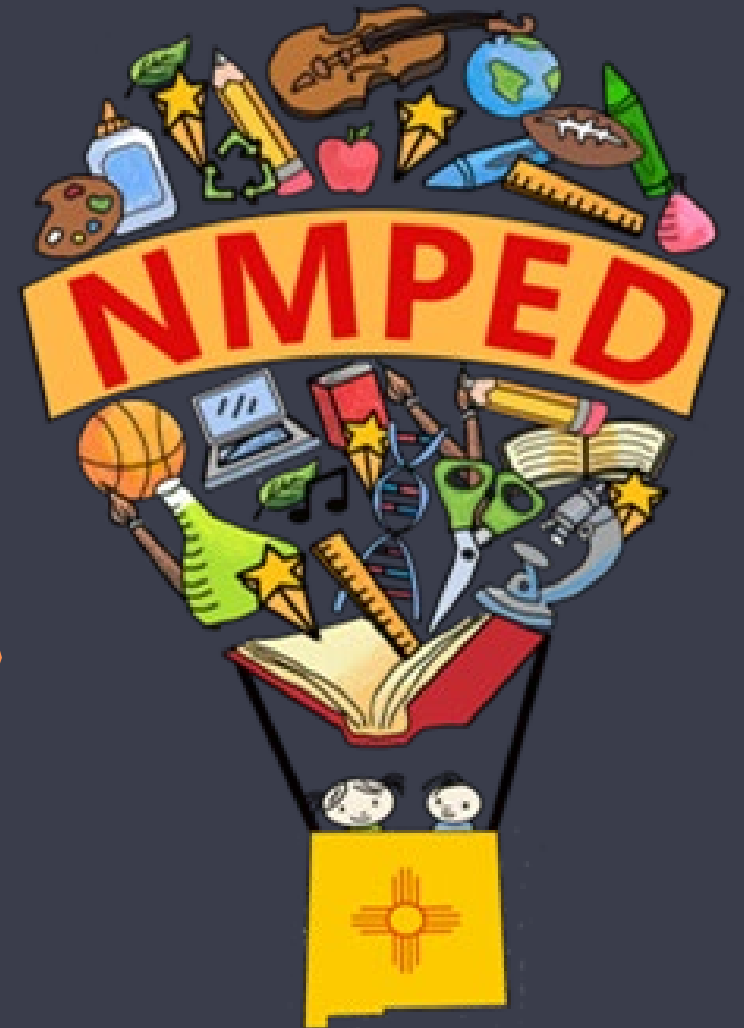


Capital Outlay Bureau

Amanda Lupardus-Hernandez

March 20, 2024

Investing for tomorrow, delivering today.



Agenda

- New Legislation
- Important Reminders
- Election Reminders
- Capital Outlay Process
- Budgeting Capital Outlay Funds
- Eligible Expenditures – 27107
- Capital Outlay Bureau Goals
- Miscellaneous Items



New Legislation

- SB-246 – Capital Outlay Reauthorizations – change of purpose, extension of time, reauthorized from another agency
- SB-275 – Capital Outlay Direct Appropriations
 - \$1,500,000 to plan, design, and construct infrastructure for fueling and charging stations for alternately fueled buses.
- HB-308 – 2024 GOB Library Acquisitions
 - \$6,000,000 for equipment and supplemental library resources acquisitions at public school libraries statewide.



Important Reminders Deadlines

- Current year RTOFs due no later than June 7, 2024
- Current year BARs due June 14, 2024
- RFR's due July 7, 2024 (journal entry must be completed if an RFR is submitted into OBMS after May 1, 2024)



Important Reminders Deadlines

- Pending RTOFs – submit requested documents or void the RTOF
- Fully liquidate 31400 reverting projects
- Quarterly CPMS reporting requirements for 31400 – DFA will no longer be utilizing BFM, transitioning back to CPMS. Reporting is required quarterly.
- All 31700 balances need to be drawn down (31703 will not be budgeted in FY25 until 31700 balances are drawn down)

Important Reminders

End of FY Journal Entries

An RFR is submitted into OBMS after May 1, 2024

FY24 Journal Entry:

1. RFR submitted in current year, but reimbursement received in the following year.
2. Record a journal entry to recognize receivable and revenue

Dr. Accounts Receivable

Cr. Revenue

FY25 Journal Entry:

1. RFR submitted in current year, but reimbursement received in the following fiscal year.

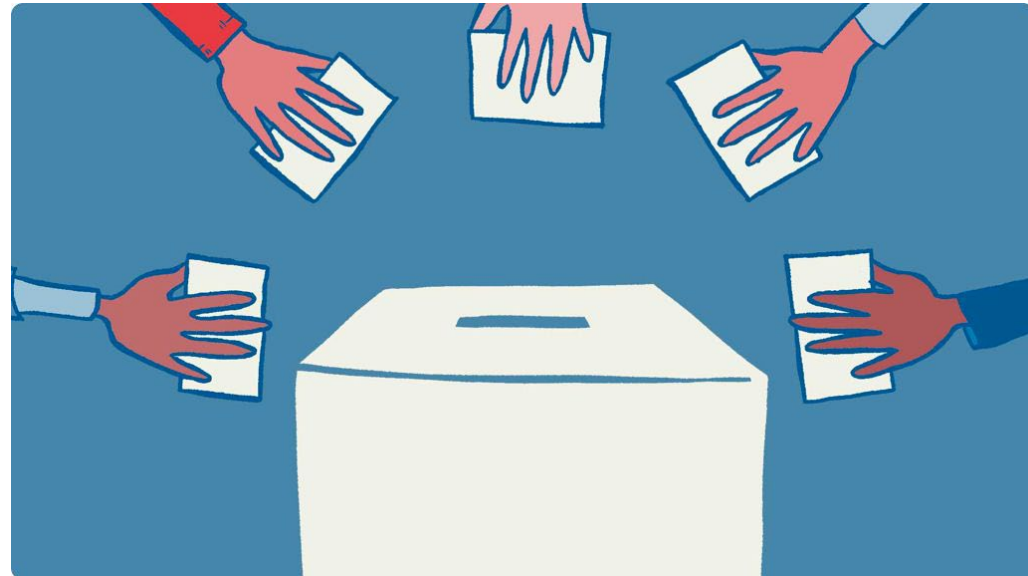
Dr. Cash

Cr. Accounts Receivable

Election Reminders

SB-9 & HB-33

- PED must be notified of all future SB-9 and HB-33 elections due to recent election changes.
- Will district be having a special election or including in the school board elections that occur every odd year in November.
- Districts should end mill levies on odd years and begin on even years to be on schedule with school board elections.



Election Reminders

SB-9 & HB-33

PED must certify elections that are successful and certify rates by August of each year.

- Signed resolution
- Signed certification of canvas – **due immediately after election**



Capital Outlay Process

PED COB administers the following funds:

- 27107 – GOB Library
- 31200 – PSFA Allocations(BARs only)
- 31400 – Direct Appropriations
- 31700 – SB-9 (RTOF not required)
- 31701 – SB-9 local funds (budgets and BARs only)
- 31703 – SB-9 state match (RTOF not required, budget and BARs only)

Capital Outlay Process Fund 27107 (GOB Library)



Executive Order 2013-006
The Executive Order states that a current audit must be submitted by each district/charter. If an unmodified audit is received with material weaknesses and/or significant deficiencies, grantee must have remedied the problem or the state agency must be able to adequately address the problem through a Corrective Action Plan or the district/charter will not qualify for funding.



Grant Agreements and Award Letters Issued
Once bonds are sold and budgeted into the state accounting system (SHARE), COB sends grant agreements to district/charter.



Budget Adjustment Request (BAR)
Once grant agreements are signed by PED, districts and charters will enter a BAR in OBMS.

Capital Outlay Process Fund 27107 (GOB Library)

Request to Obligate Funds (RTOF)
RTOF submitted via OBMS. Upload quotes by vendor.



Request for Reimbursement (RFR)
RFR submitted via OBMS.

Capital Outlay Process

Fund 27107 (GOB Library) Structure

Request for Reimbursement (RFR) Structure

1. Complete RFR form – indicate if any remaining amount is to revert so project can be closed out.
2. Expenditure report – claim period date must match claim period date in OBMS. Year to date on report must match RFR amount.
3. Invoices – expenditures must be allowable and in the same fiscal year. Expenditures must occur after the funds are allocated.
4. Proof of payment – copies of checks or bank statements only. **No vouchers allowed.**

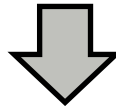
Capital Outlay Process Fund 31400 (Direct Appropriations)



Executive Order 2013-006
The Executive Order states that a current audit must be submitted by each district/charter. If an unmodified audit is received with material weaknesses and/or significant deficiencies, grantee must have remedied the problem or state agency must be able to adequately address the problem through a Corrective Action Plan or the district/charter will not qualify for funding.



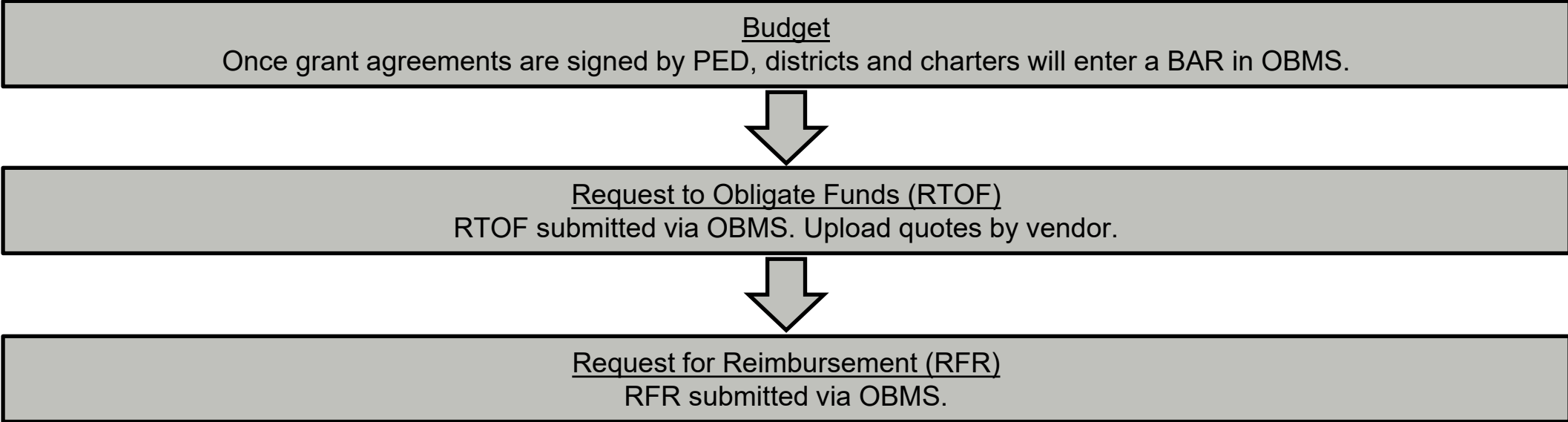
Department of Finance & Administration Questionnaire
District/charter is requested to certify the need for proceeds through completion of a questionnaire.



Grant Agreements and Award Letters Issued
Once funds are budgeted into the state accounting system (SHARE), COB sends grant agreements to district/charter.

Capital Outlay Process

Fund 31400 (Direct Appropriations)



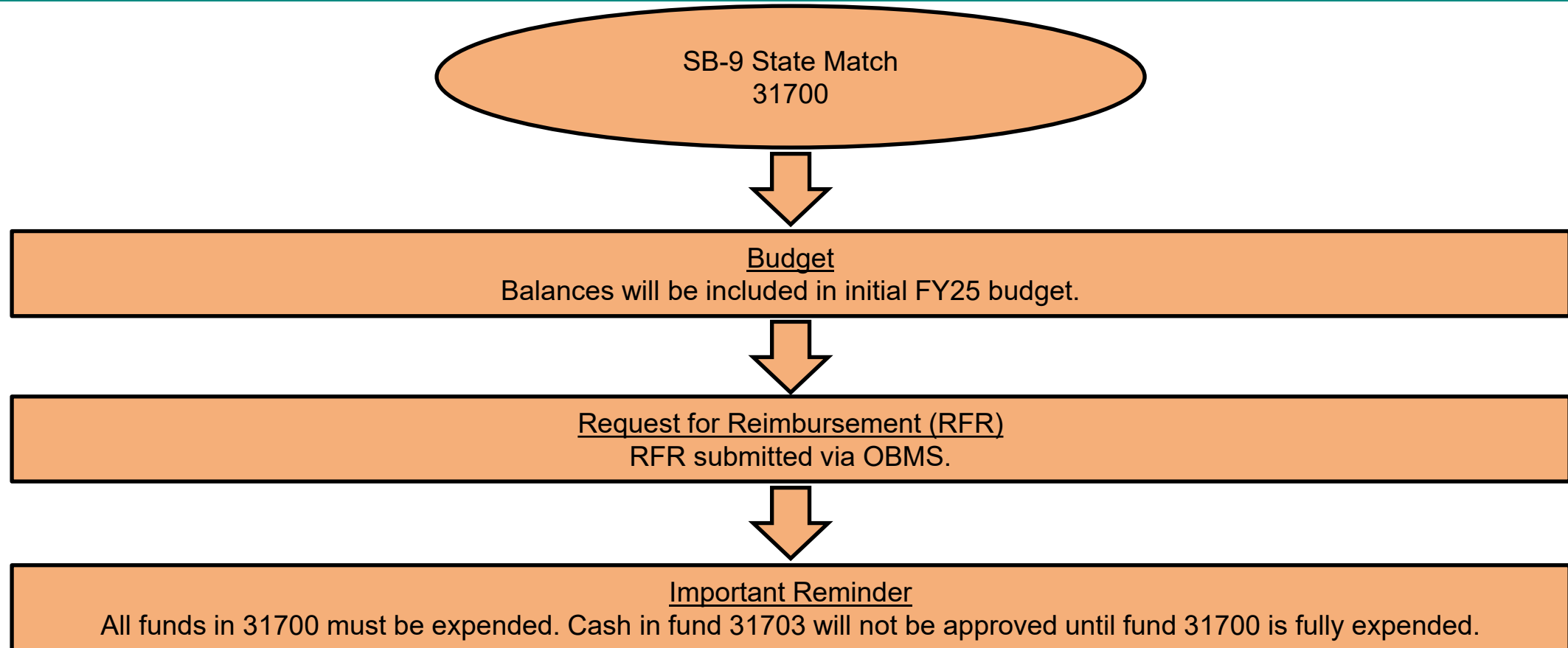
Capital Outlay Process

Fund 31400 (Direct Appropriations) Structure

Request for Reimbursement (RFR) Structure

1. Complete RFR form.
2. Expenditure report – claim period date must match claim period date in OBMS. Year to date on report must match RFR amount.
3. Invoices – expenditures must be allowable and in the same fiscal year. Expenditures must occur after funds are allocated.
4. Proof of payment – copies of checks or bank statements only. **No vouchers allowed.**

Capital Outlay Process Fund 31700 (SB-9 State Match)



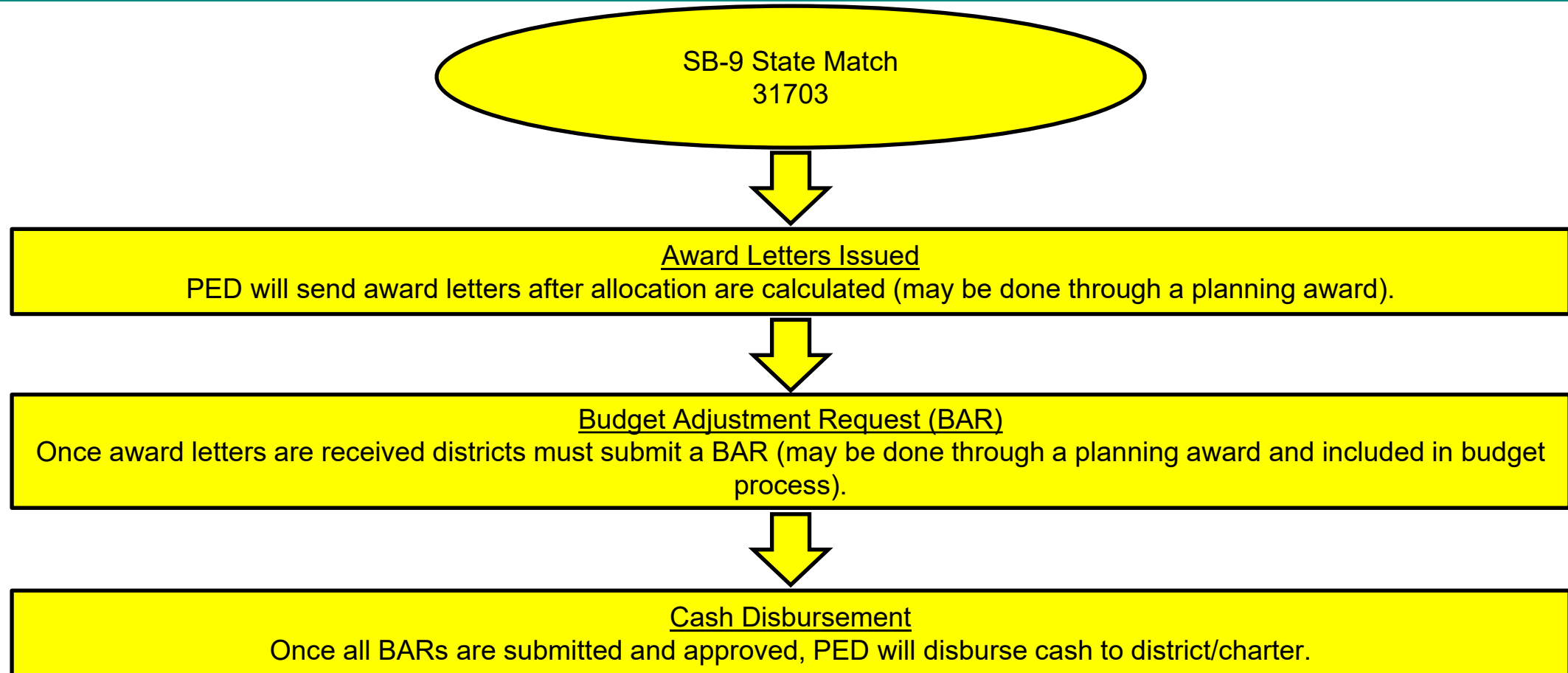
Capital Outlay Process

Fund 31700 (SB-9 State Match) Structure

Request for Reimbursement (RFR) Structure

1. Complete RFR form.
2. Expenditure report – claim period date must match claim period date in OBMS. Year to date on report must match RFR amount.
3. Invoices – expenditures must be allowable and in the same fiscal year.
4. Proof of payment – copies of checks or bank statements only. **No vouchers allowed.**

Capital Outlay Process Fund 31703 (SB-9 State Match)



Capital Outlay Process

Fund 31703 (SB-9 State Match) Structure

- Refer to 22-25-2 NMSA 1978 for definitions and allowable expenditures.
- Alert your auditors of the State Board of Finance's spending requirements and the limited purposes for expenditures for the bond proceeds to ensure regular tracking and accountability.
- **Expenditures shall not be made from this fund until all previous 31700 allocations have been drawn down.**

Budgeting Capital Outlay Funds



Budgeting Capital Outlay Funds

Fund 27107 (G.O.B. Library)

ESTIMATED REVENUES	PROJECTED REVENUES
<p><u>State Flow-through Grants , Revenue Code 43202:</u> Budget nothing at this time</p> <p><u>Prior Year Balances, Revenue Code 43204:</u> Enter prior year balances from prior year awards. (Should equal the amount in your current budget for 20-5299 and 22-5375)</p>	<p><u>State Flow-through Grants , Revenue Code 43202:</u> Budget nothing at this time. New 2025 G.O.B. awards will be budgeted through a BAR once allocated</p> <p><u>Prior Year Balances, Revenue Code 43204:</u> Enter prior year balances from prior year award (22-5375). Shall not exceed the amount on the Project Allocation Report in OBMS</p> <p>Note: After all prior year RfR's are processed, OBMS will calculate carryover, which is the difference between the total approved budgeted and actual un-reimbursed balance. If there is a difference, an automatic BAR will be generated to reflect the accurate balance</p>
ESTIMATED EXPENDITURES	PROJECTED EXPENDITURES
<p>This will equal amount estimated to be expended and amount that will be reverted for 20-5299 if not expending the full amount</p>	<p>Enter <u>Proposed</u> Expenditures.—Expenditures should equal total revenue</p>

Budgeting Capital Outlay Funds

Fund 31400 (Direct Appropriations)

ESTIMATED REVENUES	PROJECTED REVENUES
<p><u>Unrestricted Cash, Revenue Code 11111:</u> Do not budget a cash balance. If you have a cash balance, contact PED Capital Outlay Bureau.</p> <p><u>State Flow-through Grants , Revenue Code 43202:</u> Budget all 2023 projects</p> <p><u>Prior Year Balances, Revenue Code 43204:</u> Enter prior year balances from prior year awards. This amount should equal current budgeted amount.</p>	<p><u>Unrestricted Cash, Revenue Code 11111:</u> Do not budget a cash balance. If you have a cash balance, contact PED Capital Outlay Bureau.</p> <p><u>State Flow-through Grants , Revenue Code 43202:</u> Enter all 2024 direct legislative appropriations allocated to your school district or charter school.</p> <p><u>Prior Year Balances, Revenue Code 43204:</u> Enter prior year balances from prior year awards.</p>
ESTIMATE EXPENDITURES	PROJECTED EXPENDITURES
<p>This will equal the estimated amount to be expended, also to include the amount expiring if not expending the full balance</p>	<p>Enter <u>Proposed</u> Expenditures. Expenditures should equal total revenue</p>

Budgeting Capital Outlay Funds

Fund 31400 (Direct Appropriations)

- Note: after all prior year RFRs are processed, OBMS will calculate carryover, which is the difference between the total approved budgeted and actual unreimbursed balance. If there is a difference, an automatic BAR will be generated to reflect the accurate balance.

Budgeting Capital Outlay Funds Fund 27107 & 31400

OPERATING BUDGET MANAGEMENT SYSTEM
OBMS BUDGET HOME

Logged In: amandalupardus

Budget | BAR | Actuals | Rfr | **Reports** | Maintenance

Budget | BAR | Actuals | Rfr | Home

SELECT REPORT

Capital Outlay Reports ▾ Project Allocation Expense Report ▾

PROJECT ALLOCATION EXPENSE REPORT

District/Parent: <All> ▾ School/Child: <All> ▾

Budgeting Capital Outlay Funds Fund 31700 (SB-9 State Match)

ESTIMATED REVENUES	PROJECTED REVENUES
<p><u>State Flowthrough Grants (State Match), Revenue Code 43202:</u> Do not budget any funds. New awards will be budgeted in fund 31703</p>	<p><u>State Flowthrough Grants (State Match), Revenue Code 43202:</u> Do not budget any funds. New awards will be budgeted in fund 31703</p>
<p><u>Prior Year Balances, Revenue Code 43204:</u> Enter prior year balances from prior year awards. This amount should equal current budgeted amount</p>	<p><u>Prior Year Balances, Revenue Code 43204:</u> Budget all prior year unused balances. Use balances from the “Grant Year Expenditure Summary Report” minus anticipated RfR’s.</p>
ESTIMATE EXPENDITURES	PROJECTED EXPENDITURES
<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>Proposed</u> Expenditures. Expenditures should equal total revenue.</p>

Budgeting Capital Outlay Funds Fund 31700 (SB-9 State Match)



NEW MEXICO
Public Education Department



OPERATING BUDGET MANAGEMENT SYSTEM

Logged In: CONSUELOBARRAZA


REPORTS

[BAT](#) | [Budget](#) | [BAR](#) | [Actuals](#) | [RfR](#) | [Home](#)

SELECT REPORT

[Grants Reports](#) ▼

[Grant Year Expenditure Statewide Summary Report](#) ▼

 GRANT YEAR EXPENDITURE STATEWIDE SUMMARY REPORT

Select

Budget [2023-2024](#) ▼

Select

Grant: [31700 Capital Improvements SB-9](#) ▼

[View Report](#)

Year:

[Home](#) | [Logout](#) | [Feedback](#)

Budgeting Capital Outlay Funds Fund 31700 (SB-9 State Match)



NEW MEXICO
Public Education Department



OPERATING BUDGET MANAGEMENT SYSTEM

Logged In: CONSUELOBARRAZA

REPORTS

BAT | Budget | BAR | Actuals | RfR | Home

SELECT REPORT

Grants Reports | Grant Year Expenditure Statewide Summary Report

GRANT YEAR EXPENDITURE STATEWIDE SUMMARY REPORT

Select Budget Year: 2023-2024 | Select Grant: 31700 Capital Improvements SB-9 | View Report

Navigation: 10 of 28 | 100% | Print

State of New Mexico
Public School Operating Budget
Grant Year Expenditure Statewide Summary Report
Budget Year: 2023-2024 Fund: 31700

Entity Name	Grant Year	Grant Year Allocation	Reimbursements Requested through Current Year	Remaining Balance	Percent Remaining	Last RFR Submission Date
Cobre Consolidate Schools	NO EXP 14-15	\$71,958.00	\$71,958.00	\$0.00	0.00%	5/5/2015
	NO EXP 15-16	\$37,554.00	\$37,554.00	\$0.00	0.00%	7/6/2017
	NO EXP 16-17	\$37,407.00	\$18,868.27	\$18,538.73	49.56%	7/7/2021

Budgeting Capital Outlay Funds

Fund 31701 (SB-9 Local Funds)

ESTIMATED REVENUES	PROJECTED REVENUES
<p><u>Unrestricted Cash, Revenue Code 11111:</u> Enter the June 30, 2023 Audited Cash Balance.</p>	<p><u>Unrestricted Cash, Revenue Code 11111:</u> Estimated revenues minus estimated expenditures will equal estimated cash. Budget should be adjusted through a BAR after 2024 cash balance has been audited.</p>
<p><u>Residential/Non-Residential Taxes, Revenue Code 41110:</u> Reconcile taxes collected with the County Treasurer Reports and enter the <u>Actual</u> receipts at 100% from July through March and <u>Estimate</u> receipts from April through June of the current year.</p>	<p><u>Residential/Non-Residential Taxes, Revenue Code 41110:</u> The Assessed Valuations multiplied by the Tax Levy Rate will be the Proposed Revenue entered into OBMS.</p>
<p><u>Oil & Gas, Revenue Code 41113 and Copper Production, Revenue Code 41114:</u> Enter the <u>Actual</u> receipts from July through March and <u>Estimate</u> 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 Assessed Valuations multiplied by the Tax Levy Rate will be the Proposed Revenue entered into OBMS.</p>
<p>Fund 31701 does not apply to all charter schools. It will only apply to those charter schools that have been included in their local district resolutions and are currently receiving local tax revenues.</p>	

Budgeting Capital Outlay Funds

Fund 31701 (SB-9 Local Funds)

ESTIMATE EXPENDITURES	PROJECTED EXPENDITURES
<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. Expenditures must include county tax collection costs, Function 2300, Object Code 53712. The Proposed county tax collection costs should equal 1% of the total amount calculated for Residential/Non-Residential Taxes</p>	<p>Enter Proposed Expenditures. Expenditures should equal total revenue. Expenditures must include county tax collection costs, Function 2300, Object Code 53712. The Proposed county tax collection costs should equal 1% of the total amount calculated for Residential/Non-Residential Taxes.</p>

Budgeting Capital Outlay Funds Fund 31703 (SB-9 State Match)

ESTIMATED REVENUES	PROJECTED REVENUES
<p><u>Unrestricted Cash, Revenue Code 11111:</u> Audited cash balance as of June 30, 2023</p> <p><u>State Flowthrough Grants (State Match), Revenue Code 43202:</u> Budget prior year awards for 31703</p>	<p><u>Unrestricted Cash, Revenue Code 11111:</u> Estimated revenues minus estimated expenditures will equal estimated cash. Budget should be adjusted through a BAR after 2024 cash balance has been audited.</p> <p><u>State Flow-through Grants (State Match), Revenue Code 43202:</u> Do not budget anything at this time. A BAR will be submitted after award letters are sent out for 31703 (*planning award may be used)</p>
ESTIMATE EXPENDITURES	PROJECTED EXPENDITURES
<p>Enter the <u>Actual</u> Expenditures from award date and anticipated expenditures through June 30, 2024</p>	<p>Enter <u>Proposed</u> Expenditures. Expenditures should equal total revenue.</p>

Eligible Expenditures Fund 27107 (GOB Library)

Library books (includes print and non-print) and library resources

Funding source is General Obligation Bonds

- PED and districts must comply with bond disbursement rule.
- Bond counsel opinion required for questionable items.
- Expenditures must be capital in nature.
- Consumable items are not allowed.
- Supplies are not allowed.
- Expenditures for the classroom are not allowed.

Eligible Expenditures Fund 27107 (GOB Library)

Allowable

Library books

Library furniture

Library shelves

Library computers

Library scanners

Library subscriptions

Library software

Unallowable

Tape

Glue

Paper

Staples

Labels

Instructional materials

Multiple copies of same book

Capital Outlay Bureau Goals

- Work with LEAs to ensure that all projects are started and drawn timely.
- Approve RFRs within 30 days.



Capital Outlay Bureau Goals

In order to achieve this 30 day goal, these steps will be taken:

- Request for information – respond within 2 days.
- If no response, PED will follow up with an email or phone call
- Once follow up has been made, only 1 additional day will be granted.
- If no response by deadlines, RFR will be disapproved.

Miscellaneous Items Disposition of Property

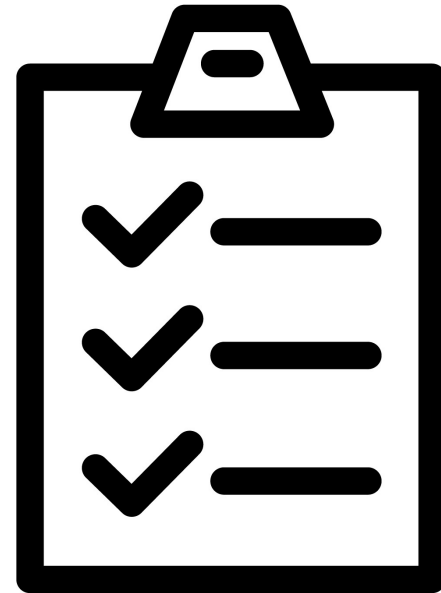
- Need approval prior to disposition.
- Approving entity determined by value and whether property is personal or real.
- Checklist and flowchart are on the COB website.
- PED form 947 required, includes supporting documentation.
- OSA needs to be notified for all disposition of items less than \$5,000. OSA will not respond back or submit an approval.
- OSA main line – (505) 476-3800



Miscellaneous Items

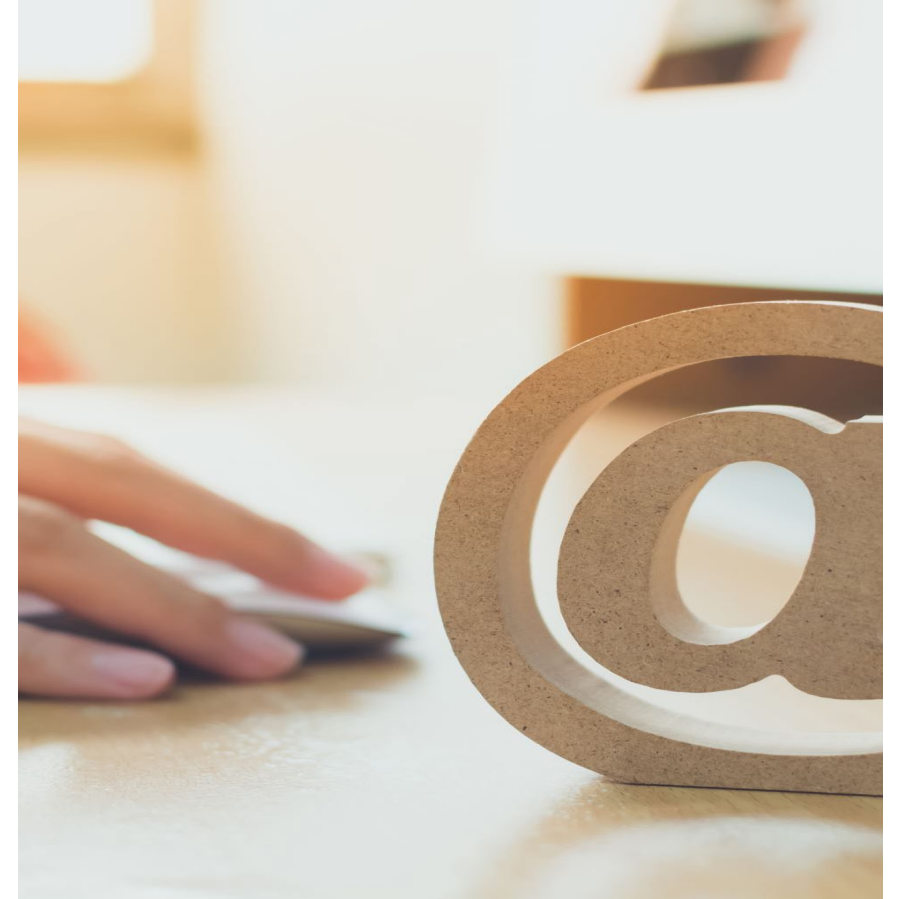
Lease Purchase Process

- Obtain PSFA approval before submitting to PED
- Terms of Proposed Lease Purchase Arrangement
- Compliance with Open Meetings Act
- Resolution of Governing Body
- Source of Funds
- Ownership of Building or Other Real Property
- Pledging of Charter School Revenues or Other Assets
- Submission of Proposed Lease Purchase Arrangement



Contact Us

- Amanda Lupardus-Hernandez – Director
amanda.lupardus@ped.nm.gov or 505-677-6692
- Paulette Ortiz – Financial Coordinator
paulette.ortiz@ped.nm.gov or 505-660-1693



Questions

