**LGBMS Budget Module Training for Special District Pilot Group**

**March 23, 2022**

**Frequently Asked Questions (FAQ)**

Q. Can the template be saved to use in subsequent years with modifications as needed?

***A. Yes. You can download it from year to year and then just put the new numbers or budget amounts, so it doesn’t have to be recreated. But you will have to download it from your last fiscal year so you will have it for the next fiscal year.***

Q. Is there a general category for all payroll liabilities or do they need to be separated individually?

***A. They can be separated sometimes to provide more detail which will provide more clarity. For example, there are line items for employee benefits, payroll taxes, overtime, etc. However, if you choose to report one total, we suggest line item 52999 Other Employee Benefits.***

Q. Typically we only budget revenues, expenses & transfers. What would we enter for cash on the budget? Beginning cash, ending cash???

***A. Beginning cash and investments on the current year budget must be the same as the fourth quarter ending book balance amounts of the prior year.***

Q. Are Board oversight requirements - resolutions - when required - are being sent thru email still?

***A. All supporting budget forms and resolutions should be uploaded on to LGBMS under “files” as supporting documentation.***

Q. I missed first 10 minutes - sorry - will we be entering FY22 Final Budget - already approved by DFA?

***A. Yes at this time for entities that already have an approved budget will just upload or manually enter the information into the system. This will allow you to start your quarterly year-to-date actuals reporting on LGBMS.***

Q. Are we going to need to do our 3rd and 4th Qtr reports on LGBMS and with our analyst for FY22?

***A. Yes, we will be going through the whole process on LGBMS for FY22/CY22. Since all pilot group special districts have an approved budget, you will just enter or upload that information into the system and run through the steps such as BARs (budget adjustment requests) and quarterly reporting. This will allow you to become familiar with LGBMS so that you can fully transition for FY23/CY23.***

Q. Does the 3rd quarter report need to be submitted via LGBMS or just entered for information purposes?

***A. The 3rd quarter (or 1st quarter for calendar year special districts) will need to be entered or uploaded on LGBMS and also submitted on Excel format to do parallel testing by making sure that all information is being reported on LGBMS correctly. This will help you get use to the system as well as make it a seamless process with the interim / final budget for FY23/CY23.***

Q. Can the comments be read by other persons?

***A. The comments will be able to be read to the person that it is sent to. All comments that are on the budget will stay on LGBMS and can’t be deleted.***

Q. For Board oversight - I am assuming these are the reports we want to share with the Board quarterly review - a OSA requirement

***A. Yes, DFA/Local Government Division recommends that all reports generated in LGBMS be shared with the board at least on a quarterly basis and possibly monthly if that is required by the special district’s internal procedures. For OSA requirements you should reach out to your auditor to confirm.***

Q. Do we have to constantly go into LGBMS to see if there are any comments or will we receive an email letting us know to check it?

***A. LGBMS will automatically send users an email notification anytime there is an action such as approval or comments from your Analyst. At that point you can click the link provided on the email and once you are logged in the link should either take you to home page or to the comment.***

Q. Could you please define the difference between restricted and unrestricted cash?

***A. Unrestricted is for regular use. Restricted and Unrestricted cash is depending on what your board defines the cash as, or if there are other external restrictions. Restricted cash might be a reserve that might imposed by the governing body for emergency use, or when a grant or other legal requirement restricts the cash.***

Q. Do we use General Operating Funds restricted for reserves?

***A. this would be up to your governing body to determine restricted reserves and how they should be used. Locally imposed reserves can also be reported under the line item 10105 Locally Imposed Reserve. It is also advisable to ask your CPA of where you should have your restricted reserves located***.

Q. So if we use QuickBooks, we could export our line items into LGBMS?

***A. Only if you have the same chart of accounts as LGBMS in QuickBooks. It is a possibility to have that happen. It would be best to compare the chart of accounts to make sure it will work as LGBMS uses CSV files that can be easily converted from Excel files.***

Q. Can I have a copy of that so I can try to use it in QuickBooks.

***A. The LGBMS chart of accounts is located on the DFA webpage which can be found with the link here:*** [***https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/lgbms/***](https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/lgbms/)

Q. You mentioned that you have a video that will help us do the cross over. Where can  we get that?

***A. Chart of Accounts Cross walking videos and examples, and other important guidance documentation can be found with the link here:*** [***https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/lgbms/***](https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/lgbms/)

Q. Are you going to demonstrate how to submit quarterly reporting?

***A. There will be separate Quarterly report training sessions. Invitations will be sent out by Eric Luchetti and are scheduled for two sessions on 04/12/2022 one at 10:30 am and the second at 2:00 pm. Once this class is completed it will be recorded and posted to DFA webpage at:*** [***https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/lgbms/***](https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/lgbms/)