# July 14, 2023

# **MEMORANDUM**

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

**FROM:** Sara Cordova, Director, School Budget Bureau

**RE: 2022-2023 Final Reports Due By July 31st, 2023**

The files below are available at [***2022-2023 Final Reports***](https://webnew.ped.state.nm.us/bureaus/school-budget/final-reports/) on the School Budget Bureau webpage:

1. 2022-2023 925F Certified/Uncertified Reports Instructions

2. 2023-2024 Cash Report

3. 2023-2024 Contact Information

4. Final Reports Checklist and OBMS User Certification

5. 2023-2024 Actual templates for Monthly/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 ensure you are following the naming convention (LEA FY## DOCUMENT NAME PED-Number) and upload to your entity’s File Transfer Site (FTS) in the FY23🡪Financial Reporting🡪Q4- Final Reports folder, no later than July 31, 2023.

If you need assistance, please contact your assigned budget analyst. Updated assignments are available at [Analysts and their Assigned Districts](https://docs.google.com/spreadsheets/d/1uZY1Ep9jMpachr7MtBBy5Rwi25iVv80jp0X3i_e1ezg/edit#gid=1629654616).

SC/vv

cc: Antonio Ortiz, Director of Finance and Operations, PED

Scott Wright, Director of Operations, PED

Budget Analysts, School Budget Bureau and Finance Analysis Bureau, PED