY
PUBLIC SCHOOLS

FINANCE DIGEST

Newsletter

14TH EDITION

CFO & AFO CORNER

Hi everyone! October is here, and we have already completed one full quarter of the school year! We had a successful kickoff of the NCPS Finance Academy, and I want to thank everyone who attended. Remember to bring your passport to each course so you can receive your stamp as we continue learning together! I

Now is a great time to review your spending, make sure you are getting the things you need, and begin planning for the second semester. With the holiday season approaching, please review your calendars and upcoming due dates so you can plan purchases and submit paperwork on time when we get into Feb-March.

👻👻 Our resident office ghost is watching his budget as well—he started with \$500 and spent \$125 on supplies, twice as much on food and \$75 on decorations. Oh and someone donated \$46. If you caught how much he has left, include your answer in a reply for a chance to win a little treat! 🧡🧡 First to respond with the correct answer wins a nice treat, all others get a trick or treat, depending on if your answer is correct 😊 [Respond Here](#). Must respond by COB Friday Oct 3, 2026.

Our October 20th Finance Academy course will focus on fraud awareness, including warning signs to watch for and ways to help protect district funds. We are also considering a holiday workshop for our Treasurer's and Administrative Assistants and would love to hear whether y'all would attend and what activities or topics you would like to cover. Share your thoughts [here](#) and keep an eye out for more treats than tricks this month!

Shanice Sanders, Chief Finance Officer

NCPS Finance Academy Update

The NCPS Finance Academy is off to a great start! Some of you already have 2 stamps in your passport! If you missed a class, please contact Penny Benson for a LINQ 101 make-up session or Barbara Whitman for Mastering SCO, and you can still earn your stamp. Our next class, Fraud Awareness & Protection, will be on October 20th from 1pm - 3pm. Please use this link to sign up for the class → [Fraud Awareness & Protection Sign Up](#).

For a complete class list, click here → [NCPS Finance Academy Schedule](#)



Monthly Birthday Spotlight

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

Tiandra Britt 10/2
Caroline Johnson 10/16

Karen Battle 10/22
Adriana Javier 10/27



PAYROLL UPDATES



- Next Payroll Submission Due Date - **See Chart Below**
- Next Payday - October 30, 2026
- Rewrite Date - November 4, 2026



October Pay Period Dates			
Employee Description	Pay Period Dates	# of Days	Due to Finance
10 month (salary)	9/30/26 - 10/28/26	21	10/5/26
10 month EC/CITI (salary)	9/30/26 - 10/28/26	21	10/5/26
11/12 month (salary)	10/1/26 - 10/30/26	23	10/5/26
Extended Employment	9/14/26 - 10/8/26	20	10/14/26

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:

- **SRO Direct Deposit:** All SROs who submit a blue timesheet are now required to be enrolled in direct deposit. If you haven't completed the form yet, please do so as soon as possible.
- **New SROs:** All new SROs must complete a W-9 for payment processing.
- **Travel Reimbursements:** Please do not submit turn-by-turn directions. The first page showing the total mileage is all that is needed. Reimbursement will be based on the shortest reasonable mileage, regardless of the route actually traveled.
- **Travel Prepayments:** Please submit prepayment requests at least 3 weeks before the travel date. Requests submitted only 1-2 weeks before travel may not allow enough time for processing and mailing. This gives us plenty of time to make sure your check arrives before you travel.
- **Checks:** All checks should be sent to Daphne Higgs.



KNOWLEDGE CORNER

Creating An Item in SchoolCash Online >> Quick Steps

SchoolCash Catalog > Items Tab > Create a New Item

- Enter the Basics (item name and clear description - 5 Ws)
- Complete Financials (enter the appropriate account & amount)
- Set Availability (enter the start, due and end dates; set any quantity or per-student limits if needed)
- Add Extras (add options & choices, scheduled payments or a permission form)
- Check Visibility (**Do not select Public unless the item is a donation or fundraiser intended to solicit money from the general public**)
- Preview & Save (review the item for accuracy, save and attach students if needed)
- Remember to double-check the price, account, dates and visibility settings before going live.

Contact Kim Davis, Barbara Whitman, or Penny Benson for one-on-one assistance creating items in SchoolCash Online.



NCPS FINANCE ACADEMY

Class Title: **Fraud Awareness & Protection**

Date & Time: Tuesday, October 20th from 1pm - 3pm

Venue: Williford - Main Meeting Room

Overview: This class will provide practical tips for recognizing red flags, preventing fraud, protecting school funds, and strengthening internal controls. You won't want to miss this one!



**Fraud Awareness & Protection
Sign Up Form**

Class Title: **Payroll Essentials**

Date & Time: Friday, November 13th from 1pm - 3pm

Venue: Williford - Main Meeting Room

Overview: This hands-on training will cover the payroll process from start to finish, including time entry, payroll deadlines, leave, deductions, corrections, and common payroll issues. Participants will gain a better understanding of payroll responsibilities and learn tips to help ensure accurate and timely payroll processing.



**Payroll Essentials Sign Up
Form**

QUICK LINKS >>



[POS Device Reservation](#)



[NCPS Finance Calendar](#)



[Financial Deadlines](#)



[Office Organization
Support Form](#)