**INSTRUCTIONS FOR FY 21 (2020/21) INSTRUCTIONAL MATERIAL ANNUAL REPORT – DUE OCTOBER 1, 2021**

NMSA 22-15-11 Record of Instructional Material: Each school district, state institution or private school shall keep accurate records of all instructional material, including cost records, on forms and by procedures prescribed by the bureau.

NMSA 22-15-2 C "instructional material" means school textbooks and other educational media that are used as the basis for instruction, including combinations of textbooks, learning kits, supplementary material and electronic media

NMSA 22-15-2 H "other classroom materials" means materials other than textbooks that are used to support direct instruction to students.

**Please attend the Zoom meeting**: IM Annual Report Guidance for districts/charter schools on August 16, 2021 at 10:00am, <https://us02web.zoom.us/j/84967361613> Meeting ID: 849 6736 1613

1. Please use the Checklist provided on the first tab to ensure you have completed all of the components of the annual report. Enter data in all green tabs of the Excel workbook and all cells that are shaded green.
2. Administrator or Instructional Leader responsible for curriculum and instruction within the school district/charter school should be responsible for completing the Culturally and Linguistically Relevant (CLR) Report for the instructional materials you purchased on each of the Itemized Lists.
3. Districts & Charter Schools – email as supporting documentation a copy of your general ledger cash balance report for Fund 27109 showing your ending cash balance on June 30, 2021.
4. Districts & Charter Schools have 6 applicable sheets in this document – Checklist, FY21 Annual Report, 11000 Itemized List, 14000 Itemized List, 27109 Itemized List, and Financial Supporting Docs. You should only enter data in the 14000 Itemized List and 27109 Itemized List if you had carryover (an ending cash balance on June 30, 2020) in these funds available for expenditures.
5. There are additional, helpful comments on the annual report and itemized list sheets when hovering over particular cells.
6. Save and submit this as an excel spreadsheet e.g. FY21\_IMB Annual Report\_your District/School name.
7. Enter contact information requested on the FY21 Annual Report sheet.
   1. When you select your district/charter school from the dropdown your FY21 allocated amount in the SEG will auto-populate in Row A.
   2. You may only enter information in select areas of the FY21 Annual Report sheet (greyed-out cells auto-populate):
      1. Revenue fields (Rows H-K & U-V, Column C)
      2. Other Expenditures (Rows Q-R & DD-EE, Column C)
      3. PED 4th Quarter Cash Report 14000 Fund Ending Cash Balance from 06/30/21 field (Row S, Column C)
      4. District/charter school general ledger balance report for 27109 Fund for 06/30/21 field (Row FF, Column C)
      5. 40-Day Membership (Row AA, Column C)
8. Adopted and non-adopted expenditure amounts are auto-populated into the FY21 Annual Report from the Itemized List sheets as you enter your expenditures. Please verify this is occurring as you enter your expenditures on the appropriate Itemized List sheet.
9. Total expenditures, ending cash balance, and average cost per student are automatically calculated.
10. If your accounting software has the capability of exporting to excel, you can copy and paste the ISBNs (Stock #) and titles (description) into the corresponding appropriate columns in the appropriate Itemized List sheet. It is not necessary to enter "free material". Please enter the 13 digit ISBNs without spaces, dashes, or any other characters.
11. Ensure you provide the extent the instructional materials are CLR for your students in columns AC-AJ for each item listed on each of the appropriate Itemized List sheets.
12. Refer to p.2-5 of this document for directions on formatting ISBNs (Stock #) to a custom number format that are recognizable by this workbook.
13. If you have any questions or if you need assistance:
    1. [IMB.contact@state.nm.us](mailto:IMB.contact@state.nm.us)
    2. 505-827-6415
14. If you have questions about running a report of purchases made through the depository iSTAR system: [Desa\_Rogers@archway.com](mailto:Desa_Rogers@archway.com) or 505-766-9721 ext. 3957
15. Instructional Material Bureau website:

<https://webnew.ped.state.nm.us/bureaus/instructional-materials/allocations-budget-information/>













