

**Cabarrus County Schools**  
**Finance Department**  
[www.cabarrus.k12.nc.us](http://www.cabarrus.k12.nc.us)



**Carol Herndon**  
Chief Financial Officer  
[carol.herndon@cabarrus.k12.nc.us](mailto:carol.herndon@cabarrus.k12.nc.us)  
Ext. 75705  
704-260-5705 office



**Paige Tamaro**  
Executive Assistant to the CFO  
[paige.tamaro@cabarrus.k12.nc.us](mailto:paige.tamaro@cabarrus.k12.nc.us)  
Ext. 75709  
Office 704-260-5709

Back up:  
Kendra Upchurch Ext. 75704  
704-260-5704

- CFO Calendar
- Facility Use
- Internal Billings
- Accounts Receivable
- Department Logistics
- Charter School Billings
- Drivers Education Receipts
- Applicant Testing
- Department Walk-Ins
- Wage Verifications



**Kimberly Aldridge**  
Finance Operations Director  
[kimberly.aldridge@cabarrus.k12.nc.us](mailto:kimberly.aldridge@cabarrus.k12.nc.us)  
Ext. 75701  
Office 704-260-5701

Back up:  
Lisa Mundale Ext. 75710  
704-260-5710

- Daily Finance Operations
- School Allotments
- Banking Administration
- Cash Management
- Purchase Order Approvals
- Budgets
- Teacher Absences

**Brandy Crisco**  
Accountant  
[brandy.crisco@cabarrus.k12.nc.us](mailto:brandy.crisco@cabarrus.k12.nc.us)  
Ext. 75707  
Office 704-260-5707

Back up:  
Kendra Upchurch Ext. 75704  
704-260-5704

- Elementary School Support
- Middle School Support
- High School Support
- Non-Traditional School Support
- School Audits
- School Compliance
- Finance Procedures
- Accounting Website
- K12 Payment Center

|                                                                                     |                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p><b>Kendra Upchurch</b><br/> <b>Accountant</b><br/> <a href="mailto:kendra.upchurch@cabarrus.k12.nc.us">kendra.upchurch@cabarrus.k12.nc.us</a><br/> <b>Ext. 75704</b><br/> Office 704-260-5704</p> <p>Back up:<br/> Brandy Crisco Ext. 75707<br/> 704-260-5707</p>      | <ul style="list-style-type: none"> <li>• Department Support</li> <li>• Department Audits</li> <li>• Teacher Assistant Allotment</li> <li>• Clerical / Custodial Allotment</li> <li>• Elective Insurance Recon.</li> <li>• Budgets</li> <li>• Escheats</li> <li>• MAC Reporting</li> <li>• Charter School Reporting</li> <li>• 899 Billing</li> <li>• LGC Reporting</li> <li>• Grants (Fund 8)</li> </ul> |
|    | <p><b>Precilla Santiago</b><br/> <b>Accountant</b><br/> <a href="mailto:precilla.santiago@cabarrus.k12.nc.us">precilla.santiago@cabarrus.k12.nc.us</a><br/> <b>Ext. 75703</b><br/> Office 704-260-5703</p> <p>Back up:<br/> Lisa Mundale Ext. 75710<br/> 704-260-5710</p> | <ul style="list-style-type: none"> <li>• Federal Programs: <ul style="list-style-type: none"> <li>• Audits</li> <li>• Budget</li> <li>• Monthly Monitoring</li> <li>• Support/Questions</li> <li>• Grants</li> <li>• BJs / AJs</li> </ul> </li> <li>• Budgets</li> <li>• OMB Certifications</li> <li>• EC Allotments</li> <li>• EC Maintenance of Effort</li> </ul>                                      |
|  | <p><b>Lisa Mundale</b><br/> <b>Accountant</b><br/> <a href="mailto:lisa.mundale@cabarrus.k12.nc.us">lisa.mundale@cabarrus.k12.nc.us</a><br/> <b>Ext. 75710</b><br/> Office 704-260-5710</p> <p>Back up:<br/> Kimberly Aldridge Ext. 75701<br/> 704-260-5701</p>           | <ul style="list-style-type: none"> <li>• Bank Reconciliations</li> <li>• External Audit</li> <li>• HUB Reporting</li> <li>• District Wide Leases</li> <li>• Transportation Accounting</li> <li>• Sales Tax</li> <li>• System Maintenance/Security</li> <li>• Budgets</li> <li>• Finance Contracts (FCA)</li> <li>• BCBS Reconciliation</li> </ul>                                                        |
| <b>Payroll</b>                                                                      |                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                          |
|  | <p><b>Carrie Cox</b><br/> <b>Payroll Operations Director</b><br/> <a href="mailto:carrie.cox@cabarrus.k12.nc.us">carrie.cox@cabarrus.k12.nc.us</a><br/> <b>Ext. 75708</b><br/> Office 704-260-5708</p> <p>Back up:<br/> Nicole Connelly Ext. 75713<br/> 704-260-5713</p>  | <ul style="list-style-type: none"> <li>• Daily Payroll Operations</li> <li>• Payroll account coding</li> <li>• Unemployment Charges</li> <li>• Position Allotments</li> <li>• ORBIT Retirement System</li> <li>• Payroll Website</li> <li>• General Comments &amp; Concerns</li> </ul>                                                                                                                   |



**Tammy Ford**

**Payroll Specialist**

[tammy.ford@cabarrus.k12.nc.us](mailto:tammy.ford@cabarrus.k12.nc.us)

**Ext. 75712**

704-260-5712

Back up:

Nicole Connelly Ext. 75713

704-260-5713

- Disability Payments
- Elective Insurance Imports
- Direct Deposit Payments and Returns

**KidsPlus, Custodians, Office Support, Teacher Assistants, Mechanics, Facilities Technicians, and other Non-Certified Hourly Staff**

- Terminations, Resignations, Payouts and Substitutes
- Leave of Absences
- NC-4 and W-4 tax forms
- New Employee Information

**Nicole Connelly**

**Accountant**

[nicole.connelly@cabarrus.k12.nc.us](mailto:nicole.connelly@cabarrus.k12.nc.us)

**Ext. 75713**

704-260-5713

Back up:

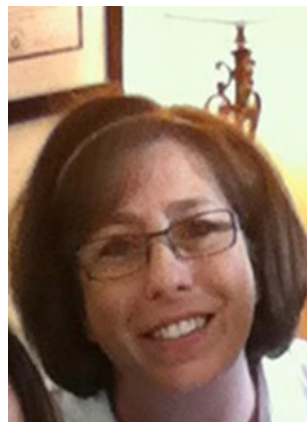
Tammy Ford Ext. 75712

704-260-5712

- 401k, 403b, 457
- Frontline Imports
- Census Surveys
- Classroom Teacher Exchanges (ABC transfers)
- Involuntary Garnishments
- Licensure & salary exceptions
- Longevity
- Quarterly Tax Filings and W2s
- State Employee Credit Union (SECU)
- Short Term Assignments and Homebound

**Bus Drivers, Bus Monitors, TSA's, Drivers Education and School Nutrition**

- Terminations, Resignations, Payouts and Substitutes
- Leave of Absences
- NC-4 and W-4 tax forms
- New Employee Information



**Karen Oliver**

**Payroll Specialist**

[karen.oliver@cabarrus.k12.nc.us](mailto:karen.oliver@cabarrus.k12.nc.us)

**Ext. 75715**

704-260-5715

Back up:

Rene Caldwell Ext. 75714

704-260-5714

- VIF/Participate
- NCAE, PENC

**Certified and Exempt Staff**

- Terminations, Resignations, Payouts and Substitutes
- Leave of Absences – **Elementary**
- Supplements – Certified and Admin
- NC-4 and W-4 tax forms
- New Employee Information

|                                                                                     |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p><b>Rene' Caldwell</b><br/> <b>Payroll Specialist</b><br/> <a href="mailto:constance.caldwell@cabarrus.k12.nc.us">constance.caldwell@cabarrus.k12.nc.us</a><br/> <b>Ext. 75714</b><br/> 704-260-5714</p> <p>Back up:<br/> Karen Oliver Ext. 75715<br/> 704-260-5715</p>          | <ul style="list-style-type: none"> <li>• Supplements – Athletic, Band, Other</li> <li>• Stipends</li> </ul> <p><b>Certified and Exempt Staff</b></p> <ul style="list-style-type: none"> <li>• Terminations, Resignations, Payouts and Substitutes</li> <li>• Leave of Absences - <b>Secondary</b></li> <li>• Supplements –Certified and Admin</li> <li>• Short Term Assignments</li> <li>• NC-4 and W-4 tax forms</li> <li>• New Employee Information</li> </ul> |
| <b>Accounts Payable</b>                                                             |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|    | <p><b>Dylan Barnhardt</b><br/> <b>Accounts Payable Supervisor</b><br/> <a href="mailto:dylan.barnhardt@cabarrus.k12.nc.us">dylan.barnhardt@cabarrus.k12.nc.us</a><br/> <b>Ext. 75706</b><br/> 704-260-5706</p> <p>Back up:<br/> Jessica Dabbs - Ext. 75711<br/> 704-260-5702</p>   | <ul style="list-style-type: none"> <li>• Daily Accounts Payable Operations</li> <li>• Weekly Vendor Payments</li> <li>• Purchase Order Compliance</li> <li>• Construction Accounting</li> <li>• Purchasing Card Compliance</li> <li>• Sales and Use Tax reporting</li> <li>• Prepaid Voucher Compliance</li> <li>• Fixed Assets</li> <li>• Bank of America</li> <li>• Fund 4</li> <li>• Voids</li> </ul>                                                         |
|  | <p><b>Stephanie Porch</b><br/> <b>Accounts Payable Specialist</b><br/> <a href="mailto:stephanie.porch@cabarrus.k12.nc.us">stephanie.porch@cabarrus.k12.nc.us</a><br/> <b>Ext. 75702</b><br/> 704-260-5702</p> <p>Back up:<br/> Katrina Meismer - Ext. 75717<br/> 704-260-5717</p> | <p><b>Purchase Orders</b><br/> <b>Vendor Invoices</b><br/> <b>Check Processing</b></p> <ul style="list-style-type: none"> <li>• High School</li> <li>• Middle School</li> <li>• Curriculum and Instruction</li> <li>• Exceptional Children</li> <li>• Mary Frances Wall</li> <li>• Finance</li> <li>• Performance Learning Center</li> <li>• Opportunity School</li> <li>• Early Colleges</li> <li>• Cabarrus Virtual Academy</li> </ul>                         |
|                                                                                     | <p><b>Vacant</b><br/> <b>Accounts Payable Specialist</b></p> <p><b>Ext. 75711</b><br/> 704-260-5711</p> <p>Back up:<br/> Dylan Barnhardt – Ext. 75706<br/> 704-260-5706</p>                                                                                                        | <ul style="list-style-type: none"> <li>• Employee Reimbursements (review &amp; verify)</li> <li>• Prepaid Vouchers (review &amp; verify)</li> <li>• Requisition Approval (To Level 3)</li> <li>• Email Purchase Orders to Vendors</li> <li>• New Vendor Setup</li> <li>• Vendor Updates</li> <li>• Review Vendor Statements</li> <li>• System Wide Utilities</li> </ul>                                                                                          |



**Katrina Meisner**  
**Accounts Payable Specialist**  
[katrina.meisner@cabarrus.k12.nc.us](mailto:katrina.meisner@cabarrus.k12.nc.us)  
**Ext. 75717**  
704-260-5717

Back up:  
Stephanie Porch – Ext. 75702  
704-260-5702

- Purchase Orders**  
**Vendor Invoices**  
**Check Processing**
- Elementary Schools
  - Transportation
  - Human Resources
  - Administration
  - Student Services
  - Public Relations
  - Kids Plus
  - Accountability
  - Technology
  - Drivers Education