



STATE OF NEW MEXICO  
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SECRETARY OF EDUCATION

MICHELLE LUJAN GRISHAM  
GOVERNOR

July 13, 2022

**MEMORANDUM**

**TO:** Superintendents, Charter Representatives, and Business Officials

**FROM:** Eileen Marrujo, Director, School Budget Bureau 

**RE:** **2021-2022 Final Reports Due Date: July 29, 2022**

The below files are available at the “2021-2022 Final Reports” link on the School Budget Bureau webpage at: <https://webnew.ped.state.nm.us/bureaus/school-budget/>

1. 2021-2022 925F Certified/Uncertified Reports Instructions
2. 2021-2022 Cash Report
3. 2022-2023 Contact Information
4. Final Reports Checklist and OBMS User Certification
5. 2022-2023 Actual Templates for the Monthly and/or Quarterly reporting

When submitting actual revenue and expenditure data please use OBMS Administrative Reports to verify existing Uniform Chart of Accounts lines.

As you conclude your final reports, please use the naming convention (LEA FY## DOCUMENT NAME PED-Number) and upload to the File Transfer Site (FTS) FY22/Financial Reporting/Q4-Final Reports folder, no later than July 29, 2022.

If you need assistance, please contact your assigned budget analyst.

EM/sc

cc: Antonio Ortiz, Director of Finance and Operations, PED  
Scott Wright, Director of Operations, PED  
Budget Analysts, School Budget Bureau, PED