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Susan Benavidez

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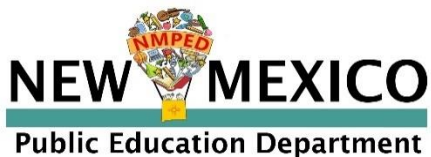


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Preface

The School Budget Bureau (SBB) has prepared a manual for school districts and charter schools to use in completing their respective 2024-2025 Operating Budgets.

My staff and I look forward to working with you during the workshop and in the coming months. Thank you for your continued patience and support. As always, the SBB staff is here to provide technical assistance as you prepare your 2024-2025 Operating Budget.

Sara Cordova, Director
School Budget Bureau

Preparing the Public School Operating Budget

The purpose of the Operating Budget Workbook is to offer an overview of the budgeting process and provide examples of the forms used in the preparation and submittal of the school district's and charter's PROJECTED Operating Budget for the ensuing fiscal year. These instructions compliment and explicate **New Mexico State Statutes, the New Mexico Administrative Code, and the Manual of Procedures for Public School Accounting and Budgeting (PSAB)**.

For fiscal year 2024-2025, districts and charter schools will use the updated 2024-2025 Uniform Chart of Accounts (UCOA) implemented by the Public Education Department (PED). The Operating Budget Management System (OBMS) will continue to serve as the main application for preparing and submitting Operating Budgets. The "2024-2025 Budget Workbook and Budget Files" link is available on the School Budget webpage at:

<https://webnew.ped.state.nm.us/bureaus/school-budget/>

This workbook, in conjunction with the **PSAB**, will serve as a useful tool in developing your financial plan to support your Educational Plan for Student Success (EPSS).



What To Do Before

PREPARING YOUR BUDGET

1. Please read the 2024-2025 Operating Budget Workbook.
2. New users to the OBMS must obtain a LOGIN ID and PASSWORD from your business manager. If you encounter any problems, contact your assigned budget analyst as soon as possible to ensure the statutory timelines are met.
 - a. The OBMS Users Maintenance Manual can be found on the Finance Analysis Bureau webpage in the “OBMS Form and Manuals” link <https://webnew.ped.state.nm.us/bureaus/finance-analysis/obms-forms/>
3. Access the “2024-2025 Budget Workbook and Budget Files” link required to complete the 2024-2025 Operating Budget from the School Budget webpage <https://webnew.ped.state.nm.us/bureaus/school-budget/budget-workbook-and-budget-files/>
4. Refer to the **Supplement 3** and the **UCOA**, which are also available on the PED Website:
 - a. <https://webnew.ped.state.nm.us/bureaus/finance-analysis/manual-of-procedures-psab/>
5. **DO NOT CHANGE** formulas, insert rows/columns, or reformat “Budget Files”.
6. Your assigned budget analyst will inform you what type of budget hearing may be scheduled.

BEFORE SUBMITTING YOUR BUDGET

1. Confirm computations to ensure that all forms are accurate and complete.
2. Backup all Operating Budget files.
3. The Business Manager will be required to upload to the File Transfer site (FY 24 -> FY 25 OpBud -> LEA Submission folder) budget documentation on or before the date and time designated by your assigned budget analyst.
 - a. Article 10A, Article 8 Certification, and Salary Assurances form must be signed or electronically signed and uploaded to the File Transfer site.
 - b. The 901B-10 form “Approval of Operating Budget” must be signed or electronically signed and uploaded to the File Transfer site.
 - c. Please provide supporting documentation if budgeting new allocations for *Direct Federal, State or Local Grants*.
4. Make sure Revenues and Expenditures balance, ***OBMS WILL NOT ALLOW YOU TO SUBMIT AN UNBALANCED BUDGET.***
5. Please ensure that your OBMS budget upload file only includes lines for **ONLY** one location code.
6. To officially submit your budget, you **MUST** click the submit button in OBMS.

Budget Instructions/Revenues

ESTIMATED	PROJECTED
General Funds – 10000 Sub-Funds: Operational – 11000	
Cash Balance	
<p><u>Unrestricted Cash, Revenue Code 11111:</u> Amount is prepopulated from the Cash Position Module data entry, which comes from the June 30, 2023 Audited Cash Balance determined by the Guidelines for Determining Final Cash Position from a Balance Sheet Statement of Governmental Funds.</p>	<p><u>Unrestricted Cash, Revenue Code 11111:</u> Auto populated based on the below: 2022- 2023 Audited Cash Balance + 2023-2024 Estimated Revenue ± 2023-2024 Permanent Cash Transfer - 2023-2024 Estimated Expenditures = 2024-2025 Projected cash</p>
Revenue from Local Sources – 41000	
<p><u>Residential/Non-Residential Taxes, Revenue Code 41110:</u> Reconcile taxes collected with the County Treasurer Reports and enter the Actual receipts from July through March and Estimate receipts from April through June of the current year up to 25%.</p>	<p><u>Residential/Non-Residential Taxes, Revenue Code 41110:</u> Budget up to 25% of the Projected revenue for Assessed Valuations and Tax Levy Rates. (A spreadsheet can be found in the “Budget Files”)</p>
<p><u>Oil & Gas, Revenue Code 41113 and Copper Production, Revenue Code 41114:</u> Enter the Actual receipts from July through March and Estimate receipts from April through June of the current year up to 25%.</p>	<p><u>Oil & Gas, Revenue Code 41113 and Copper Production, Revenue Code 41114:</u> Budget up to 25% of the Projected revenue Oil & Gas and Copper Production. (A spreadsheet can be found in the “Budget Files”)</p>
<p><u>Investment Income, Revenue Code 41500:</u> Enter the Actual Investment Income earned from July through March and Estimate Investment Income to be earned from April through June of the current year.</p>	<p><u>Investment Income, Revenue Code 41500:</u> Enter the best estimate for Investment Income considering current obligations and current interest rates.</p>
Revenue from Federal Sources – 44000	
<p><u>Forest Reserve, Revenue Code 44204:</u> Enter the actual amount received in 2023-2024 up to 25%.</p>	<p><u>Forest Reserve, Revenue Code 44204:</u> Do not enter Forest Reserve at this time.</p>
<p><u>Impact Aid, Revenue Code 44103:</u> Enter the actual amount received in 2023-2024 for Operational -11000 up to 25%.</p> <p>Budget Impact Aid Special Education Fund (25145), Impact Aid Indian Education Fund (25147) and Special Capital Outlay - Federal (31500) separately.</p>	<p><u>Impact Aid, Revenue Code 44103:</u> Budget up to 25% of this Projected revenue.</p> <p>Budget Impact Aid Special Education Fund (25145), Impact Aid Indian Education Fund (25147) and Special Capital Outlay - Federal (31500) separately.</p>

**General Funds – 10000 Sub-Funds:
Operational – 11000**

Revenue from State Sources – 43000

State Equalization Guarantee (SEG), Revenue Code

43101:

2023-2024 Estimated SEG will be prepopulated based on the 2022-2023 Estimated SEG document found in the “Budget Files” on the SBB website.

State Equalization Guarantee (SEG), Revenue Code

43101:

Prepopulated based on the **910B-5 State Equalization Guarantee (SEG) Revenue Estimate Worksheet** on the Projected side. Funding for 2024-2025 is based on the average of the current year’s 80th and 120th Day membership. Your assigned budget analyst will upload a copy of the 910B-5 to the File Transfer Site.

Note: A district receiving Renewable Energy Bonds will receive a credit against their program cost.

Charter School Administrative Revenue, Revenue Code

43120:

2023-2024 2% administrative revenue retained by the district from the local charter schools’ estimated SEG program cost will be prepopulate based on the 2022-2023 Estimated SEG document found in the “Budget Files” on the SBB website.

Charter School Administrative Revenue, Revenue Code

43120:

2024-2025 2% administrative revenue retained by the district from the local charter schools’ Projected SEG program cost will be prepopulated.

This information is located on the charter school’s **910B-5 (SEG) Revenue Estimate Worksheet**.

ESTIMATED	PROJECTED
General Funds – 10000 Sub-Funds: Operational – 11000 (cont.)	
Revenue from State Sources – 43000	
<p><u>Emergency Supplemental, Revenue Code 43104:</u> Enter the amount of the 2023-2024 PED approved emergency supplemental in the Estimated column.</p>	<p><u>Emergency Supplemental, Revenue Code 43104:</u> Enter the amount the District or State Charter is requesting. Complete the Emergency Supplemental Application and upload an original signed copy of the application to the File Transfer site in FY24 -> FY25 OpBud -> LEA Submission. <u>Please ensure that the application is received by your assigned budget analyst by the budget due date.</u> Note: The amount of Emergency Supplemental budgeted may be adjusted as a result of a mid-year analysis and the district’s cash balance position.</p>
<p><u>Indirect Costs (State Flow-through Grants), Revenue Code 43212 and Indirect Costs (State Direct Grants), Revenue Code 43213:</u> Enter the Estimated indirect costs that will be received through June 30th from State sources. A District charges this amount for administering a Fiscal Grant (43212) or Other State (43213) Grant. If a District is receiving Indirect Costs, the Local Charter CANNOT also receive Indirect Cost revenues.</p>	<p><u>Indirect Costs (State Flow-through Grants), Revenue Code 43212 and Indirect Costs (State Direct Grants), Revenue Code 43213:</u> Enter the Projected indirect costs for the ensuing fiscal year from State sources. A District charges this amount for administering a Fiscal Grant (43212) or Other State (43213) Grant. If a District is receiving Indirect Costs, the Local Charter CANNOT also receive Indirect Cost revenues.</p>
<p><u>Fees – Governmental Agencies, Revenue Code 43216:</u> Enter the Actual receipts from July through March and Estimate receipts from April through June of the current year.</p>	<p><u>Fees – Governmental Agencies, Revenue Code 43216:</u> Enter the most reliable Projection of Revenue for the upcoming fiscal year.</p>
Revenue from Federal Sources – 44000	
<p><u>Indirect Costs (Federal Direct Grants), Revenue Code 44107:</u> Enter the Estimated indirect costs that will be received by June 30th from Federal sources. A District can charge this amount for administering a Federal Direct Grant. If a District is receiving Indirect Costs, the Local Charter CANNOT also receive Indirect Cost revenues.</p>	<p><u>Indirect Costs (Federal Direct Grants), Revenue Code 44107:</u> Enter the Projected indirect costs anticipated for 2023-2024 from Federal sources. A District can charge this amount for administering a Federal Direct Grant. If a District is receiving Indirect Costs, the Local Charter CANNOT also receive Indirect Cost revenues.</p>
<p><u>Indirect Costs (Federal Flow-through Grant), Revenue Code 44205:</u> Enter the Estimated indirect costs that will be received by June 30th from Federal sources. A District can charge this amount for administering a Federal Fiscal Grant. If a District is receiving Indirect Costs, the Local Charter CANNOT also receive Indirect Cost revenues.</p>	<p><u>Indirect Costs (Federal Flow-through Grant), Revenue Code 44205:</u> Enter the Projected indirect costs anticipated for 2024-2025 from Federal sources. A District can charge this amount for administering a Federal Fiscal Grant. If a District is receiving Indirect Costs, the Local Charter CANNOT also receive Indirect Cost revenues.</p>

ESTIMATED	PROJECTED
General Funds – 10000 Sub-Funds: Teacherage – 12000	
Cash Balance	
<p><u>Unrestricted Cash, Revenue Code 11111:</u> Amount is prepopulated from the Cash Position Module data entry, which comes from the June 30, 2023 Audited Cash Balance determined by the Guidelines for Determining Final Cash Position from a Balance Sheet Statement of Governmental Funds.</p>	<p><u>Unrestricted Cash, Revenue Code 11111:</u> Auto populated based on the below: 2022- 2023 Audited Cash Balance + 2023-2024 Estimated Revenue ± 2023-2024 Permanent Cash Transfer - 2023-2024 Estimated Expenditures = 2024-2025 Projected cash</p>
ALL OTHER REVENUE	
Enter the Actual receipts from July through March and Estimate receipts from April through June of current year.	Enter the Projected Revenue for the upcoming fiscal year.
General Funds – 10000 Sub-Funds: Transportation – 13000	
Contact PED Transportation Bureau for Instructions.	Contact PED Transportation Bureau for Instructions.
General Funds – 10000 Sub-Funds: Instructional Materials – 14000	
Contact PED Instructional Materials Bureau for Instructions.	Contact PED Instructional Materials Bureau for Instructions.

ESTIMATED	PROJECTED
General Funds – 10000 Sub-Funds: Impact Aid Operational - 15100	
Cash Balance	
<p><u>Unrestricted Cash, Revenue Code 11111:</u> Amount is prepopulated from the Cash Position Module data entry, which comes from the June 30, 2023 Audited Cash Balance determined by the Guidelines for Determining Final Cash Position from a Balance Sheet Statement of Governmental Funds</p>	<p><u>Unrestricted Cash, Revenue Code 11111:</u> Auto populated based on the below: 2022- 2023 Audited Cash Balance + 2023-2024 Estimated Revenue ± 2023-2024 Permanent Cash Transfer - 2023-2024 Estimated Expenditures = 2024-2025 Projected cash</p>
Revenue from Local Sources – 41000	
<p><u>Investment Income, Revenue Code 41500:</u> Enter the Actual Investment Income earned from July through March and Estimate Investment Income to be earned from April through June of the current year.</p>	<p><u>Investment Income, Revenue Code 41500:</u> Enter the best estimate for Investment Income considering current obligations and current interest rates.</p>
Revenue from Federal Sources – 44000	
<p><u>Impact Aid, Revenue Code 44103:</u> Enter the actual amount received in 2023-2024 for Operational -11000 greater than or equal to 75%. Budget Impact Aid Special Education Fund (25145), Impact Aid Indian Education Fund (25147) and Special Capital Outlay - Federal (31500) separately.</p>	<p><u>Impact Aid, Revenue Code 44103:</u> Budget greater than or equal to 75% of this Projected revenue. Budget Impact Aid Special Education Fund (25145), Impact Aid Indian Education Fund (25147) and Special Capital Outlay - Federal (31500) separately.</p>

ESTIMATED	PROJECTED
General Funds – 10000 Sub-Funds: Local Revenue Operational - 15200	
Cash Balance	
<p><u>Unrestricted Cash, Revenue Code 11111:</u> Amount is prepopulated from the Cash Position Module data entry, which comes from the June 30, 2023 Audited Cash Balance determined by the Guidelines for Determining Final Cash Position from a Balance Sheet Statement of Governmental Funds</p>	<p><u>Unrestricted Cash, Revenue Code 11111:</u> Auto populated based on the below: 2022- 2023 Audited Cash Balance + 2023-2024 Estimated Revenue ± 2023-2024 Permanent Cash Transfer - 2023-2024 Estimated Expenditures = 2024-2025 Projected cash</p>
Revenue from Local Sources – 41000	
<p><u>Residential/Non-Residential Taxes, Revenue Code 41110:</u> Reconcile taxes collected with the County Treasurer Reports and enter the Actual receipts from July through March and Estimate receipts from April through June of the current year equal to or greater than 75%.</p>	<p><u>Residential/Non-Residential Taxes, Revenue Code 41110:</u> Budget equal to or greater than 75% the Projected revenue for Assessed Valuations and Tax Levy Rates. (A spreadsheet can be found in the “Budget Files”)</p>
<p><u>Oil & Gas, Revenue Code 41113 and Copper Production, Revenue Code 41114:</u> Enter the Actual receipts from July through March and Estimate receipts from April through June of the current year equal to or greater than 75%.</p>	<p><u>Oil & Gas, Revenue Code 41113 and Copper Production, Revenue Code 41114:</u> Budget equal to or greater than 75% of the Projected revenue Oil & Gas and Copper Production. (A spreadsheet can be found in the “Budget Files”)</p>
<p><u>Investment Income, Revenue Code 41500:</u> Enter the Actual Investment Income earned from July through March and Estimate Investment Income to be earned from April through June of the current year.</p>	<p><u>Investment Income, Revenue Code 41500:</u> Enter the best estimate for Investment Income considering current obligations and current interest rates.</p>
Revenue from Federal Sources – 44000	
<p><u>Forest Reserve, Revenue Code 44204:</u> Enter the actual amount received in 2023-2024 equal to or greater than 75%.</p>	<p><u>Forest Reserve, Revenue Code 44204:</u> Do not enter Forest Reserve at this time.</p>

**Special Revenue Funds – 20000 Sub-Funds:
 Food Service 21000
 Athletics 22000
 Non-Instructional Support 23000**

Cash Balance

Restricted Cash, Revenue Code 11112:

Amount is prepopulated from the Cash Position Module data entry, which comes from the June 30, 2023 Audited Cash Balance determined by the Guidelines for Determining Final Cash Position from a Balance Sheet Statement of Governmental Funds.

Restricted Cash, Revenue Code 11112:

Auto populated based on the below:

2022- 2023 Audited Cash Balance
 + 2023-2024 Estimated Revenue
 ± 2023-2024 Permanent Cash Transfer
 - 2023-2024 Estimated Expenditures
 = 2024-2025 Projected cash

ALL OTHER REVENUE

Enter the Actual receipts from July through March and Estimate receipts from April through June of current year.

Enter the Projected Revenue for the upcoming fiscal year.

ESTIMATED	PROJECTED
Special Revenue Funds – 20000 Sub-Funds: Federal Fiscal Grants Management 24000 State Fiscal Grants Management 27000	
ALL OTHER REVENUE	
Enter the Actual Revenue recorded for July through March and Estimate Revenue for April through June of the current year.	Review the ASD website for the new budget year’s Planning Awards for state and federal funds. Dependent charters contact your parent district for the new budget year’s Planning Awards. Please contact PED Fiscal Grants Management Bureau and/or the specific PED program manager for further guidance as necessary.
Special Revenue Funds – 20000 (cont.) Sub-Funds: Federal Direct 25000 Local 26000 State Direct 28000 Combined Local/State Grants 29000	
Cash Balance	
Restricted Cash, Revenue Code 11112: Amount is prepopulated from the Cash Position Module data entry, which comes from the June 30, 2023 Audited Cash Balance determined by the Guidelines for Determining Final Cash Position from a Balance Sheet Statement of Governmental Funds.	Restricted Cash, Revenue Code 11112: Auto populated based on the below: 2022- 2023 Audited Cash Balance + 2023-2024 Estimated Revenue ± 2023-2024 Permanent Cash Transfer - 2023-2024 Estimated Expenditures = 2024-2025 Projected cash
ALL OTHER REVENUE	
Enter the Actual receipts from July through March and Estimate receipts from April through June of current year.	If a new grant is being budgeted, please provide back-up such as a Grant Award Letter. Enter amount from award.

ESTIMATED	PROJECTED
Capital Project Funds – 30000 Sub-Fund: Bond Building 31100	
Cash Balance	
<p>Restricted Cash, Revenue Code 11113: Amount is prepopulated from the Cash Position Module data entry, which comes from the June 30, 2023 Audited Cash Balance determined by the Guidelines for Determining Final Cash Position from a Balance Sheet Statement of Governmental Funds.</p>	<p>Restricted Cash, Revenue Code 11112: Auto populated based on the below: 2022- 2023 Audited Cash Balance + 2023-2024 Estimated Revenue ± 2023-2024 Permanent Cash Transfer - 2023-2024 Estimated Expenditures = 2024-2025 Projected cash</p>
Revenue from Other Financing Sources – 45000	
<p>Sale of Bonds, Revenue Code 45110: Enter the Actual receipts from July through March and Estimate receipts from April through June of the current year.</p>	<p>Sale of Bonds, Revenue Code 45110: Enter the amount of Projected Sale of General Obligation (GO) Bonds. Note: You must submit a Projected Retirement Schedule. Contact the district’s bond advisor to obtain a Projected retirement schedule. A charter can negotiate with their school district for capital outlay funding.</p>
Capital Project Funds – 30000 Sub-Fund: Public School Capital Outlay 31200	
Contact PED Capital Outlay Bureau for instructions.	Contact PED Capital Outlay Bureau for instructions.
Capital Project Funds – 30000 Sub-Fund: Special Capital Outlay – Local 31300	
Cash Balance	
<p>Restricted Cash, Revenue Code 11112: Amount is prepopulated from the Cash Position Module data entry, which comes from the June 30, 2023 Audited Cash Balance determined by the Guidelines for Determining Final Cash Position from a Balance Sheet Statement of Governmental Funds.</p>	<p>Restricted Cash, Revenue Code 11112: Auto populated based on the below: 2022- 2023 Audited Cash Balance + 2023-2024 Estimated Revenue ± 2023-2024 Permanent Cash Transfer - 2023-2024 Estimated Expenditures = 2024-2025 Projected cash</p>
Revenue from Local Sources – 41000	
<p>Special Building - Local, Revenue Code 41931: Enter the Actual receipts from July through March and Estimate receipts from April through June of current year.</p>	<p>Special Building - Local, Revenue Code 41931: Enter the Projected Revenue for the upcoming fiscal year.</p>
Capital Project Funds – 30000 Sub-Fund: Special Capital Outlay – State 31400	
Contact PED Capital Outlay Bureau for instructions.	Contact PED Capital Outlay Bureau for instructions.

ESTIMATED	PROJECTED
Capital Project Funds – 30000 Sub-Fund: Special Capital Outlay – Federal 31500	
Cash Balance	
<p><u>Restricted Cash, Revenue Code 11112:</u> Amount is prepopulated from the Cash Position Module data entry, which comes from the June 30, 2023 Audited Cash Balance determined by the Guidelines for Determining Final Cash Position from a Balance Sheet Statement of Governmental Funds.</p>	<p><u>Restricted Cash, Revenue Code 11112:</u> Auto populated based on the below: 2022- 2023 Audited Cash Balance + 2023-2024 Estimated Revenue ± 2023-2024 Permanent Cash Transfer - 2023-2024 Estimated Expenditures = 2024-2025 Projected cash</p>
Revenue from Federal Sources – 44000	
<p><u>Impact Aid, Revenue Code 44103:</u> Enter the Actual vouchers from July through March and Estimate vouchers from April through June of current year.</p>	<p><u>Impact Aid, Revenue Code 44103:</u> Enter the Projected Revenue for the upcoming fiscal year.</p>
<p><u>Special Capital Outlay Federal, Revenue Code 44306:</u> Enter the Actual receipts from July through March and Estimate receipts from April through June of current year.</p>	<p><u>Special Capital Outlay Federal, Revenue Code 44306:</u> Enter the Projected Revenue for the upcoming fiscal year.</p>
Capital Project Funds – 30000 Sub-Fund: Capital Improvements HB-33 31600	
Cash Balance	
<p><u>Restricted Cash, Revenue Code 11112:</u> Amount is prepopulated from the Cash Position Module data entry, which comes from the June 30, 2023 Audited Cash Balance determined by the Guidelines for Determining Final Cash Position from a Balance Sheet Statement of Governmental Funds.</p>	<p><u>Restricted Cash, Revenue Code 11112:</u> Auto populated based on the below: 2022- 2023 Audited Cash Balance + 2023-2024 Estimated Revenue ± 2023-2024 Permanent Cash Transfer - 2023-2024 Estimated Expenditures = 2024-2025 Projected cash</p>
Revenue from Local Sources – 41000	
<p><u>Residential/Non-Residential Taxes, Revenue Code 41110:</u> Reconcile taxes collected with the County Treasurer Reports and enter the Actual receipts at 100% from July through March and Estimate receipts from April through June of the current year.</p>	<p><u>Residential/Non-Residential Taxes, Revenue Code 41110:</u> The Assessed Valuations and Tax Levy Rates for the Projected Revenue have been entered into OBMS for you.</p>
<p><u>Oil & Gas, Revenue Code 41113 and Copper Production, Revenue Code 41114:</u> Enter the Actual receipts from July through March and Estimate receipts from April through June of the current year.</p>	<p><u>Oil & Gas, Revenue Code 41113 and Copper Production, Revenue Code 41114:</u> The Oil & Gas and Copper Production amounts for the Projected Revenue have been entered into OBMS for you.</p>
Capital Project Funds – 30000 Sub-Fund: Capital Improvements SB-9 31700, 31701, 31703	
<p>Contact PED Capital Outlay Bureau for instructions.</p>	<p>Contact PED Capital Outlay Bureau for instructions.</p>

ESTIMATED	PROJECTED
Capital Project Funds – 30000 Sub-Fund: Sub-Fund: Energy Efficiency Act 31800	
Cash Balance	
<p><u>Restricted Cash, Revenue Code 11112:</u> Amount is prepopulated from the Cash Position Module data entry, which comes from the June 30, 2023 Audited Cash Balance determined by the Guidelines for Determining Final Cash Position from a Balance Sheet Statement of Governmental Funds.</p>	<p><u>Restricted Cash, Revenue Code 11112:</u> Auto populated based on the below: 2022- 2023 Audited Cash Balance + 2023-2024 Estimated Revenue ± 2023-2024 Permanent Cash Transfer - 2023-2024 Estimated Expenditures = 2024-2025 Projected cash</p>
Revenue from Other Financing Sources – 45000	
<p><u>Sale of Bonds, Revenue Code 45110:</u> Enter the Actual receipts from July through March and Estimate receipts from April through June of the current year.</p>	<p><u>Sale of Bonds, Revenue Code 45110:</u> Enter the amount of Projected Sale of Energy Efficiency Bonds. Note: You must submit a Projected Retirement Schedule. Review PSAB Supplement 1, page 28 and Supplement 16, page 18-19 and 30.</p>
Capital Project Funds – 30000 Sub-Fund: Educational Technology Act 31900	
Cash Balance	
<p><u>Restricted Cash, Revenue Code 11112:</u> Amount is prepopulated from the Cash Position Module data entry, which comes from the June 30, 2023 Audited Cash Balance determined by the Guidelines for Determining Final Cash Position from a Balance Sheet Statement of Governmental Funds.</p>	<p><u>Restricted Cash, Revenue Code 11112:</u> Auto populated based on the below: 2022- 2023 Audited Cash Balance + 2023-2024 Estimated Revenue ± 2023-2024 Permanent Cash Transfer - 2023-2024 Estimated Expenditures = 2024-2025 Projected cash</p>
Revenue from Other Financing Sources – 45000	
<p><u>Sale of Bonds, Revenue Code 45110:</u> Enter the Actual receipts from July through March and Estimate receipts from April through June of the current year.</p>	<p><u>Sale of Bonds, Revenue Code 45110:</u> Enter the Projected amount for Sale of Educational Technology (Ed. Tech.) Bonds. Note: Refer to Education Technology Equipment Act in Section 6-15A, NMSA 1978. You must submit a Projected Retirement Schedule. Contact your bond advisor to obtain a Projected retirement schedule.</p>

ESTIMATED	PROJECTED
Capital Project Funds – 30000 Sub-Fund: Public School Capital Outlay 20% - 32100	
Cash Balance	
<p>Pursuant to HB 1091, Laws of 2005, effective July 1, 2005, districts are no longer required to transfer 20% of ½ Mill, Forest Reserve and Impact Aid to Fund 32100. Carryover for Fund 32100 is to remain in Fund 32100 until all money has been exhausted. The only allowable revenue is cash balance.</p> <p><u>Restricted Cash, Revenue Code 11112:</u> Amount is prepopulated from the Cash Position Module data entry, which comes from the June 30, 2023 Audited Cash Balance determined by the Guidelines for Determining Final Cash Position from a Balance Sheet Statement of Governmental Funds.</p>	<p>Pursuant to HB 1091, Laws of 2005, effective July 1, 2005, districts are no longer required to transfer 20% of ½ Mill, Forest Reserve and Impact Aid to Fund 32100. Fund 32100 balances should be expended since no additional revenue is generated.</p> <p><u>Restricted Cash, Revenue Code 11112:</u> Auto populated based on the below:</p> <p>2022- 2023 Audited Cash Balance + 2023-2024 Estimated Revenue ± 2023-2024 Permanent Cash Transfer - 2023-2024 Estimated Expenditures = 2024-2025 Projected cash</p>
Revenue from Local Sources – 41000	
<p><u>Investment Income, Revenue Code 41500:</u> Enter the Actual Investment Income earned from July through March and Estimate Investment Income to be earned from April through June of the current year.</p>	<p><u>Investment Income, Revenue Code 41500:</u> Enter the best estimate for Investment Income considering current obligations and current interest rates.</p>
Debt Service Funds – 40000 Sub-Funds: Debt Services 41000	
Cash Balance	
<p><u>Restricted Cash, Revenue Code 11112:</u> Amount is prepopulated from the Cash Position Module data entry, which comes from the June 30, 2023 Audited Cash Balance determined by the Guidelines for Determining Final Cash Position from a Balance Sheet Statement of Governmental Funds.</p>	<p><u>Restricted Cash, Revenue Code 11112:</u> Auto populated based on the below:</p> <p>2022- 2023 Audited Cash Balance + 2023-2024 Estimated Revenue ± 2023-2024 Permanent Cash Transfer - 2023-2024 Estimated Expenditures = 2024-2025 Projected cash</p>
Revenue from Local Sources – 41000	
<p><u>Residential/Non-Residential Taxes, Revenue Code 41110, Oil & Gas, Revenue Code 41113 and Copper Production, Revenue Code 41114:</u> Reconcile taxes collected with the County Treasurer Reports and enter the Actual receipts at 100% from July through March and Estimate receipts from April through June of the current year.</p>	<p><u>Residential/Non-Residential Taxes, Revenue Code 41110, Oil & Gas, Revenue Code 41113 and Copper Production, Revenue Code 41114:</u> Refer to the District’s Bonded Indebtedness Retirement Schedules to obtain the respective Principal and Interest amounts to be paid during the ensuing fiscal year. In proportionate amounts, Project the respective Revenues; these Revenues will be equal to the amounts paid for Principal and Interest.</p>
<p><u>Investment Income, Revenue Code 41500:</u> Enter the Actual Investment Income earned from July through March and Estimate Investment Income to be earned from April through June of the current year.</p>	<p><u>Investment Income, Revenue Code 41500:</u> Enter the best estimate for Investment Income considering current obligations and current interest rates.</p>

ESTIMATED	PROJECTED
Debt Service Funds – 40000 Sub-Funds: Deferred Sick Leave 42000	
Cash Balance	
<p><u>Restricted Cash, Revenue Code 1112:</u> Amount is prepopulated from the Cash Position Module data entry, which comes from the June 30, 2023 Audited Cash Balance determined by the Guidelines for Determining Final Cash Position from a Balance Sheet Statement of Governmental Funds.</p>	<p><u>Restricted Cash, Revenue Code 1112:</u> Auto populated based on the below: 2022- 2023 Audited Cash Balance + 2023-2024 Estimated Revenue ± 2023-2024 Permanent Cash Transfer - 2023-2024 Estimated Expenditures = 2024-2025 Projected cash</p>
Revenue from Other Items – 46000	
<p><u>Deferred Sick Leave Accumulation, Revenue Code 46003:</u> Enter the Actual receipts from July through March and Estimate receipts from April through June of the current year. Note: A deferred sick leave payment plan and procedures for administering the plan must be adopted by the local board of education prior to establishing fund.</p>	<p><u>Deferred Sick Leave Accumulation, Revenue Code 46003:</u> Budget the Projected amount to be paid for unused sick leave. Note: A deferred sick leave payment plan and procedures for administering the plan must be adopted by the local board of education prior to establishing fund.</p>
Debt Service Funds – 40000 Sub-Funds: Education Technology 43000	
Cash Balance	
<p><u>Restricted Cash, Revenue Code 1112:</u> Amount is prepopulated from the Cash Position Module data entry, which comes from the June 30, 2023 Audited Cash Balance determined by the Guidelines for Determining Final Cash Position from a Balance Sheet Statement of Governmental Funds.</p>	<p><u>Restricted Cash, Revenue Code 1112:</u> Auto populated based on the below: 2022- 2023 Audited Cash Balance + 2023-2024 Estimated Revenue ± 2023-2024 Permanent Cash Transfer - 2023-2024 Estimated Expenditures = 2024-2025 Projected cash</p>
Revenue from Local Sources – 41000	
<p><u>Residential/Non-Residential Taxes, Revenue Code 41110, Oil & Gas, Revenue Code 41113 and Copper Production, Revenue Code 41114:</u> Reconcile taxes collected with the County Treasurer Reports and enter the Actual receipts at 100% from July through March and Estimate receipts from April through June of the current year.</p>	<p><u>Residential/Non-Residential Taxes, Revenue Code 41110, Oil & Gas, Revenue Code 41113 and Copper Production, Revenue Code 41114:</u> Refer to the District’s Bonded Indebtedness Retirement Schedules For Ed Tech to obtain the respective Principal and Interest amounts to be paid during the ensuing fiscal year. In proportionate amounts, Project the respective Revenues; these Revenues will be equal to the amounts paid for Principal and Interest.</p>
<p><u>Investment Income, Revenue Code 41500:</u> Enter the Actual Investment Income earned from July through March and Estimate Investment Income to be earned from April through June of the current year.</p>	<p><u>Investment Income, Revenue Code 41500:</u> Enter the best estimate for Investment Income considering current obligations and current interest rates.</p>

Budget Instructions/Expenditures

ESTIMATED	PROJECTED
APPLIES TO ALL FUNDS	
<p><u>Salaries Expense, all Functions, Object Code 51100:</u> This is the only Object Code where FTE’s may be included. <u>DO NOT</u> include an FTE for substitutes, board members and separation pay.</p>	<p><u>Salaries Expense, all Functions, Object Code 51100:</u> This is the only Object Code where FTE’s may be included. <u>DO NOT</u> include an FTE for substitutes, board members and separation pay.</p>
<p><u>Overtime Expense, all Functions, Object Code 51200:</u> <u>DO NOT</u> include FTE’s in this Object Code.</p>	<p><u>Overtime Expense, all Functions, Object Code 51200:</u> <u>DO NOT</u> include FTE’s in this Object Code.</p>
<p><u>Additional Compensation, all Functions, Object Code 51300:</u> <u>DO NOT</u> include FTE’s in this Object Code.</p>	<p><u>Additional Compensation, all Functions, Object Code 51300:</u> <u>DO NOT</u> include FTE’s in this Object Code.</p>
<p><u>Benefit Object Codes 52nnn:</u> Use appropriate Program Code and specific Job Class code (<u>DO NOT</u> use 2000).</p>	<p><u>Benefit Object Codes 52nnn:</u> Use appropriate Program Code and specific Job Class code (<u>DO NOT</u> use 2000).</p>
	<p>2024-2025 Total Expenditures MUST Equal 2024-2025 Total Budget Resources (Cash + Revenue)</p>
<p>General Funds – 10000 Sub-Funds: Operational – 11000 (cont.)</p>	
<p><u>Operational, all Function, Object, Program, and Job Class Codes:</u> Enter the Actual Expenditures for July through March and Estimate Expenditures for April through June of the current year including anticipated obligations.</p>	<p><u>Operational, all Function, Object, Program, and Job Class Codes:</u> Enter Projected Expenditures for the ensuing fiscal year.</p>
<p><u>Instructional Materials – Operational, Function 1000, Object 56105, Program ALL:</u> Enter your share of the amount appropriated within the SEG for instructional materials from the current fiscal year found on the 2023-2024 allocation table.</p>	<p>Enter the amount of projected expenditures for instructional materials in the upcoming fiscal year using the 2024-2025 allocation table to determine your share of the amount appropriated in the SEG for instructional materials. Budget across the following Object codes. Any budgeted amount that is more or less than the allocation amount is allowed.</p> <p><u>Instructional Materials – Operational, Function 1000, Object 56105, Program ALL</u></p> <p><u>Other Classroom Materials – Operational, Function 1000, Object 56106, Program ALL</u></p> <p><u>Instructional Materials On-Line Digital Subscriptions, Function 1000, Object 56109, Program ALL</u></p> <p><u>Instructional Materials – Dual Credit, Function 1000, Object 56110, Program ALL</u></p> <p><u>Other Instructional Materials- 50%, Function 1000, Object 56112 Program ALL</u></p>

ESTIMATED	PROJECTED
General Funds – 10000 Sub-Funds: Operational – 11000	
<p><u>County Tax Collection Costs, Function 2300, Object Code 53712, Program 0000, 4020, 4025, 4030, 4040:</u> This should equal 1% of the total amount calculated for Residential/Non-Residential Taxes.</p> <p>Note: This transaction is unique since it is posted through a journal entry instead of having the district issue a check for the 1% administrative fee, the county sends the district an amount equivalent to 99% of the collected amount.</p>	<p><u>County Tax Collection Costs, Function 2300, Object Code 53712, Program 0000, 4020, 4025, 4030, 4040:</u> 1% of the corresponding Residential/Non-Residential Taxes revenue’s value in fund 15200 (15200.2300.41110).</p> <p>Note: This transaction is unique since it is posted through a journal entry instead of having the district issue a check for the 1% administrative fee, the county sends the district an amount equivalent to 99% of the collected amount.</p>
<p><u>Professional Development, Function 2200-2700, 3100, and 3300, Object Code 53330:</u> Enter the <u>Actual</u> Expenditures for July through March and <u>Estimate</u> Expenditures for April through June of the current year including anticipated obligations.</p> <p>Professional Development is services supporting the professional development of school district personnel, including instructional and administrative employees. Included are course registration fees (that are not tuition reimbursement), charges from external vendors to conduct training courses (at either school district facilities or off-site), and other expenditures associated with training or professional development by third party vendors (Contracts/Contractors for materials or services). Necessary and legal travel for school district personnel including instructional and administrative employees in accordance with state and local policy and regulations. All expenditures should be captured in this account regardless of the type or intent of the training course or professional development activity. Training for instructional staff uses 2200, general administrative staff 2300, school administrative staff 2400, maintenance employees 2600, transportation employees 2700, food service employees 3100, community service, and all other administrative staff 2500).</p>	<p><u>Professional Development, Function 2200-2700, 3100, and 3300, Object Code 53330:</u> Enter <u>PROJECTED</u> Expenditures for the ensuing fiscal year.</p>
<p><u>Employee Travel – Non-Teachers, all applicable Functions, Object Code 55813:</u> Enter the <u>Actual</u> Expenditures for July through March and <u>Estimate</u> Expenditures for April through June of the current year including anticipated obligations.</p> <p>Note: DO NOT include any travel expenditures defined as Professional Development. Refer to the most current UCOA and Supplement 3 posted on the School Budget website.</p>	<p><u>Employee Travel – Non-Teachers, all applicable Functions, Object Code 55813:</u> Enter <u>PROJECTED</u> Expenditures for the ensuing fiscal year.</p> <p>Note: DO NOT include any travel expenditures defined as Professional Development. Refer to the most current UCOA and Supplement 3 posted on the School Budget website.</p>
<p><u>Employee Training – Non-Teachers, all applicable Functions, Object Code 55814:</u></p>	<p><u>Employee Training – Non-Teachers, all applicable Functions, Object Code 55814:</u></p>

<p>Enter the <u>Actual</u> Expenditures for July through March and <u>Estimate</u> Expenditures for April through June of the current year including anticipated obligations.</p>	<p>Enter <u>PROJECTED</u> Expenditures for the ensuing fiscal year.</p>
<p><u>Employee Travel – Teachers, all applicable Functions, Object Code 55819:</u> Enter the <u>Actual</u> Expenditures for July through March and <u>Estimate</u> Expenditures for April through June of the current year including anticipated obligations.</p> <p>Note: DO NOT include any travel expenditures for Professional Development.</p>	<p><u>Employee Travel – Teachers, all applicable Functions, Object Code 55819:</u> Enter <u>PROJECTED</u> Expenditures for the ensuing fiscal year.</p> <p>Note: DO NOT include any travel expenditures for Professional Development.</p>
<p><u>Emergency Reserve, Function 2900, Object Code 58213:</u> Do not include an Estimate amount. The budgeted 2023-2024 amount will become cash balance.</p>	<p><u>Emergency Reserve, Function 2900, Object Code 58213:</u> Only applicable if required by PED. DO NOT budget more than 5% of the total <u>PROJECTED</u> operational expenditures per Statute 22-8-14.B, NMSA 1978.</p>

ESTIMATED	PROJECTED
General Funds – 10000 Sub-Funds: Operational – 11000	
<p><u>Restricted Expenditure, Function 2900 Object Code 58215</u> Restricted expenditure such as budget earmarked or set aside for unassigned cash balance. Used only with function 2900.</p>	<p><u>Restricted Expenditure, Function 2900 Object Code 58215</u> Restricted expenditure such as budget earmarked or set aside for unassigned cash balance. Used only with function 2900.</p>
<p><u>Student Transportation, Function 2700:</u> Enter the <u>Actual</u> Expenditures for July through March and <u>Estimate</u> Expenditures for April through June of the current year including anticipated obligations.</p>	<p><u>Student Transportation, Function 2700:</u> Enter <u>PROJECTED</u> Expenditures for the ensuing fiscal year. Amounts budgeted in Function 2700 are for the transportation of students to-and-from school only.</p>
<p><u>Loss on Investment, Function 2900, Object Code 58220:</u> Budget realized losses on investments held with the Local Government Investment Pool for 2023-2024.</p> <p><u>Misc Exp, Function 2900, Object Code 58221</u> Expenditures for Social Security Refunds.</p> <p><u>Capital Outlay, Function 4000</u> Expenditures for construction purposes out of this function must adhere to State Statute 22-8-41, NMSA 1978.</p>	<p><u>Loss on Investment, Function 2900, Object Code 58220:</u> Do not budget an amount for 2024-2025 since a realized loss has not occurred.</p> <p><u>Misc Exp, Function 2900, Object Code 58221</u> Expenditures for Social Security Refunds</p> <p><u>Capital Outlay, Function 4000</u> Expenditures for construction purposes out of this function must adhere to State Statute 22-8-41, NMSA 1978.</p>
General Funds – 10000 Sub-Funds: Teacherage – 12000	
<p>Enter the <u>Actual</u> Expenditures for July through March and <u>Estimate</u> Expenditures for April through June of the current year including anticipated obligations.</p> <p>Include FTE’s where required for Object Code 51100 with the exception of Substitutes. Note: DO NOT include FTE’s in Object Codes 51200 or 51300.</p>	<p>Enter the <u>PROJECTED</u> Expenditures for ensuing fiscal year.</p> <p>Include FTE’s where required for Object Code 51100 with the exception of Substitutes. Note: DO NOT include FTE’s in Object Codes 51200 or 51300.</p>
General Funds – 10000 Sub-Funds: Transportation – 13000	
<p>Contact PED Transportation Bureau for Instructions.</p>	<p>Contact PED Transportation Bureau for Instructions.</p>
General Funds – 10000 Sub-Funds: Instructional Materials – 14000	
<p><u>Instructional Materials – Operational, Function 1000, Object 56107, Program ALL:</u> Contact PED Instructional Materials Bureau for instructions.</p>	<p><u>Instructional Materials – Operational, Function 1000, Object 56107, Program ALL:</u> Contact PED Instructional Materials Bureau for instructions.</p>
<p><u>Other Classroom Materials – Operational, Function 1000, Object 56108, Program ALL:</u> Contact PED Instructional Materials Bureau for instructions.</p>	<p><u>Other Classroom Materials – Operational, Function 1000, Object 56108, Program ALL:</u> Contact PED Instructional Materials Bureau for instructions.</p>

ESTIMATED	PROJECTED
General Funds – 10000 Sub-Funds: Instructional Materials – 14000 (cont.)	
<p><u>Instructional Materials On-Line Digital Subscriptions, Function 1000, Object 56109 Program ALL:</u> Contact PED Instructional Materials Bureau for instructions.</p>	<p><u>Instructional Materials On-Line Digital Subscriptions, Function 1000, Object 56109, Program ALL:</u> Contact PED Instructional Materials Bureau for instructions.</p>
<p><u>Instructional Materials – Dual Credit, Function 1000, Object 56111 Program ALL:</u> Contact PED Instructional Materials Bureau for instructions.</p>	<p><u>Instructional Materials – Dual Credit, Function 1000, Object 56111, Program ALL:</u> Contact PED Instructional Materials Bureau for instructions.</p>
<p><u>Instructional Materials-25% SUPPLEMENTARY ALLOCATION, Expenditure Code 56108: OTHER CLASSROOM MATERIALS</u> Contact PED Instructional Materials Bureau for instructions.</p>	<p><u>Instructional Materials-25% SUPPLEMENTARY ALLOCATION, Expenditure Code 56108: OTHER CLASSROOM MATERIALS</u> Contact PED Instructional Materials Bureau for instructions.</p>
General Funds – 10000 Sub-Funds: Local Revenue Operational - 15200	
<p><u>County Tax Collection Costs, Function 2300, Object Code 53712, Program 0000, 4020, 4025, 4030, 4040:</u> This should equal 1% of the total amount calculated for Residential/Non-Residential Taxes.</p> <p>Note: This transaction is unique since it is posted through a journal entry instead of having the district issue a check for the 1% administrative fee, the county sends the district an amount equivalent to 99% of the collected amount.</p>	<p><u>County Tax Collection Costs, Function 2300, Object Code 53712, Program 0000, 4020, 4025, 4030, 4040:</u> 1% of the corresponding Residential/Non-Residential Taxes revenue’s value in fund 15200 (15200.2300.41110).</p> <p>Note: This transaction is unique since it is posted through a journal entry instead of having the district issue a check for the 1% administrative fee, the county sends the district an amount equivalent to 99% of the collected amount.</p>

**Special Revenue Funds – 20000 Sub-Funds:
 Food Service 21000
 Athletics 22000
 Non-Instructional Support 23000**

Enter the Actual Expenditures for July through March and Estimate Expenditures for April through June of the current year including anticipated obligations.

Enter the PROJECTED Expenditures for ensuing fiscal year.

**Special Revenue Funds – 20000 Sub-Funds:
 Federal Fiscal Grants Management 24000
 State Fiscal Grants Management 27000**

Enter the Actual Expenditures for July through March and Estimate Expenditures for April through June of the current year including anticipated obligations.

Enter the PROJECTED Expenditures as they apply to grant program requirements for all Funds under 24000 and 27000.

**Special Revenue Funds – 20000 Sub-Funds:
 Federal Direct 25000
 Local 26000
 State Direct 28000
 Combined Local/State Grants 29000**

Enter the Actual Expenditures for July through March and Estimate Expenditures for April through June of the current year including anticipated obligations.

Enter the PROJECTED Expenditures as they apply to grant program requirements for all Funds under 25000, 26000, 28000 and 29000.

ESTIMATED	PROJECTED
Special Revenue Funds – 20000 Sub-Funds: G.O.B. Library 27107	
<p>Enter the <u>Actual</u> Expenditures for July through March and <u>Estimate</u> Expenditures for April through June of the current year including anticipated obligations. Total expenditures should not exceed the approved RTOF amount. This will equal “Accumulative Request” amount in the “Notice of Obligation Summary” report in OBMS plus any anticipated RTOF’s.</p>	<p>Enter <u>PROJECTED</u> Expenditures. Expenditures should equal Total Budget Resources</p>
Capital Project Funds – 30000 Sub-Fund: Bond Building 31100	
<p>Enter the <u>Actual</u> Expenditures for July through March and <u>Estimate</u> Expenditures for April through June of the current year including anticipated obligations.</p>	<p>Enter <u>PROJECTED</u> Expenditures as it applies to Bond Building funding received.</p>
Capital Project Funds – 30000 Sub-Fund: Public School Capital Outlay 31200	
<p>Enter the <u>Actual</u> Expenditures. Amount should equal the total Lease Payment Assistance award. Contact PED Capital Outlay Bureau for instructions.</p>	<p>Contact PED Capital Outlay Bureau for instructions.</p>
Capital Project Funds – 30000 Sub-Fund: Special Capital Outlay Local 31300	
<p>Enter the <u>Actual</u> Expenditures for July through March and <u>Estimate</u> Expenditures for April through June of the current year including anticipated obligations.</p>	<p>Enter <u>PROJECTED</u> Expenditures as it applies to Special Capital Outlay Local. Local funding received.</p>
Capital Project Funds – 30000 Sub-Fund: Special Capital Outlay State 31400	
<p>Contact PED Capital Outlay Bureau for instructions.</p>	<p>Contact PED Capital Outlay Bureau for instructions.</p>
Capital Project Funds – 30000 Sub-Fund: Special Capital Outlay Federal 31500	
<p>Enter the <u>Actual</u> Expenditures for July through March and <u>Estimate</u> Expenditures for April through June of the current year including anticipated obligations.</p>	<p>Enter <u>PROJECTED</u> Expenditures as it applies to Capital Outlay funding received.</p>
Capital Project Funds – 30000 Sub-Fund: Capital Improvements HB-33 31600	
<p>Enter the <u>Actual</u> Expenditures for July through March and <u>Estimate</u> Expenditures for April through June of the current year including anticipated obligations.</p>	<p>Enter <u>PROJECTED</u> Expenditures as it applies to Capital Outlay funding received.</p>
<p><u>County Tax Collection Costs, Function 2300, Object Code 53712, Program 0000:</u> This should equal 1% of the total amount calculated for Residential/Non-Residential Taxes. Contact your assigned budget analyst if you need help determining the amount to budget.</p>	<p><u>County Tax Collection Costs, Function 2300, Object Code 53712, Program 0000:</u> The <u>PROJECTED</u> Expenditure should equal 1% of the total amount calculated for Residential/Non-Residential Taxes. Contact your assigned budget analyst if you need help determining the amount to budget.</p>

ESTIMATED	PROJECTED
Capital Project Funds – 30000 Sub-Fund: Sub-Fund: SB-9 - State 31700 SB-9 - Local 31701 SB-9 State Match 31703	
Contact PED Capital Outlay Bureau for instructions.	Contact PED Capital Outlay Bureau for instructions.
Capital Project Funds – 30000 Sub-Fund: Energy Efficiency 31800	
Enter the <u>Actual</u> Expenditures for July through March and <u>Estimate</u> Expenditures for April through June of the current year including anticipated obligations.	Enter <u>PROJECTED</u> Expenditures as it applies to Energy Efficiency Note funding received.
Capital Project Funds – 30000 Sub-Fund: Educational Technology 31900	
Enter the <u>Actual</u> Expenditures for July through March and <u>Estimate</u> Expenditures for April through June of the current year including anticipated obligations.	Enter <u>PROJECTED</u> Expenditures as it applies to Educational Technology Note funding received.
Capital Project Funds – 30000 Sub-Fund: Public School Capital Outlay – 20% 32100	
Enter the <u>Actual</u> Expenditures for July through March and <u>Estimate</u> Expenditures for April through June of the current year including anticipated obligations.	Enter <u>PROJECTED</u> Expenditures as it applies to Public School Capital Outlay funding received.
Debt Service Funds – 40000 Sub-Fund: Debt Service 41000	
<u>County Tax Collection Costs, Function 2300, Object Code 53712, Program 0000:</u> This should equal 1% of the total amount calculated for Residential/Non-Residential Taxes . Contact your assigned budget analyst if you need help determining the amount to budget.	<u>County Tax Collection Costs, Function 2300, Object Code 53712, Program 0000:</u> The <u>PROJECTED</u> Expenditure should equal 1% of the total amount calculated for Residential/Non-Residential Taxes . Contact your assigned budget analyst if you need help determining the amount to budget.
<u>Debt Service Reserve, Function 5000, Object Code 58214, Program 0000:</u> <u>DO NOT</u> enter an amount here.	<u>Debt Service Reserve, Function 5000, Object Code 58214, Program 0000:</u> Debt Service Reserve is used to balance budgeted expenditures to budgeted revenue. Total Budget Resources - Tax Collection - Principal - Interest = Debt Service Reserve
<u>Bond Principal Payment, Function 5000, Object Code 58311, Program 0000 and Bond Interest Payment, Function 5000, Object Code 58322, Program 0000:</u> Enter Principal and Interest payments made in 2023-2024. Refer to the District’s Bonded Indebtedness Retirement Schedules for Debt Service to obtain the respective Principal and Interest amounts. Note: <u>DO NOT</u> include Principal and Interest payments for lease purchase agreements in Fund 41000.	<u>Bond Principal Payment, Function 5000, Object Code 58311, Program 0000 and Bond Interest Payment, Function 5000, Object Code 58322, Program 0000:</u> Enter Principal and Interest payments to be made in FY 2024-2025.

ESTIMATED	PROJECTED
Debt Service Funds – 40000 Sub-Fund: Deferred Sick Leave 42000	
<p><u>Deferred Sick Leave Reserve, Function 2500, and Object Code 52914, Program 0000:</u> Enter the amount paid for unused sick leave.</p>	<p><u>Deferred Sick Leave Reserve, Function 2500, and Object Code 52914, Program 0000:</u> Budget the <u>PROJECTED</u> amount to be paid for unused sick leave.</p>
Debt Service Funds – 40000 Sub-Fund: Ed Tech Debt Service 43000	
<p><u>County Tax Collection Costs, Function 2300, Object Code 53712, Program 0000:</u> This should equal 1% of the total amount calculated for Residential/Non-Residential Taxes. Contact your assigned budget analyst if you need help determining the amount to budget.</p>	<p><u>County Tax Collection Costs, Function 2300, Object Code 53712, Program 0000:</u> The <u>PROJECTED</u> Expenditure should equal 1% of the total amount calculated for Residential/Non-Residential Taxes. Contact your assigned budget analyst if you need help determining the amount to budget.</p>
<p><u>Debt Service Reserve, Function 5000, Object Code 58214, Program 0000:</u> <u>DO NOT</u> enter an amount here.</p>	<p><u>Debt Service Reserve, Function 5000, Object Code 58214, Program 0000:</u> Debt Service Reserve is used to balance budgeted expenditures to budgeted revenue. Total Budget Resources - Tax Collection - Principal - Interest = Debt Service Reserve</p>
<p><u>Bond Principal Payment, Function 5000, Object Code 58311, Program 0000 and Bond Interest Payment, Function 5000, Object Code 58322, Program 0000:</u> Enter Principal and Interest payments made in 2023-2024. Refer to the District’s Bonded Indebtedness Retirement Schedules for Educational Technology to obtain the respective Principal and Interest amounts. Note: <u>DO NOT</u> include Principal and Interest payments for lease purchase agreements in Fund 41000; these payments should be entered in Fund 43000.</p>	<p><u>Bond Principal Payment, Function 5000, Object Code 58311, Program 0000 and Bond Interest Payment, Function 5000, Object Code 58322, Program 0000:</u> Enter Principal and Interest payments to be made in FY 2024-2025.</p>

Statutory References

- Chapter 6 – Public Finances ARTICLE 3A – Accountability in Government
- Chapter 6 – Public Finances ARTICLE 15A – Education Technology Equipment
- Chapter 6 – Public Finances ARTICLE 21D – Energy Efficiency and Renewable Energy Bonding Act
- Chapter 10 – Public Officers and Employees ARTICLE 10 – Sunshine Portal Transparency
- Chapter 12 – Miscellaneous Public Affairs Matters ARTICLE 6 – Audit Act
- Chapter 13 – Public Purchases and Property ARTICLE 1 – Procurement
- Chapter 22 – Public Schools ARTICLE 8 – Public School Finance
- Chapter 22 – Public Schools ARTICLE 10A – School Personnel Act
- Chapter 22 – Public Schools ARTICLE 11 – Educational Retirement
- Chapter 30 – Criminal Offenses Misconduct by Officials

School Budget Files

- School Budget Files are available on the PED Website:

<https://webnew.ped.state.nm.us/bureaus/school-budget/budget-workbook-and-budget-files/>

Note: PED has provided a 910B-5 tool for your convenience.

Common Mistakes Budget Entities Make on Operating Budgets

OBMS Data:

SEG in OBMS Budget

- Ensure that the amounts tie to your final FY24 SEG amount (Estimated) and the FY25 910B-5 (Projected).
- Please ensure that your OBMS budget upload file includes **ONLY** one location code.
- Please ensure that all funds under School Budget Bureau purview are submitted in OBMS on or before your Budget Due Date.

Fund	Description	Program Manager Approval	Final Approval
11000	Operational	N/A	School Budget Bureau
12000	Teacherage	N/A	School Budget Bureau
13000	Pupil Transportation	Transportation Bureau	Fiscal Grants Management Bureau
14000	Total Instructional Materials Sub-Fund	Instructional Materials Bureau	Fiscal Grants Management Bureau
15100	Impact Aid Operational	N/A	School Budget Bureau
15200	Local Revenue Operational	N/A	School Budget Bureau
21000	Food Services	Student Success and Wellness	Fiscal Grants Management Bureau
21100	Universal Free Lunch (State Funded)	Student Success and Wellness	Fiscal Grants Management Bureau
22000	Athletics	N/A	School Budget Bureau
23000	Non-Instructional Support	N/A	School Budget Bureau
24xxx	Federal Flow-through Grants	Multiple	Fiscal Grants Management Bureau
25xxx	Federal Direct Grants	N/A	School Budget Bureau
26xxx	Local Grants	N/A	School Budget Bureau
27xxx	State Flow-through Grants	Multiple	Fiscal Grants Management Bureau
28xxx	State Direct Grants	N/A	School Budget Bureau
29xxx	Combined State/Local Grants	N/A	School Budget Bureau
31100	GO Bond Building	N/A	School Budget Bureau
31120	Teacherage Bond Building	N/A	School Budget Bureau
31200	Public School Capital Outlay	Capital Outlay Bureau	Fiscal Grants Management Bureau
31300	Special Capital Outlay-Local	N/A	School Budget Bureau
31400	Special Capital Outlay-State	Capital Outlay Bureau	Fiscal Grants Management Bureau
31500	Special Capital Outlay-Federal	N/A	School Budget Bureau
31600	Capital Improvements HB-33	N/A	School Budget Bureau
31700	Capital Improvements SB-9	Capital Outlay Bureau	Fiscal Grants Management Bureau
31701	Capital Improvements SB-9 Local	Capital Outlay Bureau	Fiscal Grants Management Bureau
31703	SB-9 State Match Cash	Capital Outlay Bureau	Fiscal Grants Management Bureau
31800	Energy Efficiency Act	N/A	School Budget Bureau
31900	Ed. Technology Equipment Act	N/A	School Budget Bureau
32100	Public School Cap. Outlay-20%	N/A	School Budget Bureau
41000	GO Debt Services	N/A	School Budget Bureau
41200	Teacherage Bond Debt Services	N/A	School Budget Bureau
41800	EE Bond Debt Services	N/A	School Budget Bureau
42000	Deferred Sick Leave	N/A	School Budget Bureau
43000	ETN Debt Services	N/A	School Budget Bureau
6xxxx	Enterprise Fund	N/A	School Budget Bureau

Revenue:

- The Operational fund will now only have Unrestricted Cash (Object 11111).
- Estimated Side:
 - a. Fund 11000, 15200, 31600, 31701, 41000, and 43000- Ad Valorem taxes (Object 41110), Gas and Oil (Object 41113), Copper (Object 41114).
 - i. You must tell your analyst the amount of the estimated side and they will enter it for you.
 - b. Fund 11000, 15200 - Forest Reserve (Object 44204)
 - i. You must tell your analyst the amount of the estimated side and they will enter it for you. Up to 25% may be budgeted in 11000 and 75%-100% in 15200.
- Projected Side:
 - a. Fund 15200, Ad Valorem taxes (Object 41110), Gas and Oil (Object 41113), Copper (Object 41114) 100% is automatically populated in OBMS. You must tell your analyst if you wish to move up to 25% in 11000 (optional) and they will complete this for you.
 - b. Fund 31600, 31701, 41000 and 43000 - Ad Valorem taxes (Object 41110), Gas and Oil (Object 41113), Copper (Object 41114) is automatically populated in OBMS.
- The estimated unrestricted cash (11111) and restricted cash (11112) will be auto populated. The estimated cash is based on the Cash Position Module data and the Projected Cash for most funds is based on the below calculation:
2022- 2023 Audited Cash Balance
+ 2023-2024 Estimated Revenue
± 2023-2024 Permanent Cash Transfer
- 2023-2024 Estimated Expenditures
= 2024-2025 Projected Cash

Expenditures:

- FTE's are sometimes left out:
 - Salaries Expense, all Functions, Object Code 51100:
 - This is the only Object Code where FTE's may be included if there is a budgeted or actual amount greater than 0.
 - DO NOT include an FTE for substitutes (1610, 1611, 1612), board members (1800) and separation pay (1613).
- DO NOT include FTE's in these Object Codes:
 - Overtime Expense, all Functions, Object Code 51200:
 - Additional Compensation, all Functions, Object Code 51300:
 - Benefit Object Codes 52nnn:
 - Estimated: Use appropriate Program Code and specific Job Class code (DO NOT use 2000).
 - Projected: Use appropriate Program Code and specific Job Class code (DO NOT use 2000).

- The 1% County Collection Costs are usually incorrect.
This should equal 1% of the total amount calculated for Residential/Non-Residential Taxes.
Note: For entities where the county sends Residential/Non-Residential Taxes equivalent to 99% of the collected amount, this transaction is posted through a journal entry instead of having the entity issue a check for the 1% administrative fee.

Checklist:

- This document is MANDATORY and must be signed and submitted on or before your Budget Due Date.

Article 10A, 8A Certification and Salary Assurances:

- You do not have to wait for the completion of the 901B-10 (Board Approval) to submit this form. Please submit on or before your Budget Due Date.

Calendar:

- A red filled cell or red font means there is Non-Compliance with PED rules. Please revisit these issues and fix before you submit to PED.