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SECRETARY OF PUBLIC EDUCATION

MICHELLE LUJAN GRISHAM
GOVERNOR

July 16, 2024

MEMORANDUM

TO: Superintendents, Charter Representatives and School Business Officials

FROM: Sara Cordova, Director, School Budget Bureau 

RE: **2023-2024 Final Reports Due on or Before July 31, 2024**

The following files are available on the School Budget Bureau webpage under the [2023-2024 Final Reports](#) section:

1. **2023-2024 925F Certified/Uncertified Reports Instructions**
2. **2024-2025 Cash Report**
3. **2024-2025 Contact Information**
4. **Final Reports Checklist and OBMS User Certification**
5. **2024-2025 Actual Templates for Monthly/Quarterly Reporting**

Instructions for Submission:

When submitting actual revenue and expenditure data, please use OBMS Administrative Reports to verify existing Uniform Chart of Accounts lines. Remember that Actuals reporting must be conducted at the school site level in compliance with New Mexico Statute 22-8-13.3 NMSA 1978.

As you conclude your final reports, please ensure to follow the naming convention: **LEA FY## DOCUMENT NAME PED-Number**. Upload the final reports to your entity's File Transfer Site (FTS) sub-site in the FY24 → Financial Reporting → Q4 - Final Reports folder by **July 31, 2024**.

If you need assistance, please contact your assigned Budget Analyst. Updated assignments are available under [Analysts and their Assigned Districts](#).

Thank you for your cooperation.

FY24 Final Reports

July 16, 2024

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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