

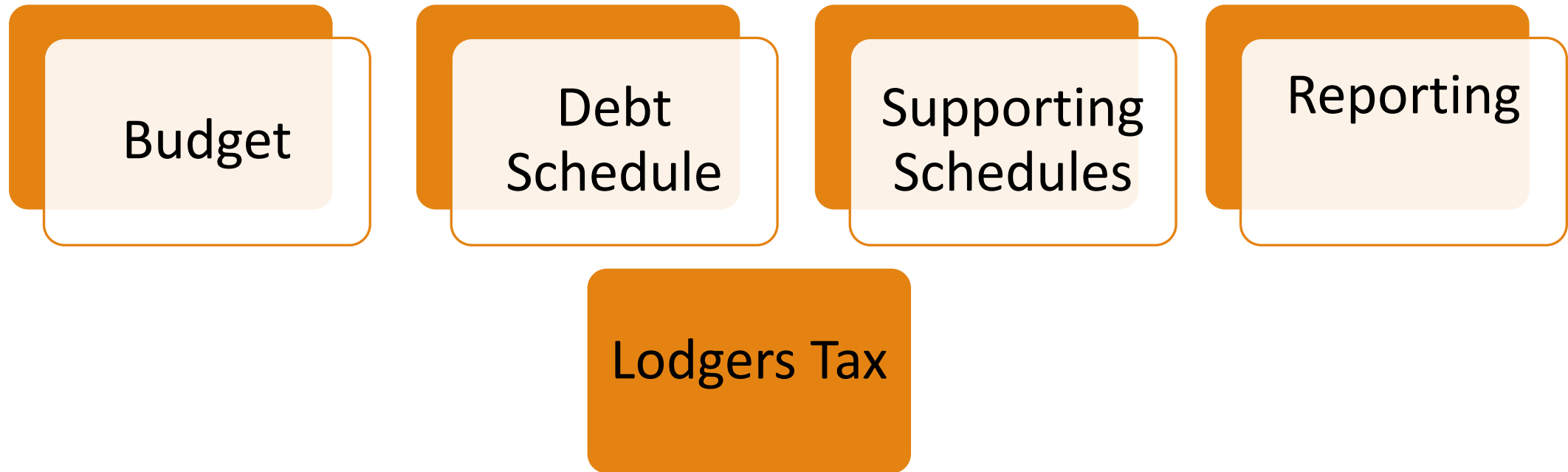
# BUDGET REQUIREMENTS FOR COUNTIES & MUNICIPALITIES

DFA LOCAL GOVERNMENT DIVISION BUDGET AND FINANCE  
BUREAU

PRESENTED BY: KATHLEEN COATES, STEPHANIE ORTIZ, JOSHUA SILVA, BUDGET ANALYSTS

# Over-View Budget & Reporting Process

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## Who Are We?

We, the Budget & Finance Bureau (BFB), are public stewards hired to ensure and implement New Mexico statutes, rules and regulations related to budgets, records, reports and the disbursement of public monies, including transfers between funds, to maintain budget and fiscal integrity for the benefit of the citizens of New Mexico.

Likewise, the Local Governments **(MUNICIPALITIES AND COUNTIES)** are required to keep all books, compile reports and conform to all rules and regulations adopted by the Local Government Division/BFB and your governing body (Council or Commission).

# Why does DFA/LGD exist?

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CHAPTER 6, ARTICLE 6 OF THE NEW MEXICO STATUTES ANNOTATED (NMSA) 1978 REQUIRES THE LOCAL GOVERNMENT DIVISION, BUDGET & FINANCE BUREAU (BFB) TO OVERSEE ALL MONEY RECEIVED OR SPENT BY A LOCAL GOVERNMENT WHICH MUST BE BUDGETED AND ACCOUNTED FOR IN ACCORDANCE WITH NEW MEXICO LAWS

# WHAT DO WE DO?

## ***BFB REVIEWS AND APPROVES OPERATING BUDGETS***

- to assure compliance with state statutes
- properly account for revenues and expenditures

To ensure local governments do not exceed available resources

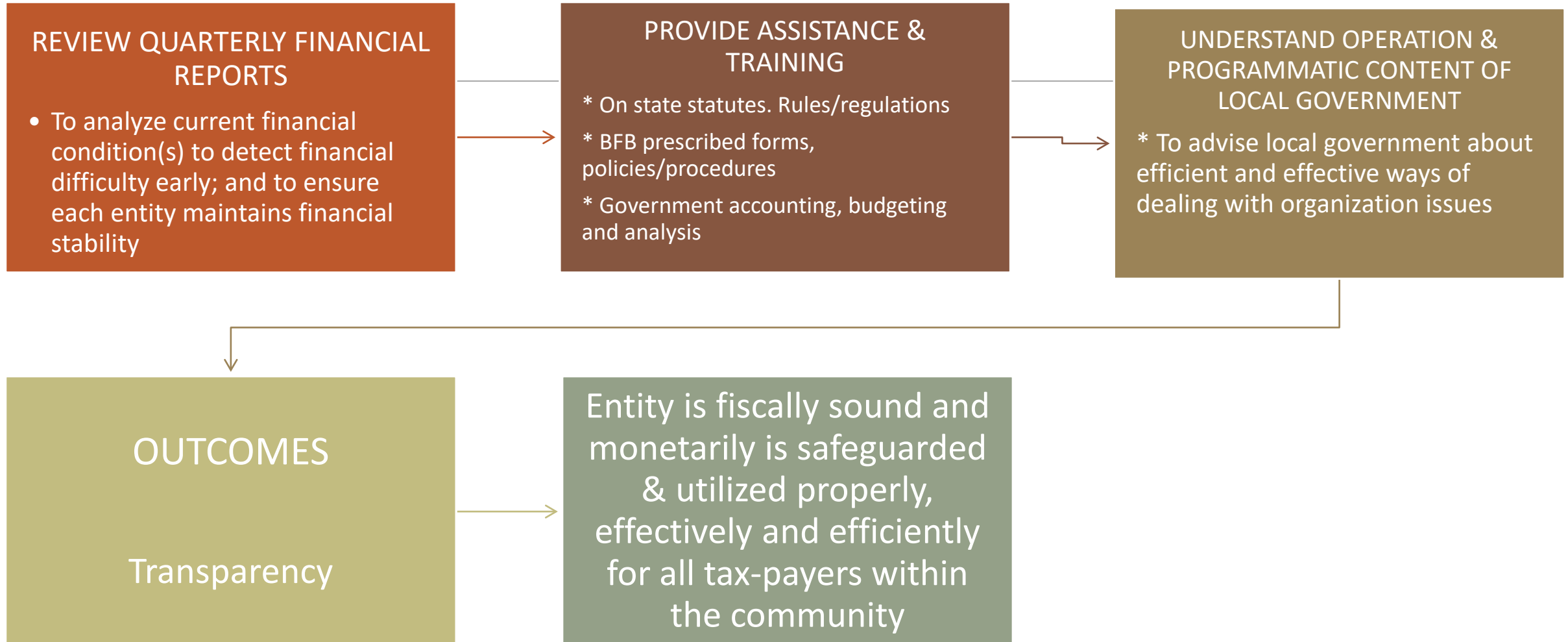
and to ensure sufficient funds are budgeted to cover required Expenditures

## ***REVIEW AND APPROVE BUDGET ADJUSTMENTS RESOLUTIONS***

Budget Adjustment Requests (State Bars)

***The FINAL APPROVED Budget on file with BFB is the official budget to the tax officials of the state.***

# WHAT DO WE DO?



## *LOCAL GOVERNMENTS RESPONSIBILITIES*

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- Provide for public safety, fire, police and other emergencies
- Provide public health: water, wastewater, solid waste and indigent care
- Fulfill objectives and goals of all stakeholders
  - Submit operating budget timely to BFB for approval;
  - Operate within BFB approved budget [final budget + adjustments (BARs);
  - Ensure that BARs are prepared timely and submitted for BFB approval when required
- Submit timely Quarterly Financial Reports
- Conform to rules and regulations as required by BFB
- Comply with reporting requirements that demonstrate accountability to the citizens served by the local public body; and
- Ongoing communication, training and presenting the governing body with relevant financial reports showing the revenues, expenditures, budget adjustments, and balances for each fund

# What is a Budget?

Forecasted Financial Plan over a specific time (July 1<sup>st</sup> to June 30<sup>th</sup>) local government's fiscal year;


Using historical data and economic trends to project revenues and expenditures for upcoming year.

- Monetary Plan
- Communication Tool
- Legally Binding Contract

**ONE BUDGET** that is reviewed and approved in **TWO STAGES** – *Interim* and *Final*.

# What is the difference between Budget and Actuals?

**Budget** ...is a forecasted financial plan for a period of time, such as a fiscal year.



**Actuals....** represent year-to-date activity that has occurred rather than forecasted

Revenues, expenditures, and transfers budget authority. Budgets rounds cents up and actuals do not round up or down.

If actuals exceed the FINAL budget approval amount a BAR is required at a FUND level, this is considered a STATE BAR that requires BFB approval.

Transfers within a fund is a LOCAL BAR that requires your local governing board's approval and must follow your local governments internal policy and procedures.

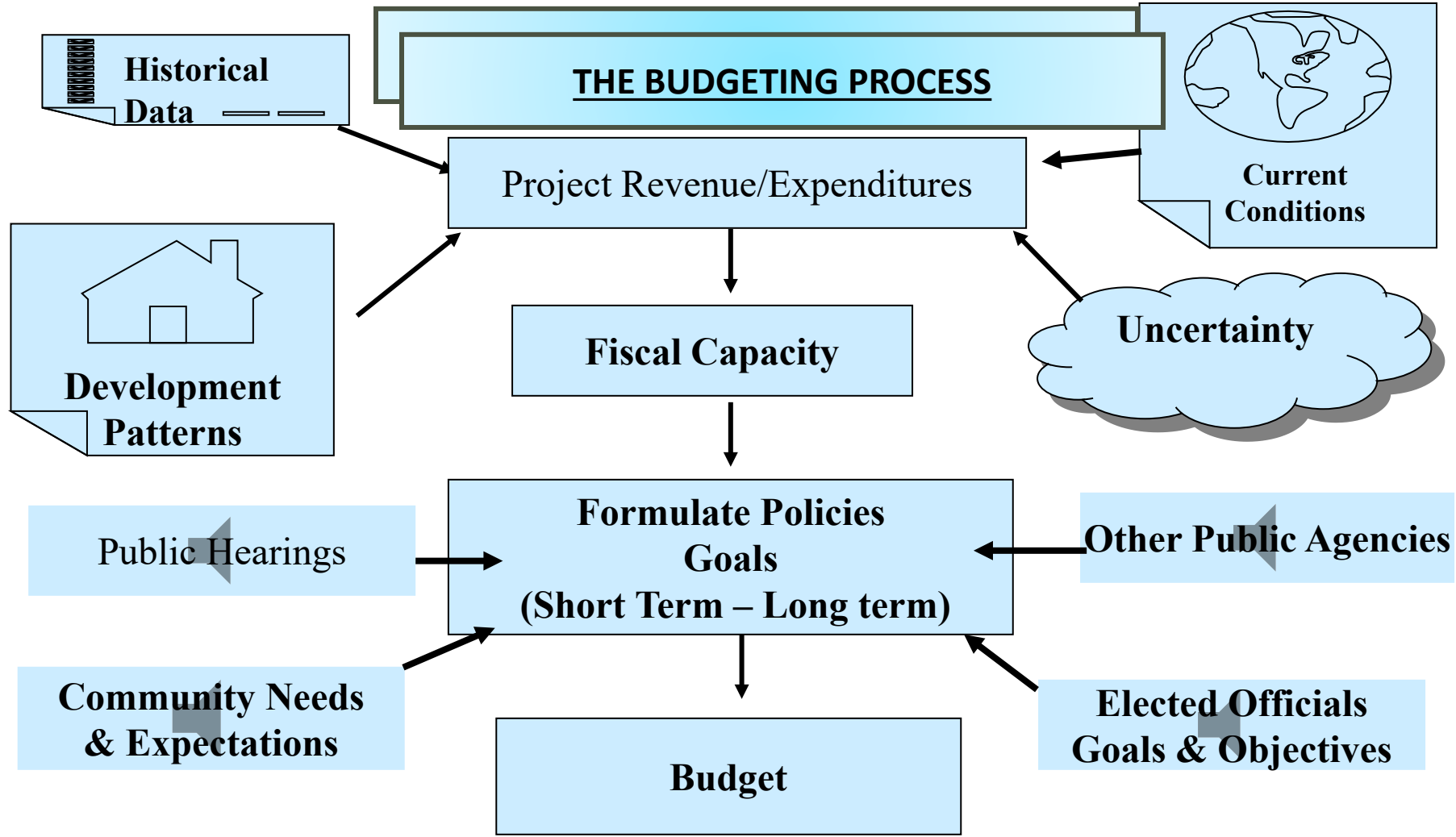
Quarterly reports are submitted based on Year-to-date Actual expenditures, revenues and transfers between Funds. Cents should not be rounding up or down.

Submit all BARs for the applicable quarter prior to submitting your quarterly report so that adjustments will reflect on LGBMS reports.

## What is a Balanced Budget?

***Best Practice*** - Expenditures do not exceed revenues (Section 6-6-6 expenditures are limited to revenues)

***Fund Level*** ending cash balance should be zero or positive; ending cash balance should not operate in the deficit.



# Revenue Forecasting Tips

- **Property Tax**
  - Verify the September 1<sup>st</sup> Tax Certificate for accuracy
  - Utilize the “Property Tax Revenue Estimate Form” on BFB’s website: <https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-forms/>
  - Submit mill levy resolutions to **Catrina Chavez, Special Project Analyst**, [catrina.chavez@dfa.nm.gov](mailto:catrina.chavez@dfa.nm.gov) no later than final budget deadline of July 31<sup>st</sup>
  
- **Gross Receipts Tax (GRT) historical data, review past trends**
  - New Businesses
  - Business closures
  - New enactment tax increase
  - Utilize CMP 41259 and ITG 41260 revenue object codes
  - Construction one-time revenue should be used to build or maintain reserves
  
- **Small Cities Assistance Fund** 7-1-6.2 NMSA 1978,
  
- **Small County Assistance-** Assistance Section 4-61-1 through 4-61-3, NMSA 1978 if applicable
  
- **Debt Service**
  - GO Bond- Property Tax revenues -Voter approval required
  - Revenue Bond - GRT, Gas Tax- pledged for re-payment of Debt

# Revenue Timing & Cash Flow Management

**Property Tax** – Typically received in December and May

**Gross Receipts Tax (GRT)** – Typically received monthly

- **New GRT enactments** will not be received until the third month
- **Deadline to submit to TRD** March 31<sup>st</sup> for an effective date of July 1<sup>st</sup> and September 20<sup>th</sup> for an effective date of January 1<sup>st</sup>
- **Reference** – [FYI-M121@http://www.tax.newmexico.gov/Government/local-options-taxes.aspx](http://www.tax.newmexico.gov/Government/local-options-taxes.aspx)
- **Special Appropriations** – Determined by statute or grant agreement signoff
- **Grant** – Reimbursement Based (make sure to understand the grant and the applicable expenditure(s))

# Special Revenue

**(CANNOT BE USED FOR GENERAL OPERATIONS)**

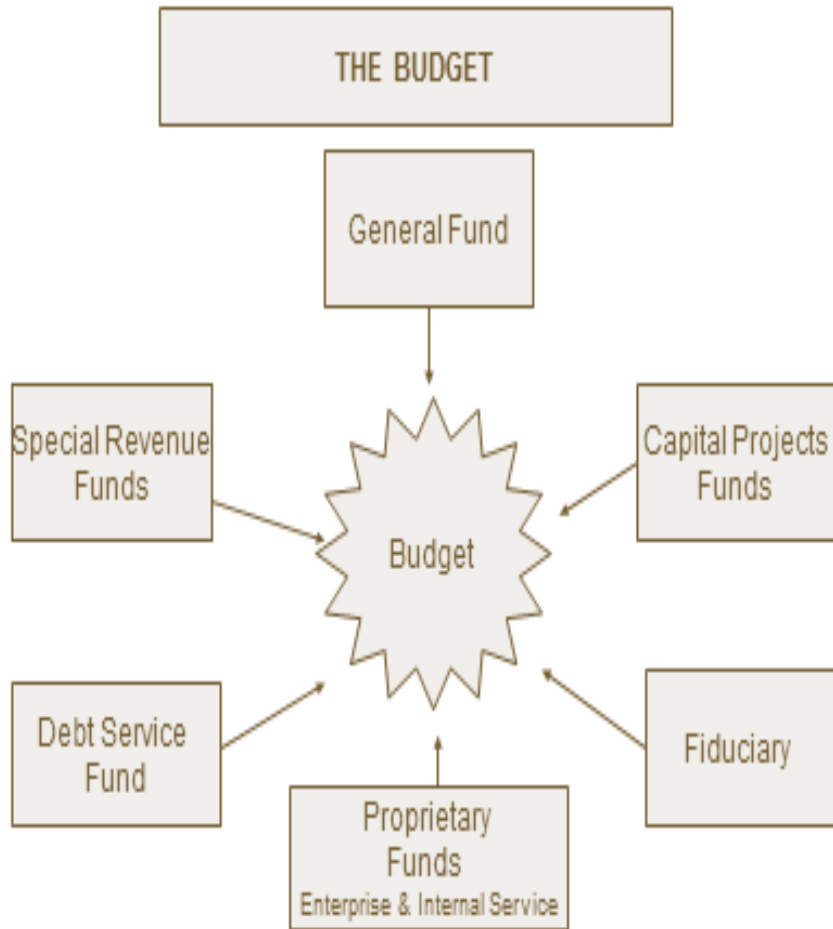
## *Special revenues distributed by LGD/Budget & Finance Bureau:*

- County Detention Facility Reimbursement Act, NMSA 1978, 33-38-3B-1 thru 33-3B-4
- Forest Reserve, Secure Rural Schools Act reauthorized 4/16/15 (Sect 524 of P.L.114-10)
- Taylor Grazing Act distributions 43 CFR Pat 4100 and NMSA 1978, 6-11-5 & 6-11-6
- Law Enforcement Protection Fund (LEPF), NMSA 1978, 29-13 and Rule 2.110.3 NMAC
- Law Enforcement Recruitment and Retention (LERR) (*Law of FY24- Year 3*)- Currently in the 3<sup>rd</sup>. year 25% distribution
- Law Enforcement Recruitment (LER) (*Law of FY24*)-2<sup>nd</sup> year 50% distribution
- Corrections Recruitment Fund (Currently in Year 1) 100%
- Firefighter/EMS Recruitment Fund (Currently in Year 1) 100%

# Other Special Revenue

- Capital Projects Funds
- General Obligation (GO) Bond proceeds to be used for purposes approved by the voters
- Revenue Bond Proceeds
- Loan Proceeds
- GRT enacted or earmarked via local ordinance for a specific purpose
- Federal and State Grants
- Corrections Fees, NMSA 1978 33-3-25 and 35-14-11
- Emergency Medical Services (EMS)
- Fire Marshall Allotment
- E-911
- Road/Street
- Senior Citizens
- DWI
- Lodgers Tax, NMSA 1978, 3-38-13 thru 3-38-24 and Rule 2.105.2 NMAC
  - (Information to be entered into LGBMS Lodgers Tax Module)
- Legislative Appropriations
- Community Development Block Grant (CDBG)
- Small Cities Assistance / Small Counties Assistance (based on eligibility criteria)

# Budgeting By Fund



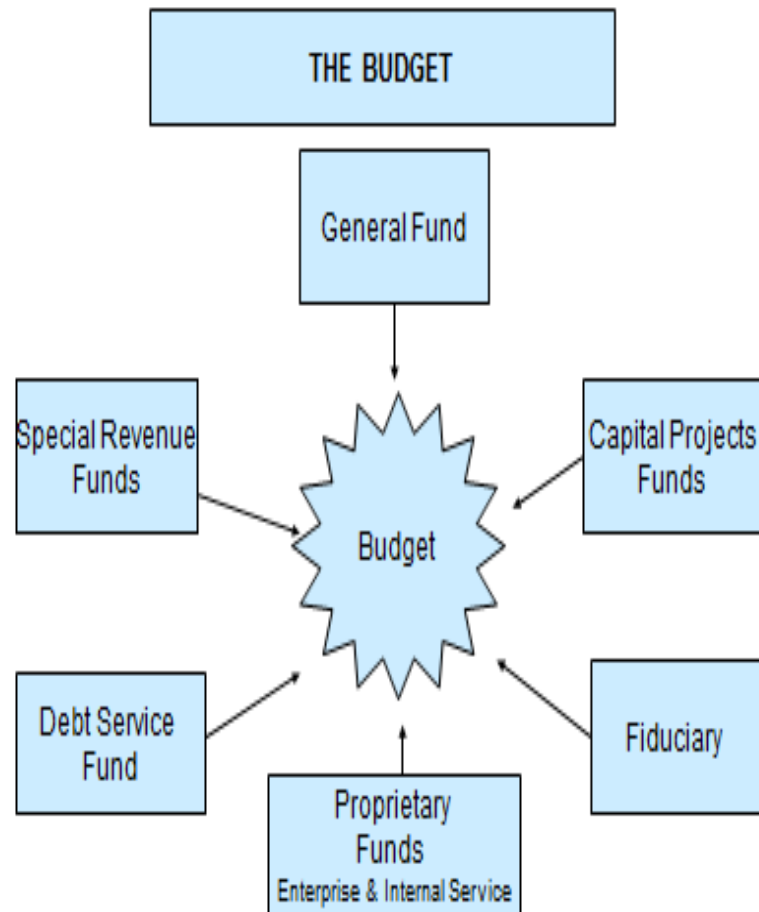
**Fund 11000 General Fund** – non-restrictive, used for operating purposes

**Fund 20000 Special Revenue Funds** - account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes

**Fund 30000 Capital Projects Funds** - account for financial resources to be used for the acquisition or construction of major capital projects

**Fund 40000 Debt Service Funds** - account for the accumulation of resources for the payment of general obligation and long-term debt principal and interest.

# Budgeting By Fund



## ***Fund 50000 Proprietary Funds***

**Enterprise Funds** - account for operations of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, i.e. Electric, Water, Gas, Sewer, Solid Waste Utility-**These funds should be self-sustaining.**

***Fund 60000 Internal Service Funds*** - account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit on a cost-reimbursement basis. i.e. Risk management, motor pool, etc.

## ***Fund 70000 Fiduciary Funds***

**Trust and Agency Funds** - account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. They include: (a) expendable trust funds, (b) nonexpendable trust funds, (c) pension trust funds and (d) agency funds. (c) i.e. motor vehicle, meter deposits, etc.

# EXPENDITURES

➤ ***What goes into operating expenditures:***

- Personnel Cost/Benefits (largest cost)
- Daily operating expenses
- Capital Outlay
- Debt Service
  - Intercepts
  - GRT Administration fees
  - Other loans

➤ ***Must follow Special Revenue guidelines/regulations***

- Lodgers Tax Act
- Law Enforcement Protection Fund (LEPF)
- Law Enforcement Retention/Recruitment (LERR)
- Law Enforcement Retention (LER)
- Corrections Recruitment Fund
- Firefighters/EMS Recruitment Fund
- Other Special Revenues & Grants
- Grants-The purpose of federal and state grants are restricted to approved activities and not related to the “general fund” use

***Must follow the Procurement Code Process***

Per 13-1-95.2-need Chief Procurement Officer (CPO) registered with  
New Mexico State Purchasing Division

<https://www.generalservices.state.nm.us/statepurchasing/onlineprocurement.aspx>

# EXPENDITURE TIMING & MANAGEMENT

## What does 6.6.6. mean?

BFB interprets Section 6-6-6 to apply to fund balance

- **6-6-6. Approved budgets; claims or warrants in excess of budget; liability.**

When any budget for a local public body has been approved and received by a local public body, it is binding upon all officials and governing authorities, and no governing authority or official shall allow or approve claims in excess thereof, and no official shall pay any check or warrant in excess thereof, and the allowances or claims or checks or warrants so allowed or paid shall be a liability against the officials so allowing or paying those claims or checks or warrants, and recovery for the excess amounts so allowed or paid may be had against the **bondsmen of those officials**. History: 1953 Comp., § 11-2-61, enacted by Laws 1957, ch. 250, § 6; 2001, ch. 147, § 3.
- Monitor expenditures frequently throughout the year; Quarterly report should mirror your internal financial statements and be reconciled with the Bank Statements.
- Utilize Budget Adjustment Requests (BARs)
- ***DO NOT OPERATE IN THE NEGATIVE***

# EXPENDITURE TIMING & MANAGEMENT

## Coverage of all debt service payments

- Communication with internal departments and/or other agencies
- Conservative planning with new tax enactment and new expenditures associated with the enactment

## Expenditure Disruptors Examples

- GRT base-closing of major store, oil & gas industry
- Claw backs-monies that need to be paid back (overpayments by federal government, state government, grant unallowable expense or late submission after grant has expired)
- Utility Rate Increases – Electric, Gas, Insurances, etc.
- 90% of large maintenance emergencies are unforeseen & can be costly
- Small Cities Assistance reduction amount

# STEPS IN DEVELOPING A BUDGET

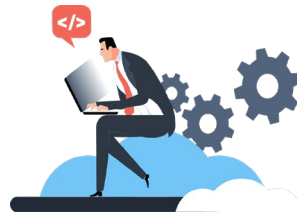
- **Preparation.....**



- **Approval.....**



- **Execution.....**



- **Review.....**



## Techniques/Areas

Forecasting revenues and expenditures, cost analysis, capital budgeting, debt administration and other personnel issues, assessing financial conditions, and economic development

Review of information developed in preparation stages

Accounting, revenue administration, expenditure administration, purchasing, cash management, and investments

Reviewing with Governing Body, Auditing

# PREPARATION STAGE

**January** - This is 6 months prior to new fiscal year:

- *Set-up internal budget spreadsheet for each fund department, division and account(s).*
- *Review Credit Card Process and Checklist*

**February** - Begin to forecast revenues and expenditures, cost analysis, economic trend(s), capital outlay budgeting, debt administration and other personnel issues, assessing financial conditions (current and future), and economic development:

- *Use previous fiscal year actual data (revenue/expenditures) to project revenue/expenditures for upcoming new fiscal year.*
- *It is recommended to involve elected officials and department heads to help ensure budgeted revenues are on target and projected expenditures cover department needs & requirements to operate.*

**BUDGETS MUST ALWAYS COMPLY WITH STATUTORY REQUIREMENTS, BFB RULES RELATED TO BUDGETS AND LOCAL ORDINANCES.**

**March** - Send instructions and local budget request forms with the appropriate budget analysis based on previous year actuals to elected officials and department heads:

- *Elected officials and department heads review, provide recommendations and return proposed budget request and justifications to their Finance Department*

**April** - Review elected officials and departmental recommendations/requests, update revenue/expenditure projections and proposed adjustments:

- *Hold workshops with elected officials, department heads to include conducting hearings for **public input***
- *Send budget preparation worksheet proposal with attached justifications to elected officials and/or department heads for final review and comments*

**May** - Estimate ending cash balance as of June 30th:

- Finalize budget and submit to governing body for review and approval
- Prepare budget to submit on the Local Government Budget Management System (LGBMS)

# APPROVAL STAGE

**Interim Budget** - is due June 1<sup>st</sup> and must be entered in LGBMS  
(On or before July 1<sup>st</sup> budget approval granted by BFB)

- **By July 31<sup>st</sup> - minimum of 1 public final budget hearing should have occurred:**
  - *Final budget must reconcile with the 4<sup>th</sup> Qtr.- June 30<sup>th</sup>, ending cash balance should be the beginning (Unrestricted) cash and the Final Budget should have been approved by the governing body via Resolution*
- *By July 31<sup>st</sup> the budget **MUST** be submitted to BFB on LGBMS, to include all supporting documents as required by BFB*

**August** - Local finance staff must be available to respond to BFB questions and make requested revisions to the budget

**September** - First Monday of September the Final Budget must be reviewed and certified by BFB

- *Budget Certification Rule (NMAC 2.2.3)*
  - *Full Certification- Audits current*
  - *Conditional Certification-untimely audits and/or incomplete reports*

# EXECUTION STAGE

- Load BFB certified/approved final budget to entity's accounting system
- Manage the budget:
  - Accounting, purchasing, debt management, etc.

## ***Adjust the budget:***

- Any budget increases to revenue & expenditures at the Fund level (STATE BAR) requires BFB approval and BFB Analyst will receive notification email from LGBMS.
- Audit adjustments, transfers of cash, both permanent and temporary, between funds
- Any transfers of budget within a Fund (LOCAL BAR) does not need BFB's approval and will be automatically approved once submitted on LGBMS.

# REVIEW / FINAL STAGE - AUDIT

- ***The final stage*** - is ***the audit*** which is a basic review of all the processes in the budget cycle. The audit stage provides the entity a tool that measures its compliance with state and local statutes and measures operations effectiveness.
- Share, train/educate staff how to monitor budget regularly.
- Budget status reports should be shared with the governing body at least quarterly, but preferably on a monthly basis as an informational item. This also promotes transparency.
- Audit corrective action response plans should be aggressively implemented and monitored to resolve the audit finding(s).

# COMMON BUDGETING ERRORS

## ➤ ***Beginning Cash Balances:***

- June 30th cash balances of FY ended becomes the July 1st beginning cash balances for new FY final budget – NO exceptions
- “Cash” amounts are unaudited; however, they should be reconciled

June 30<sup>th</sup> Cash Balance



## ➤ **Law Enforcement Protection Fund (LEPF) Carryovers:**

- Email LEPF Carryover Forms to Budget Analyst
- Make sure to budget the carry-over amount plus the new distribution amount under expenditures; submit the form with the final 4<sup>th</sup> Qtr. Report ending cash balance.

# COMMON ERRORS

Budget beginning cash balances do not reconcile with ending 4<sup>th</sup> qtr. balances

Debt Does not reconcile and/or balance

Ending Balance and/or reversion amount (LER or LERR) does not reconcile to ending balance reported to Bianca Quintana

LEPF Carryover form amount does not reconcile to ending 4<sup>th</sup> qtr. balance

Lodgers Tax Module data does not reconcile to quarterly data

Investment Schedule does not reconcile to budget recap or ending 4<sup>th</sup> qtr. recap balance

Financial statements missing for 4<sup>th</sup> qtr.

Approved governing body resolution for 4<sup>th</sup> qtr. missing

Supporting schedules incomplete, missing or do not reconcile to information entered into budget

Credit Card Electronic Transfer Form missing

# Budgeting DO's And DON'T's

Never budget recurring costs, such as salary increases, full-time equivalent (FTE's) and/or new position from ***NON-Recurring*** (one-time) revenues.

1

Start a capital equipment reserve; use sales of equipment proceeds towards a "Capital Improvement Program" fund.

2

Put one-time revenue windfall(s) in a Reserve Fund in the event of emergency, unforeseen issues and for future Capital Improvements.

3

Review insurance premium(s) vs. coverage yearly.

4

Establish a loss prevention program to assist governing body in adhering to by-laws, statutes and policies/procedures; this can avoid adverse actions by the governing body and other public officials that can lead to legal ramifications.

Include a fund that will allow for reserves to be utilized in the event of legal actions against the entity.

- Routinely review the need for programs, short/long term goals of the entity including projects and departments using historical data, economic trends and revenue streams.
- Try to minimize the number of funds and bank accounts established.

# SUPPORTING SCHEDULES REVIEW

## *Schedules consist of:*

- Property Tax Calculation for Budget
- S-5 (optional) Reserved revenues for a specific project
- Revenue Checklist
- S-2 Insurance
- Salary & Personnel
- County Elected Officials (*Counties Only*)
- Investments-If applicable
- Credit Card Checklist and Policy
- *All forms can be found on the DFA website at:  
<https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-forms/>*

**Supporting Schedules must RECONCILE with the Budget**

# REQUIREMENTS

- **BUDGET RESOLUTION:** governing body must adopt a budget and resolution and submit to BFB for approval on or before July 31<sup>st</sup>.
- **4<sup>th</sup> Quarter Financial Report** must be approved by resolution and submitted to BFB for approval on or before July 31<sup>st</sup>.
- **End of Year State BARS** must be approved by resolution and submitted on or before July 31<sup>st</sup>.
- **Budget Discussions** Subject to “OPEN MEETINGS ACT; NMSA, 1978,
  - Chapter 10, Article 15
- **Budget Hearings-must** hold a minimum of one (1) budget hearing
- **BFB Cash Balance Reserve Requirements\*:**
  - County General Fund 3/12<sup>th</sup>
  - County Road Fund 1/12<sup>th</sup>
  - Municipal General Fund 1/12<sup>th</sup>



The online system that local governments use to submit the entity's budget and financial data to DFA/LGD to meet reporting requirements per Section 6-6-2 NMSA 1978.

Expanded standard chart of accounts; 24/7 online access; ability to enter upload data; better data validation and accuracy; and submission, communication and action tracked within the system.



**5 Modules: Budget, Adjustments, Reporting, Outstanding Debt, Lodgers Tax**

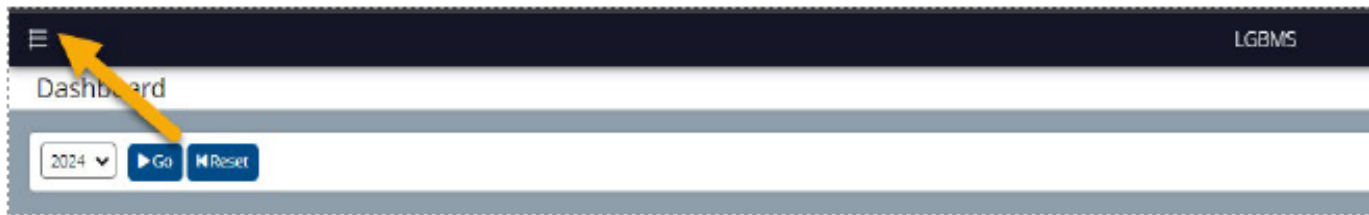


LGBMS

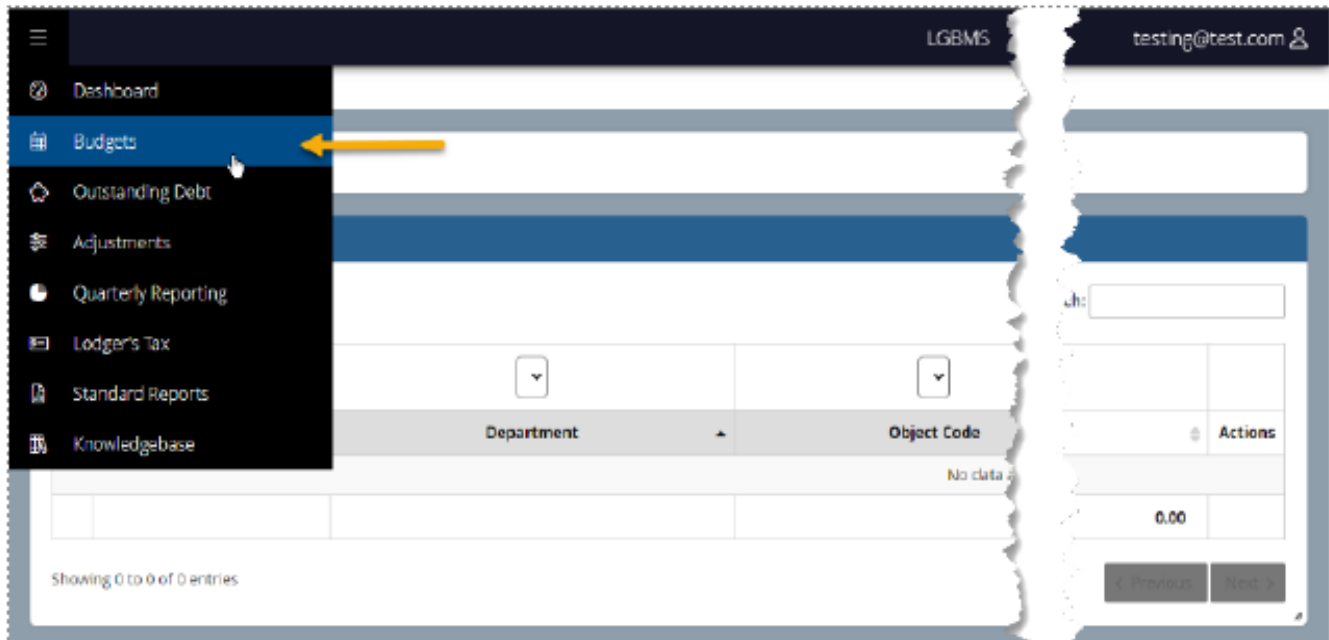
Entering  
Budget

## ENTERING YOUR ANNUAL BUDGET

Click on MENU icon on the top left of the interface



Select BUDGETS to go to Budget screen



To add a line item, click the **ADD** button located on the button bar.

This will take you to the **ADD BUDGET ITEM** page.

2025 Go

### Budget Items CY2025 (interim-entity)

All Budgets / Template / Items / Files (0) / Recap / Outstanding Debt

+ Add Import Set to Zero Delete Delete All Export Summary Detail Transfers

Supporting documentation has not been uploaded

Show 100 entries

	▼	▼	▼	▼	
	Fund ▲	Department ▲	Account ▲	Type ▲	Interim

Showing 0 to 0 of 0 entries

## Add Budget Item for FY2024

Fund

11000 - General Operating Fund

Department

0001 No Department

Object Code

10101 Unrestricted Cash

Amount

0.00

+ Save & New

✓ Save & Close

🔒 Save

✕ Cancel

Provided below is a description of the dropdown menus and the value fields shown on the ADD BUDGET ITEM page.

### 1 – FUND

Funds are organized into seven roll-up categories:

1. General Fund
2. Special Revenue
3. Capital Projects
4. Debt Service Funds
5. Enterprise Funds
6. Internal Service Funds
7. Trust and Agency Funds

## 2 - DEPARTMENT

Listed below are the departments and each department has a list of accounts. Cash, revenue, and fund transfer accounts are found under the department code 0001 No Department. Expenditure accounts are found under department codes 1000 through 9000.

CODE	FUND
0001	No Department
1001	Elected Officials Roll-up
1001	Governing Body
1002	County Probate
1003	County Assessor
1004	County Clerk
1005	County Sheriff
1006	County Treasurer
1007	Mayor
1008	Magistrate Court
1009	Municipal Court
2000	Administration Roll-Up
2001	Manager
2002	General Administration
2003	Attorney

### 3 – ACCOUNT I

There are numerous object codes, each falling into one of five types:

- Cash – these object codes start with the number 1 and are found under department code 001 (No Department)
- Revenues – these object codes start with the number 4 and are found under department code 0001 (No Department)
- Expenditures – these object codes start with the number 5 and are found under department codes 1000 through 9000.
- Transfers – There are **Transfer In** and **Transfer Out** object codes that start with the number 6 and are found under department code 0001 (No Department)
  - Transfer In is object code 61100
  - Transfer Out is object code 61200
- Adjustments – There are **Payables** and **Receivables** object codes that are found under department code 0001 (No Department).
  - Payables object code is 21001.
  - Receivables object code is 12001.



**INFORMATION:** A full list of the accounts appropriate for your entity type is available from the budget module. Click [DOWNLAD TEMPLATE](#) to save a copy to your computer.

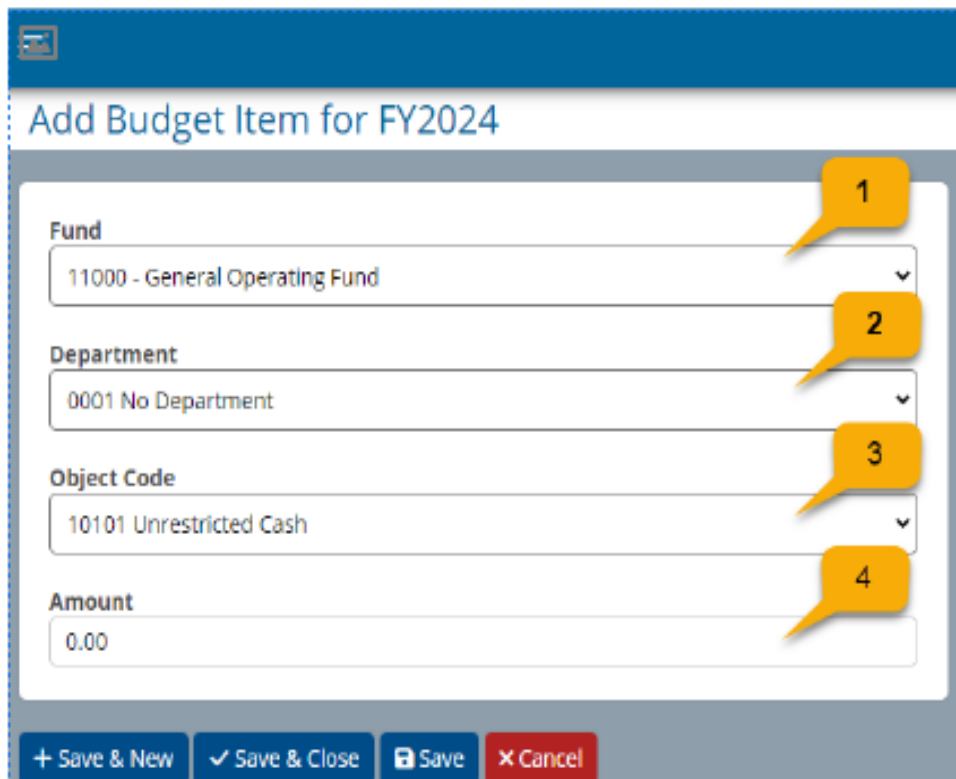
#### 4 - Value

Enter the budget amount for the line item in this text box. Enter values only, i.e. no dollar sign (\$) or comma (,).

#### Adding a Budget Item

On the ADD BUDGET ITEM page, select the appropriate fund, department, and object code by clicking on the down arrows shown on the right.

After selecting the appropriate account, enter the budget amount in the value box.



The screenshot shows a web form titled "Add Budget Item for FY2024". It contains four input fields, each with a yellow callout bubble containing a number:

- 1** Fund: 11000 - General Operating Fund
- 2** Department: 0001 No Department
- 3** Object Code: 10101 Unrestricted Cash
- 4** Amount: 0.00

At the bottom of the form are four buttons: "+ Save & New", "✓ Save & Close", "📁 Save", and "✗ Cancel".

## FINAL BUDGET ENTRY

When your interim budget is approved, you will receive an email notification indicating the approval of your interim budget. At that point, your budget is returned to you so it can be updated to reflect your final budget.

In the final budget stage, initially only cash budget line items will be unlocked. Contact your analyst if you need additional budget items unlocked.

During this stage, you can add additional budget line items as well as upload additional supporting documentation.

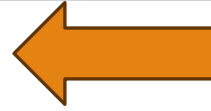
LGBMS

DEBT  
MODULE

## DEBT MODULE

### Budget Items FY2025 (interim-entity)

Template / **Items** / Files (0) / Recap / Outstanding Debt



+ Add

Import

Set to Zero

Delete

Delete All

Export

Summary

Detail

Transfers

Step 1: Click on Outstanding Debt

### Debt Details - Budget Finance Bureau - FY2025 - entity

Back to Budget / Bonds & Loans (5) / **Details** / Files (0) / Recap / Debt Related Budget Items



+ Add

Import

Download Template

Delete

Delete All

Export

Debt Detail

Step 2: Click on Bonds & Loans

## Step 2: Enter Each Bond/Loan Information – Save & Close or Save & New if more than one bond/loan

### Add Bond/Loan

Reason for Issuance / Description

Type

Bond Series / Loan Number

Date Issued

Interest Rate at Issue Date

Original Bond/Loan Amount

Maturity Date

Starting LGBMS Balance

Status

Notes

+ Save & New

✓ Save & Close

🔒 Save

✕ Cancel

Step 3: Click on Details

## Outstanding Debt Bonds & Loans



◀ Back to Budget Items / 📄 Bonds & Loans (5) / ⓘ Details / 📁 Files (0) / 📊 Recap / ☰ Debt Related Budget Items

Step 5: Click on Add

Step 4:  
Click on  
Add



### Debt Details - Budget Finance Bureau - FY2025 - entity

◀ Back to Budget Items / 📄 Bonds & Loans (5) / ⓘ Details / 📁 Files (0) / 📊 Recap / ☰ Debt Related Budget Items

+ Add Import Download Template Delete Delete All Export Debt Detail

✓ Debt detail totals are balanced. Return to budget items to complete and submit your budget.

⚠ No files currently uploaded. Please remember to upload your amortization schedule.

Show 100 entries

Search:

<input type="checkbox"/>	Series	Fund	Department	Account	Amount Due	Date Due	Status	Comments	Unread	Actions
No data available in table										

## Step 5

Add all Bond/Loan Detail information

Step 7: Save & Close or Save & New if more than 1 bond/loan information

## Add Bond/Loan Detail

Bond/Loan

Budget Item

Amount Due

Date Due this Budget Year

+ Save & New


✓ Save & Close


🔒 Save

✕ Cancel

Verify Final Budget and Sum Debt Details Columns Balance  
(Notice to the right it says balanced)

IF not in balance it will be in **Red** and will say No on Balanced Column

◀ Back to Budget Items / 📄 Bonds & Loans / ⓘ Details / 📁 Files (5) / 📊 Recap / ☰ Debt Related Budget Items 

 Export

Show  entries Search:

<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
	Fund ▲	Department ▲	Object Code ▲	Final Budget ⬆	Sum Debt Details ⬆	Balanced ⬆
	21400 Lodgers' Tax	2002 General Administration	59010 Debt Service - Principal Payments	6,057.00	6,057.00	Yes
	50100 Water Enterprise	2002 General Administration	59010 Debt Service - Principal Payments	25,249.00	25,249.00	Yes
	50200 Solid Waste Enterprise	2002 General Administration	59010 Debt Service - Principal Payments	12,000.00	12,000.00	Yes
	50300 Wastewater/Sewer Enterprise	2002 General Administration	59010 Debt Service - Principal Payments	11,516.00	11,516.00	Yes
				<b>54,822.00</b>	<b>54,822.00</b>	

## Step 6: Click on Bonds/Loans

◀ Back to Budget Items / **Bonds & Loans (5)** / Details / Files (0) / Recap / Debt Related Budget Items

+ Add
Import
Download Template
Delete
Export
Debt Schedule

Show 100 entries

Search:

<input type="checkbox"/>	Bond Series/Loan Number	Description	Category	Issue Date	Maturity Date	Interest Rate	Original Amount	Starting LGBMS Balance	Sum FY2025 Detail	Status
<input type="checkbox"/>	98765	Water Loan3	General Purpose	2024-07-30	2046-10-31	5.60	22,068.00	22,068.00	0.00	Active
<input type="checkbox"/>	12335	test	Other	2022-12-08	2024-12-08	0.02	40.00	40.00	0.00	Paid
<input type="checkbox"/>	12345	Water improvement Loan	Utility	2020-12-01	2050-10-12	1.25	22,068.00	22,068.00	0.00	Active
<input type="checkbox"/>	54321	Water Loan2	General Purpose	2020-07-31	2036-08-30	2.20	22,068.00	22,068.00	0.00	Active

PPRF 5483	0.00	2021-04-09	2031-05-01	150,000.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
<b>Type Totals</b>				<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150,000.00</b>
<b>Fund Totals</b>				<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150,000.00</b>

## Step 7: Click on Debt Schedule

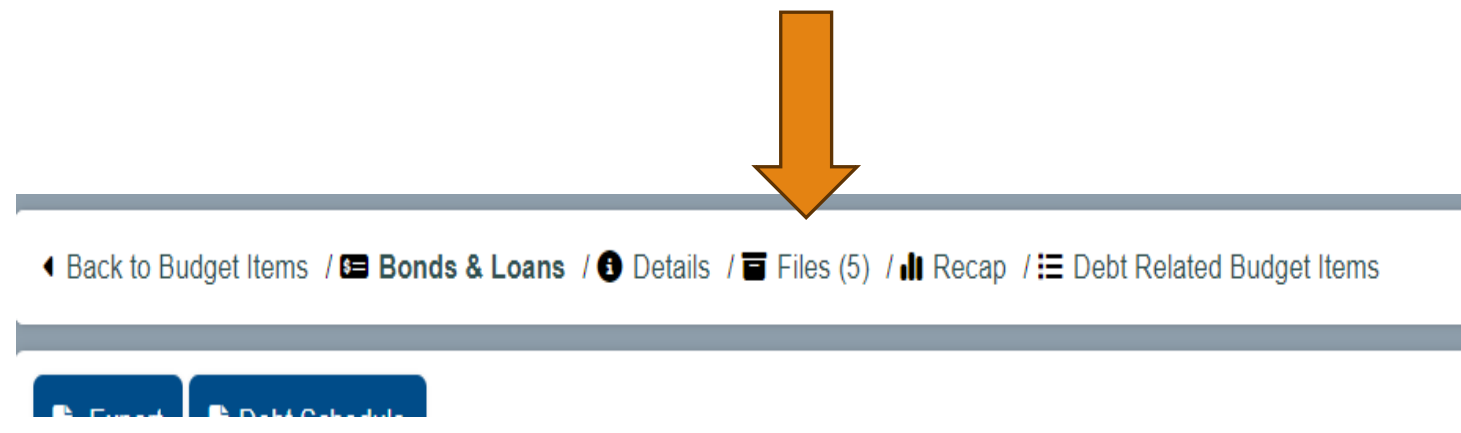
### 21400 Lodgers' Tax Utility

Series	Interest Rate	Issue Date	Maturity Date	Original Amount	FY Beginning Principal Balance	FY Principal Payments Due	Principal Due Date	FY Interest Payments Due	Unredeemed Bond Principal	FY Unredeemed Coupons	FY Commitments and Other Fees	FY Ending Principal Balance
PPRF-4609	3.90	2018-08-10	2038-05-01	85,643.00	62,899.00	6,057.00	2025-07-01	0.00	0.00	0.00	0.00	56,842.00
<b>Type Totals</b>				<b>85,643.00</b>	<b>62,899.00</b>	<b>6,057.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>56,842.00</b>
<b>Fund Totals</b>				<b>85,643.00</b>	<b>62,899.00</b>	<b>6,057.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>56,842.00</b>

### 50100 Water Enterprise Utility

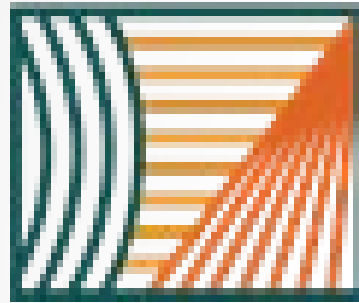
Series	Interest Rate	Issue Date	Maturity Date	Original Amount	FY Beginning Principal Balance	FY Principal Payments Due	Principal Due Date	FY Interest Payments Due	Unredeemed Bond Principal	FY Unredeemed Coupons	FY Commitments and Other Fees	FY Ending Principal Balance
DW-4795 (PART A & B)	2.00	2019-03-01	2041-05-01	707,000.00	584,275.00	25,249.00	2025-07-01	0.00	0.00	0.00	0.00	559,026.00
<b>Type Totals</b>				<b>707,000.00</b>	<b>584,275.00</b>	<b>25,249.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>559,026.00</b>
<b>Fund Totals</b>				<b>707,000.00</b>	<b>584,275.00</b>	<b>25,249.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>559,026.00</b>

Make sure to upload Amortization Schedules into Files



The screenshot shows a software interface with a navigation breadcrumb at the top: "◀ Back to Budget Items / Bonds & Loans / Details / Files (5) / Recap / Debt Related Budget Items". An orange arrow points down to the "Files (5)" link. Below the breadcrumb are two blue buttons: "Export" and "Debt Schedule".

*Budget  
Supporting  
Schedules*



**New Mexico**

**Department of Finance  
and Administration**

# Property Tax Calculation

Property Tax Schedule worksheet is used for calculating projected property tax. This information is entered into Column (B).

The information can be found following the links provided.

- <https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/property-taxes/net-taxable-value/>

- <https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/property-taxes/certificates-of-property-tax-rates/>

- <https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/property-taxes/county-treasurers-report/>

PROPERTY TAX BUDGET SUPPORTING SCHEDULE					
ROUNDED TO NEAREST DOLLAR					
<i>(Insert information into cells with blue font. Blank final cells are formula driven.)</i>					
(A) PROPERTY TAX CATEGORY	(B) YEAR - <b>XXX</b> FINAL VALUATIONS	(C) OPERATING TAX RATE	(D) TOTAL PRODUCTION (B X C)	(E) COLLECTION RATE %	(F) INDIVIDUAL TOTAL PRODUCTIONS
RESIDENTIAL - Operational	\$0	0.000000	0	0.00%	\$0
NON-RES. - Operational	\$0	0.000000	0	0.00%	\$0
OIL & GAS EQUIPMENT	\$0	0.000000	0	0.00%	\$0
OIL & GAS PRODUCTION	\$0	0.000000	0	0.00%	\$0
COPPER	\$0	0.000000	0	0.00%	\$0
<b>GRAND TOTAL PRODUCTIONS</b>		<b>GRAND TOTALS</b>			
PROPERTY TAX - CURRENT YEAR (RESIDENTIAL & NON RESIDENTIAL COMBINED)		\$0			
OIL & GAS EQUIPMENT		\$0			
OIL & GAS PRODUCTION		\$0			
COPPER		\$0			

*When entering the Operating Tax Rate please enter the rate to the sixth decimal place.  
For 0.00% should be entered as 0.000000*

### Instructions:

1. The final step in using this worksheet for calculating projected property tax productions is to enter the final valuation data (column B). This information can be found at <https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/property-taxes/net-taxable-value/>. Use the most current year available for your entity.
2. Second, enter the operating tax rate. This rate will either be the County Operational Rate or Municipal Operational Rate found on the Certificate of Property Tax. The Certificate of Property Tax can be found at <https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/property-taxes/certificates-of-property-tax-rates/>. Click on the hyperlink for the county you are an entity in.
3. Next enter the 3 year average collection rate. This information is located at <https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/property-taxes/certificates-of-property-tax-rates/>. Lower collection rates are allowable but if it is higher than the three year average provided, please provide justification in annual tax books.
4. Finally, use the amounts calculated in the light green highlighted cells for the line item amounts listed in the General Fund Detail Tab of the proposed budget.

### Please note:

1. The grand total production in the light green highlighted cell for the Property Tax - Current Year is a combination of both Residential and Non-Residential calculated projections.
2. Grand Total Productions Amounts Are Formula Driven and Will Automatically Compute Grand Totals.
3. Please indicate if your entity anticipates an increase in the mill levy rate for the upcoming fiscal year. A resolution approved by the governing body must be submitted to CGR for mill levy rate increases over 20.00% to 100.00%.

# Property Tax Calculation

This is where to begin to search for property tax on DFA's website.

The screenshot shows the website header with the New Mexico Department of Finance and Administration logo. The navigation menu includes: Home, Office of the Secretary, Legal, Our Leadership, Latest News, DFA Trainings, Contact Us, DFA Dashboards, and Top Tools. A dropdown menu for 'Local Government' is open, listing various sub-sections. A search bar is located at the bottom right of the page.

**New Mexico Department of Finance and Administration**

Home Office of the Secretary Legal Our Leadership Latest News DFA Trainings Contact Us DFA Dashboards Top Tools

Board of Finance Budget Division Financial Control **Local Government** Administrative Services SHARE TEAM

Hermits Peak-Calf Canyon Recovery Loan  
Grants  
Fiscal Recovery Funds for Non-Entitlement Units  
Special Services Bureau  
Infrastructure Capital Improvement Plan (ICIP)  
Community Development Bureau  
Community Planning  
LGBMS (Local Government Budget Management System)  
Budget Memos  
Analyst Assignments  
County Classifications  
Resources  
Financial Distributions  
Law Enforcement Protection Fund  
Property Taxes  
Budget & Financial Report Status  
NM Outstanding Reports  
Budget Forms  
Disposition of Property Guidelines

We guide, serve, and support public entities to ensure **fiscal accountability** and **effective government** that is responsive to all **New Mexicans**.

Learn More

Find Resources For

CONSTITUENTS	STATE AGENCIES	NM COUNTIES
MUNICIPALITIES	NEW MEXICO FOOD SECURITY GRANT	DFA TRAVEL RATES FY24
ARPA & FEDERAL FUNDS INFORMATION	REPORT FRAUD IN NEW MEXICO	<b>PROPOSED RULEMAKINGS</b>

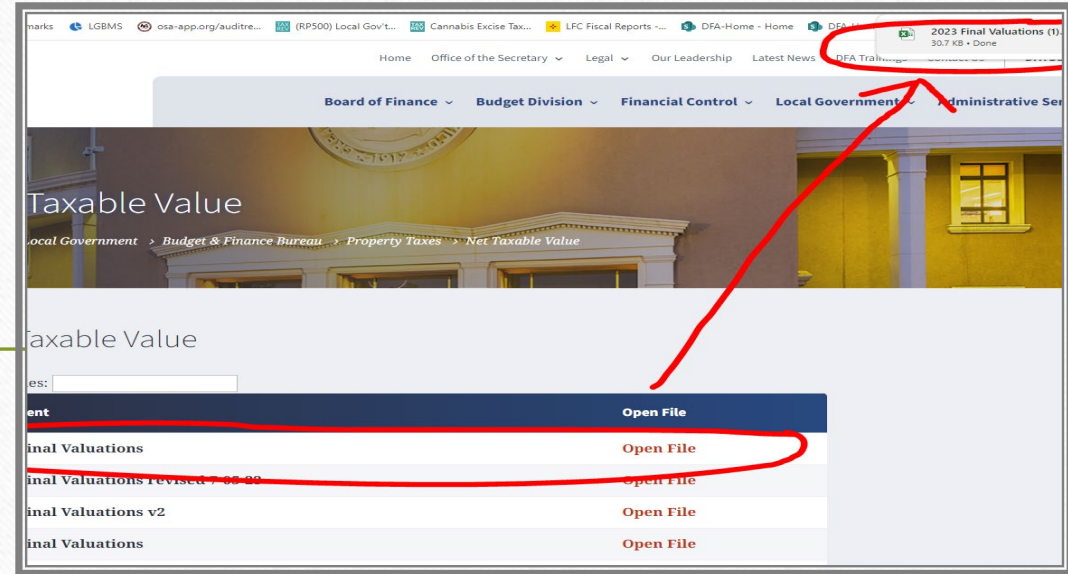
Search a keyword below.

Title or keyword SEARCH

# Property Tax Calculation

Following the navigation on previous slide this will lead you to this point.

Here you are able to download the Excel Spreadsheet containing the entity's final yearly valuations.



The screenshot shows an Excel spreadsheet with the following data:

Entity	Non-Residential Values	Oil & Gas Production	Equipment	Copper Production
12,995,673	4,369,538,164			
30,234,598	3,559,128,343			
800,610,133	30,550,291			
10,199,796	7,497,165			
	19,289			
90,030,161	61,646,803			
3,201,152	4,127,161			
18,901,562	589,117,641	86,535,614	19,827,631	

# Property Tax Calculation

To locate the Operating Tax Rate for Column (c) of the Property Tax Schedule, return to the DFA Homepage. Navigate to Local Government, Budget & Finance Bureau, Property Taxes, Certificate of Property Taxes.

The screenshot shows the New Mexico Department of Finance and Administration website. The navigation menu includes: Home, Office of the Secretary, Legal, Our Leadership, Latest News, DFA Trainings, Contact Us, DFA Dashboards, and Top Tools. The main navigation bar contains: Board of Finance, Budget Division, Financial Control, Local Government, Administrative Services, and SHARE TEAM. A dropdown menu for 'Local Government' is open, showing: Hermits Peak-Calf Canyon Recovery Loan, Grants, Fiscal Recovery Funds for Non-Entitlement Units, Special Services Bureau, Infrastructure Capital Improvement Plan (ICIP), Community Development Bureau, Community Planning, Budget & Finance Bureau, NM-911 Bureau, LDWI Home, and LGD Rules and Policies. The 'Budget & Finance Bureau' dropdown is also open, showing: LGBMS (Local Government Budget Management System), Budget Memos, Analyst Assignments, County Classifications, Resources, Financial Distributions, Law Enforcement Protection Fund, Property Taxes, Budget & Financial Report Status, NM Outstanding Reports, Budget Forms, and Disposition of Property Guidelines. The 'Property Taxes' dropdown is open, showing: Yield Control Formula, County Treasurer's Report, Interest & Penalties On Tax, Final Property Tax Valuations, Certificates of Property Tax Rates (circled in red), Inflation Factors, Property Tax Revenue Estimate Forms, Property Tax Facts, and PID Special Assessment Disclosure. A search bar is visible on the right side of the page.

# Property Tax Calculation

Based on navigation on previous slide; this page is where to locate the Tax Rate Certificate.

Locate your entity

Home Office of the Secretary Legal Our Leadership Latest News DFA Trainings Contact Us DFA Dashboard

Board of Finance Budget Division Financial Control Local Government Administrative Services

Property Tax Rates

Finance Bureau Property Taxes Certificates of Property Tax Rates

Property Tax Rates by County 2023

County	Open File
County Certificate	Open File
County Certificate	Open File

Certificate of Property Tax Rates in Mills - County - printed from LGBMS on 2023-09-01 17:02:28

Certificate of Property Tax Rates in Mills

Tax Year 2023

OVERALL COUNTY NET TAXABLE VALUE: \$145,161,108

Property Classification	Residential	Non-Residential	Residential	Non-Residential
Tax District	1 IN R	1 IN NR	1 Out R	1 Out NR
Municipality	Reserve (Village)	Reserve (Village)		
Public School District	Reserve	Reserve	Reserve	Reserve
College District				
Taxable Value	3,201,152	4,127,161	23,743,426	23,368,862
<b>Mill Levies for State, County, Municipality, and School District</b>				
State Debt Service	1.360	1.360	1.360	1.360
<b>Total State</b>	<b>1.360</b>	<b>1.360</b>	<b>1.360</b>	<b>1.360</b>
County Debt Service	-	-	-	-
County Operational	11.850	11.850	11.850	11.850
<b>Total County</b>	<b>11.850</b>	<b>11.850</b>	<b>11.850</b>	<b>11.850</b>
Municipal Debt Service	-	-	-	-
Municipal Operational	2.225	2.225	-	-
<b>Total Municipal</b>	<b>2.225</b>	<b>2.225</b>	<b>0.000</b>	<b>0.000</b>
School Building (House Bill 33 Levy)	-	-	-	-
School Capital Improvement (Senate Bill 9 Levy)	-	-	-	-
School District Debt Service	4.525	4.525	4.525	4.525
School District Ed. Tech. Debt Service	-	-	-	-
School District Operational	0.494	0.500	0.494	0.500
<b>Total School District</b>	<b>5.019</b>	<b>5.025</b>	<b>5.019</b>	<b>5.025</b>
<b>Total State, County, Municipal and School District</b>	<b>20.454</b>	<b>20.460</b>	<b>18.229</b>	<b>18.235</b>

# Property Tax Calculation

To locate the Collection Rate for Column (E) of Property Tax Schedule, return to DFA Homepage, navigate to Local Government, Budget & Finance Bureau, Property Tax, County Treasurer Report

The screenshot shows the New Mexico Department of Finance and Administration website. The navigation menu includes: Board of Finance, Budget Division, Financial Control, Local Government, Administrative Services, and SHARE TEAM. A dropdown menu for 'Local Government' is open, showing options like 'Hermits Peak-Calf Canyon Recovery Loan', 'Grants', 'Fiscal Recovery Funds for Non-Entitlement Units', 'Special Services Bureau', 'Infrastructure Capital Improvement Plan (ICIP)', 'Community Development Bureau', 'Community Planning', 'LGBMS (Local Government Budget Management System)', 'Budget & Finance Bureau', 'NM-911 Bureau', 'LDWI Home', and 'LGD Rules and Policies'. A search bar is visible with the text 'Search for a specific tool or document?' and a search button. A table of resources is also present.

Find Resources For		
CONSTITUENTS	STATE AGENCIES	NM COUNTIES
MUNICIPALITIES	NEW MEXICO FOOD SECURITY GRANT	DFA TRAVEL RATES FY24
ARPA & FEDERAL FUNDS INFORMATION	REPORT FRAUD IN NEW MEXICO	PROPOSED RULEMAKINGS

Red arrows in the image point to the 'Local Government' menu item, the 'Budget & Finance Bureau' option in the dropdown, and the 'County Treasurer's Report' link in the resources table.

# Property Tax Calculation

This section is where the County Property Tax Collection Rates are located.

Locate the entity's county and enter the percentage rate to the spreadsheet in Column (E) of the Property Tax Schedule.

2023 County Treasurer's Report  
15.9 KB • Done

Board of Finance | Budget Division | Financial Control | Local Government | Administrative

### Treasurer's Report

Budget & Finance Bureau > Property Taxes > County Treasurer's Report

	Open File
3 Yr Ave Collection Report	Open File
3 Yr Ave Collection Report	Open File
3 Yr Ave Collection Report	Open File

11	<b>Curry</b>	97.67%							
12	<b>DeBaca</b>	98.59%							
13	<b>Dona Ana</b>	98.04%							
14	<b>Eddy</b>	96.48%							
15	<b>Grant</b>	94.54%							
16	<b>Guadalupe</b>	98.00%							
17	<b>Harding</b>	99.74%							
18	<b>Hidalgo</b>	98.17%							
19	<b>Lea</b>	99.23%							
20	<b>Lincoln</b>	98.20%							
21	<b>Los Alamos</b>	99.47%							
22	<b>Luna</b>	92.72%							
23	<b>McKinley</b>	98.10%							
24	<b>Mora</b>	95.36%							
25	<b>Otero</b>	97.64%							
26	<b>Quay</b>	95.98%							
27	<b>Rio Arriba</b>	93.58%							
28	<b>Roosevelt</b>	98.11%							
29	<b>Sandoval</b>	96.77%							
30	<b>San Juan</b>	98.07%							



# Revenue Checklist (LGBMS data must reconcile)

Revenue Checklist – Columns E, F & G must be completed. Column E is the prior year actual revenue; Column F is current fiscal year budgeted amount and lastly Column G is the Interim/Final Budget Request.

This form provides 2 years of actual GRT data.

If GRT has an increase of 10% or more justification is required.

## INSTRUCTIONS - REVENUE CHECKLIST

Column A: Enter the respective fund number  
 Column B: *FOR INFORMATION ONLY* [no data input needed]  
 Column C: Identify Other GRT Revenue Dedication, rows 33-34  
 Column D: Enter the respective enactment rate  
 Column E: Enter previous year actual revenues  
 Column F: Enter current year budgeted revenues  
 Column G: Enter interim/final requested budgeted revenues  
 Column H: Enter intercepted revenues [Ensure the full amount of the intercept is budgeted in its respective fund]

Entity Name: XXXXXXXXXXXXX

Fiscal Year: XXXX-XX

A DFA Fund Number	B C = County, M = Municipality B = Both	C Local Option Taxes Descriptions	D Enactment Rate	E Prior Yr ACTUAL Revenue	F Current Yr Budgeted Amount	G Int/Final Budgeted Request	H Int/Final Intercept Amount
###	B	GRT - Local Option	0.0000%	0	0	0	0
	M	GRT - State Shared-1.225%- Distribution	0.0000%	0	0	0	0
	C	GRT - State Equalization Distribution <i>(not a part of GRT)</i>	0.0000%	0	0	0	0
	B	GRT - Infrastructure	0.0000%	0	0	0	0
	B	GRT - Capital Outlay	0.0000%	0	0	0	0
	B	GRT - Environmental Services	0.0000%	0	0	0	0
	B	GRT - Quality of Life	0.0000%	0	0	0	0
	M	GRT - Regional Spaceport	0.0000%	0	0	0	0
	M	GRT - Higher Education Facilities	0.0000%	0	0	0	0
	C	GRT - Emergency Communications & Medical Services Tax	0.0000%	0	0	0	0
	C	GRT - County Hospital	0.0000%	0	0	0	0
	C	GRT - Local Hospital	0.0000%	0	0	0	0
	C	GRT - County Hospital Emergency	0.0000%	0	0	0	0
	C	GRT - Correctional Facility (Jail)	0.0000%	0	0	0	0
	C	GRT - Fire (Excise Tax)	0.0000%	0	0	0	0
	C	GRT - Regional Transportation	0.0000%	0	0	0	0
	C	GRT - Regional Spaceport	0.0000%	0	0	0	0
	C	GRT - County Water & Sanitation	0.0000%	0	0	0	0
	B	GRT - Other Dedication	0.0000%	0	0	0	0
	B	GRT - Other Dedication	0.0000%	0	0	0	0
		<b>TOTAL GROSS RECEIPTS TAX REVENUE</b>	<b>0.0000%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
###	C	County Detention Distribution (HB 316-2007)		0	0	0	0







Select **Classification Year**(per statute, done biennially on even years)  
 Select **Valuation Data**(most current final tax year valuations)  
 Select **Population Data**(most current annual data or estimate from US census)  
 Select **Square Mileage Data**(most current info available)

2024  
 2022-23 Final  
 2022  
 2010 data

## 2024 County Classification

County	CLASSIFICATION	Maximum Allowable Salaries					
		Commissioners	Treasurer	Assessor	Sheriff	Clerk	Probate Judge
Bernalillo	A	\$39,106	\$86,626	\$86,626	\$90,338	\$86,626	\$38,114
Catron	B-Intermediate	\$21,534	\$64,844	\$64,844	\$67,814	\$64,844	\$15,098
Chaves	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
Cibola	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
Colfax	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
Curry	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
De Baca	B-Intermediate	\$21,534	\$64,844	\$64,844	\$67,814	\$64,844	\$15,098
Dona Ana	A	\$39,106	\$86,626	\$86,626	\$90,338	\$86,626	\$38,114
Eddy	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
Grant	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
Guadalupe	B-Intermediate	\$21,534	\$64,844	\$64,844	\$67,814	\$64,844	\$15,098
Harding	B-Intermediate	\$21,534	\$64,844	\$64,844	\$67,814	\$64,844	\$15,098
Hidalgo	B-Intermediate	\$21,534	\$64,844	\$64,844	\$67,814	\$64,844	\$15,098
Lea	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
Lincoln	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
Los Alamos	H	n/a	\$75,733	\$75,733	\$78,952	\$75,733	n/a
Luna	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
McKinley	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
Mora	B-Intermediate	\$21,534	\$64,844	\$64,844	\$67,814	\$64,844	\$15,098
Otero	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
Quay	B-Intermediate	\$21,534	\$64,844	\$64,844	\$67,814	\$64,844	\$15,098
Rio Arriba	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
Roosevelt	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
San Juan	A	\$39,106	\$86,626	\$86,626	\$90,338	\$86,626	\$38,114
San Miguel	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
Sandoval	A	\$39,106	\$86,626	\$86,626	\$90,338	\$86,626	\$38,114
Santa Fe	A	\$39,106	\$86,626	\$86,626	\$90,338	\$86,626	\$38,114
Sierra	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
Socorro	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
Taos	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
Torrance	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482
Union	B-Intermediate	\$21,534	\$64,844	\$64,844	\$67,814	\$64,844	\$15,098
Valencia	B-High	\$30,196	\$75,733	\$75,733	\$78,952	\$75,733	\$26,482

(Counties will be reclassified April 2026)

*In accordance with Section 4-44-1, 4-44-2, 4-44-3, 4-44-4, 4-44-4.1, 4-44-5, 4-44-12.3, 4-44-14 NMSA 1978.*

*Pursuant to Section 4-44-14A "the governing body of an H class county shall designate whether the office of treasurer, assessor, sheriff or county clerk is part-time or full-*

Maximum Allowable Salaries for Part-Time (applies to H class - Los Alamos)						
Commissioners	Treasurer	Assessor	Sheriff	Clerk	Probate Judge	
\$15,844	\$7,922	\$7,922	\$7,922	\$7,922	\$4,636	



# *Investments Entered into LGBMS*

Investments entered within LGBMS Object Code 10103 Investments **MUST** tie to Investment Schedule

It is not required the breakdown of investments compare exactly to fund assignments on LGBMS Recap. However, Investment Total on Recap must reconcile with total in Investment Schedule.

Home > Budgets > Analyst > Items / Files

Export Recap Summary Detail Transfers

Show 100 entries Search: investments

<input type="checkbox"/>	Fund	Department	Object Code	Interim Budget	Final Budget	Status	My Comments	Unreconciled	Actions
<input type="checkbox"/>	11000 General Operating Fund	0001 No Department	10103 Investments	7,445.00	7,445.00	approved	0	0	Actions
<input type="checkbox"/>	20100 Corrections	0001 No Department	10103 Investments	4,743.00	4,744.00	approved	0	0	Actions
<input type="checkbox"/>	20600 Emergency Medical Services	0001 No Department	10103 Investments	3,288.00	3,289.00	approved	0	0	Actions
<input type="checkbox"/>	20900 Fire Protection	0001 No Department	10103 Investments	6,220.00	6,221.00	approved	0	0	Actions
<input type="checkbox"/>	21100 Law Enforcement Protection	0001 No Department	10103 Investments	1.00	1.00	approved	0	0	Actions
<input type="checkbox"/>	21400 Lodgers' Tax	0001 No Department	10103 Investments	2,146.00	2,146.00	approved	0	0	Actions
<input type="checkbox"/>	21600 Municipal Street	0001 No Department	10103 Investments	39,708.00	19,887.00	approved	0	0	Actions
<input type="checkbox"/>	21700 Recreation	0001 No Department	10103 Investments	488.00	488.00	approved	0	0	Actions
<input type="checkbox"/>	29900 Other Special Revenue	0001 No Department	10103 Investments	74,842.00	74,858.00	approved	0	0	Actions
<input type="checkbox"/>	50100 Water Enterprise	0001 No Department	10103 Investments	4,297.00	4,298.00	approved	0	0	Actions
<input type="checkbox"/>	50200 Solid Waste Enterprise	0001 No Department	10103 Investments	14,295.00	14,298.00	approved	0	0	Actions
<input type="checkbox"/>	50300 Wastewater/Sewer Enterprise	0001 No Department	10103 Investments	4,283.00	4,284.00	approved	0	0	Actions
<input type="checkbox"/>	52600 Recycling Enterprise	0001 No Department	10103 Investments	6,337.00	6,338.00	approved	0	0	Actions

# *Resolution of Approval*

This is an example of a Resolution. The Resolution must be signed by the entity's local governing body for the 4<sup>th</sup> Qtr. Report and the Final Budget.

STATE OF NEW MEXICO  
COUNTY/MUNICIPALITY/SPECIAL DISTRICT OF \_\_\_\_\_  
RESOLUTION NUMBER \_\_\_\_\_  
BUDGET ADJUSTMENT  
(\_\_\_\_ TH FISCAL YEAR)

WHEREAS, the Governing body in and for the County/Municipality/Special District of \_\_\_\_\_, State of New Mexico needs to adjust the current approved budget for fiscal year \_\_\_\_\_, and

WHEREAS, said budget was adjusted on the basis of need and through cooperation with all user departments, elected officials and other department supervisors, and

WHEREAS, the official meetings for the review of said documents were duly advertised \_\_\_\_\_, in compliance with the State Open Meetings act, and

WHEREAS, it is the majority opinion of this Board that the adjusted budget meets the requirements as currently determined for fiscal year \_\_\_\_\_,

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Governing Body of the County/Municipality/Special District of \_\_\_\_\_, State of New Mexico hereby adopts the budget adjustment hereinabove described and attached and respectfully requests approval from the Local Government Division of the Department of Finance and Administration.

RESOLVED: In session this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
County/Municipal/Special District/Governing Board of \_\_\_\_\_, New Mexico

Attest:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Chair/Mayor/Presiding Officer

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

(Seal)

# *DFA/LGD FY23 Budget Work Plan Questionnaire*

- To complete:
- Entity Name:
- Major issues affecting entity's budget
- How entity is budgeting for these types of factors/issues
- Entity's plan for expending the remaining American Rescue Plan Act (ARPA) funding

## DFA/LGD

### FY23 BUDGET WORK PLAN QUESTIONNAIRE

Entity Name: \_\_\_\_\_

1. Describe the major issues affecting your entity's FY2022-23 budget, such as local economic factors impacting GRT and other revenue sources. *[for example, business closings, new business expansions, oil & gas industry declines, etc.]*
2. Describe how your local entity is budgeting for these factors. *[for example, furloughs, reduced work weeks, hiring freezes, position expansions, etc.]*

#### SAMPLE RESPONSE 1:

1. Our village has launched a branding and marketing campaign to promote and attract new businesses and residents to the community. As a result of our efforts, we have seen a 15% increase in actual GRT revenue compared to FY22 budgeted GRT revenue. We have also seen five different stores open in our new strip mall.
2. Because the village anticipates additional growth in GRT revenue as the remaining vacant retail space is filled in the strip mall, we are budgeting additional FTE to our public works department to help service the needs of the new retail and residential properties. We are also budgeting increases in capital expenditures to make infrastructure improvements. These increases are budgeted in the following Funds: General Fund, Capital Fund and Water Enterprise Fund.

#### SAMPLE RESPONSE 2:

1. Our county has completed a major road project and has started seeing a decline in GRT revenue, which is approximately 5% lower than FY22 budgeted GRT revenue. We have based FY23 revenue projections on this lower GRT base.
2. For FY23, the county will be budgeting 2 less FTE in the Road Fund as there is not enough work or revenue to support these positions. Because of the road improvements, we are also budgeting less for operating expenses related to road maintenance and repairs.

#### SAMPLE RESPONSE 3:

3. Our municipality is utilizing our ARPA distribution of \$100,000 to make improvements to our water system. We anticipate that improvements will be completed by June 30, 2023.

# Credit Card & Electronic Transfers Policy

This form is required – even if entity does not accept this type of payment; form must be completed in a manner that indicates this circumstance.



## New Mexico Department of Finance & Administration Local Government Division, Budget & Finance Bureau REQUIRED CHECKLIST FOR ACCEPTANCE OF CREDIT CARDS AND ELECTRONIC TRANSFERS

This checklist is intended to assist local governments in complying with Section 6-10-1.2, NMSA 1978 which states *“the local governing body shall adopt procedures, subject to the approval of the department, on the terms and conditions of accepting payments by credit card or electronic transfers”*. *“Department” is the Department of Finance and Administration (DFA).*

Check completed items below, as applicable, and prepare documents as needed.

This signed checklist and supporting documentation must be included with the submission of your local entity’s “Interim Budget” due on or before June 1st. Upload all files onto the Local Government Budget Management System (LGBMS) using the “files” tab.

### Local Government Entity Contact Information

Entity: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Entity Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

### REQUIRED DOCUMENTATION-Submit as part of the formal request for approval.

- \_\_\_\_\_ Be responsible for tracking, researching, and recording all payment card transactions for reconciliation purposes.
- \_\_\_\_\_ If a PCI audit has been completed, please provide a copy of the audit compliance report to DFA.
- \_\_\_\_\_ Provide your independent auditor with DFA’s approval letter.

### CONFIRMATION THAT:

- \_\_\_\_\_ Memorandum or other attestation from your local entity’s information and technology (IT) which certifies the acceptance of payment cards and electronic transfers are on a secure system, meet current PCI-DSS and NACHA standards, provide proper encryption of account numbers, and customer data is protected. A copy of the memorandum or PCI Audit must be provided to DFA.
- \_\_\_\_\_ If fees for acceptance of payment cards will be paid by the cardholder, procedures must be developed defining current charges of collected convenience and/or service fees from cardholders. In addition, confirmation that the convenience and/or service fees will be in compliance with Subsection B of 6-10-1.2 which states *“local governing body may charge a uniform convenience fee to cover the approximate costs imposed by a financial institution that are directly related to processing a credit card or electronic transfer transaction.”* A copy of these procedures must be provided to DFA.
- \_\_\_\_\_ Memorandum or other attestation from the Fiscal Agent-Merchant Service Agreement that the structure and/or procedures for collecting payment cards meet the Fiscal Agent’s requirement, complying with the Fiscal Agent Agreement. A copy of the memorandum or attestation must be provided to DFA.
- \_\_\_\_\_ If the local entity is using a third-party processor, a copy of the executed third-party processor agreement must be provided to DFA.

I, \_\_\_\_\_, certify this check list is complete and  
*Name & Title (must be signed by Mayor or County Manager)*

# Law Enforcement Protection Form

The requested carryover amount must reconcile with the 4<sup>th</sup> Qtr. ending cash balance (Fund 21100)

Please reference link below:

<https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-memos/>

Department of Finance & Administration / Local Government Division	
Law Enforcement Protection Fund Carryover Request Form	
*** (this form must accompany the final budget submission for counties & municipalities) ***	
Entity Name:	Bernalillo CO
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact E-mail Address:	
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><i>I hereby certify that the information presented on this form is true and correct to the best of my knowledge:</i></p> </div>	
<div style="display: flex; justify-content: space-around; width: 80%; margin: 10px auto;"> <span>Signature</span> <span>Date</span> </div>	
<p>We hereby request approval from the Director of the Department of Finance &amp; Administration / Local Government Division (DFA/LGD) to carryover the following balance from the Law Enforcement Protection Fund (LEPF) distribution:</p>	
Current Fiscal Year:	FY2022/2023
Total Distribution for Current FY:	\$384,000.00
Balance on June 30th:*	\$0.00
<p>If the carryover is approved, we will be expending the balance in the succeeding fiscal year for the following allowable uses:</p>	
Succeeding Fiscal Year:	FY2023/2024
<p><i>(This is the fiscal year that balance will be carried over to)</i></p>	
<p>Please state the unusual circumstances requiring an unexpended amount to be carried over and also note the allowable uses (pursuant to LEPF Rule, 2.110.3.8 NMAC) for the carryover balance - <i>please detail below:</i></p>	
<p><b>**ERROR! MUST COMPLETE SECTION ABOVE**</b></p>	
<p>*The June 30th balance should only be from the LEPF distribution and not include any other revenue sources. If the June 30th balance is greater than the total distribution amount for the current fiscal year, then the entity has a balance left over from a prior fiscal year's carryover. Balances can only be carried over for one subsequent year. <i>Therefore, the balance calculated below that is from a prior fiscal year's carryover must be reverted to the State of New Mexico:</i></p>	
<p><b>Calculated Reversion Amount</b></p>	
Balance on June 30th:	\$0.00
LESS Total Distribution for Current FY:	\$384,000.00
Reversion Due to State:	None
<p><b>Reversion Instructions</b></p>	
<p>A check made payable to the "State of New Mexico, Department of Finance &amp; Administration" for the Reversion Due to State amount above should be mailed to the following address:</p>	
<p><i>Anthony Apodaca, Program Manager DFA / Local Government Division Bataan Memorial Building, Suite 203 407 Galisteo Street Santa Fe, NM 87501</i></p>	
<p><b>If you have questions on this form, please contact Anthony Apodaca at 505-412-8508, or via email at <a href="mailto:Anthony.apodaca1@dfa.nm.gov">Anthony.apodaca1@dfa.nm.gov</a></b></p>	
<p><b>A copy of the completed and signed form must be emailed to <a href="mailto:anthony.apodaca1@dfa.nm.gov">anthony.apodaca1@dfa.nm.gov</a></b></p>	

← Carryover amount

← This section calculates any reversions back to DFA

Other Debt Services need to be listed within each fund. **Intercepts** need to be booked in the LEPF Fund.

Also the gross distribution needs to be booked and expended out using the Debt Service object code

21100 Law Enforcement Protection	3001 Law Enforcement	59010 Debt Service - Principal Payments
21100 Law Enforcement Protection	3001 Law Enforcement	59020 Debt Service - Interest Payments

This stands true for EMS and Fire distribution/appropriations.

<https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-memos/>

# Memo: BFB #24-04

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Governor Michelle Lujan Grisham  
Cabinet Secretary Wayne Propst

407 Galisteo St,  
Santa Fe, NM 87501  
(505) 827-4985

Local Government Division  
Wesley Billingsley, Division Director

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Local Government Division  
Wesley Billingsley, Division Director

**MEMORANDUM BFB #24-04**

TO: New Mexico Counties and Municipalities  
FROM: Wesley Billingsley, Director, Local Government Division  
DATE: February 21, 2024  
SUBJECT: Fiscal Year 2024-25 Budget Preparation & Submission Guidelines for Counties and Municipalities

DocuSigned by:  
*Wesley Billingsley*  
D891C2E4B8584E9...

- Adopting and applying a formal policy that strictly disallows recurring expenditures from cash balances and non-recurring revenues,
- Implementing an immediate freeze on all current vacant employee positions (excluding health and public safety services positions) as well as increases to employee salaries (excluding union contractual obligations),
- Implementing an immediate freeze on any new non-essential contracts that affect the General Fund,
- Discontinue the practice of providing funds to any non-profit organizations that are not tied to a legislative appropriation

**INTERIM Budget Deadlines**

<b>Counties &amp; Municipalities</b>	Budget Submittal on LGBMS	June 1, 2024 (Submission extensions cannot be granted)
	Budget Resolution	June 1, 2024 (Optional at this date)
	Property Tax Resolution	June 1, 2024 (Changes to the operating or GO Bonds mill levy)
<b>LGD</b>	Interim Approval Letter	July 1, 2024

*NOTE: Approval of the interim budget designates it a legal binding document until the final budget is approved.*

**FINAL Budget Deadlines**

<b>Counties &amp; Municipalities</b>	Budget Revisions on LGBMS	July 31, 2024
	Budget Resolution	
	Budget Supporting Schedules	
	4th quarter report	
	4th quarter report Resolution	
<b>LGD</b>	Final Approval Letter	September 6, 2024

*NOTE: Approval of the final budget designates it as a legal binding document. The final budget as approved on LGBMS is the official budget of record for your local government.*

**Additional Required Items**

**Resolutions**

Sample resolutions for budget and 4th quarter report adoptions can be found at the following link:  
<https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-forms/>

**Supporting Schedules**

Required schedules that support the budget are listed below and can be found at the following link:  
<https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-forms/>

Property Tax Calculation Worksheet	Calculates projected property tax revenue.
Debt Schedule	Lists all outstanding debt (loans, revenue & general obligation bonds). <i>Electronically in LGBMS.</i>
S-5 (DETAIL OF NON-BUDGETED RESERVE REQUIREMENTS form)	Lists additional reserves (not LGD required reserves which are automatically calculated by LGBMS) and must tie to amounts reported in LGBMS under Object Code 10105 Locally Imposed Reserve.
Revenue Checklist	Lists all GRT imposed increments including intercepted GRT amounts [refer to Memorandum #BFB-19-02 "Guidelines for Reporting Gross Receipts Tax and Various Intercepts" however, due to de-earmarking of GRT revenue (enactment of 2019 House Bill 479), local governments have more discretion in budgeting revenue so long as "GRT" LGBMS line items are used for tracking purposes; refer to Memorandum #BFB-21-05 "Guidelines on Revised GRT Reporting Codes"] located on our website: <a href="https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-memos/">https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-memos/</a> .
Form S-2 (SCHEDULE OF INSURANCE)	Lists all insurance costs.
Salary Schedule	Lists salaries and benefits associated with each budgeted position; [Personnel schedules generated from your systems will be accepted].
County Elected Official Salary Schedule	Lists salaries of all county elected officials to review compliance with NM Statutory caps.
FY24 Co-Muni Budget Work Plan Questionnaire	Describes major issues affecting an entity's FY2024-25 budget and how those factors are being addressed in the budget.

**4th Quarter Report**

This report must be submitted on the LGBMS Reporting Module, under the "FY2024 Q4" reporting period. A governing body approved resolution approving the 4<sup>th</sup> Quarter Report is also required and must be attached in the "files" menu of the LGBMS Reporting Module.

# Memo: BFB #24-04

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Governor Michelle Lujan Grisham  
Cabinet Secretary Wayne Propst

407 Galisteo St,  
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Local Government Division  
Wesley Billingsley, Division Director

## OTHER:

Items on the [Budget Recapitulation \(Recap\)](#) Page to be aware of:

- **Beginning cash** on recap page **must tie to the 4th quarter report ending cash** (before reserves)
- **Investments must be** reported in the investment's column
- **Total Transfers must always** equal to zero (LGBMS will flag this as an error)
- **Adjusted Ending Cash balances** of any Fund **cannot be negative**, including Funds that are awaiting grant reimbursements (LGBMS will flag this as an error)
- **County Expenditure Limitations:** Pursuant to Section 6-6-7 NMSA 1978, county officials may not expend in excess of 50% of the approved budget for the fiscal year during which the terms of office of any official will expire.

## Local Governing Body Procedures for Credit Card and Electronic Transfer Payments

Pursuant to 6-10-1.2, NMSA 1978, the Department of Finance and Administration (DFA), Local Government (LGD), Budget and Finance Bureau (BFB), is streamlining the process on how the Local Governing Bodies submit their internal policies and procedures dealing with the acceptance of payments by credit card or electronic transfers at the local level.

As noted in 6-10-1.2:

*"The local governing body shall adopt procedures, subject to the approval of the department, on the terms and conditions of accepting payments by credit card or electronic transfer."*

**"Department" is the Department of Finance and Administration (DFA).**

"Checklist for Acceptance of Credit Cards and Electronic Transfers" and supporting documentation required with the **"Checklist"** to be submitted with the **Interim Budget, on or before June 1, 2024**, located at the following link: <https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-forms/>

## STATE REQUIRED RESERVES (LGBMS will automatically calculate)

General Fund Reserve Requirements	Muni Reserve is 1/12 <sup>th</sup> of total budgeted expenditures County Reserve is 3/12 <sup>th</sup> of total budgeted expenditures
County Road Fund Reserve Requirements	County Reserve is 1/12 <sup>th</sup> of total budgeted expenditures

## Salary Increases

One-time temporary salary increases (known as bonuses) are not allowed.

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See the *"July 2, 2008 Memo Performance Bonuses, Retroactive Pay Increases and Bonuses In Lieu of Pay Increases"* memo located at the following link: <https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-memos/>

## Law Enforcement Protection Fund (LEPF)

Budget LEPF distributions in LGBMS under **Fund 21100 Law Enforcement Protection**, Department 1005 County Sheriff --or- Department 3001 Law Enforcement, **Object Code 47110 Law Enforcement Protection (DFA)**.

- LEPF funds should be expended to zero each fiscal year.
- If a balance remains at the end of the previous fiscal year, approval from LGD is required prior to spending. After June 30<sup>th</sup> but on or before July 31<sup>st</sup>, please fill out the LEPF Carryover Request Form.

For additional information, please contact: Contact: Julie Krupcalle, [julie.krupcalle@dfa.nm.gov](mailto:julie.krupcalle@dfa.nm.gov), or 505-269-2845

## Local Assistance Tribal Consistency Fund (LATCF)

Budget LATCF distributions in LGBMS as follows:

- Fund 11000 General Fund,
- Revenue line item "0001"
- Object Code "47600 Federal – Local Assistance Tribal Consistency Fund (LATCF)"

## New Mexico's Cannabis Regulation Act

Cannabis revenue does not have any expenditure restrictions, therefore, for reporting purposes, and to not lose its identity, LGD is requiring all Cannabis revenue and related expenditures be reported in **"Fund 28000"**.

## New Mexico Opioid Allocation Agreement (NMOAA)

Budget NMOAA opioid settlement funds awarded to eligible counties and municipalities under **Fund #2700 LG Abatement Opioid Fund** using available line items that best fit settlement agreement requirements. *Pursuant to NMOAA requirements, every participating local government shall create a separate fund, called the "LG Abatement Fund". Abatement funds shall not be commingled with any other money or funds of the local government.*

## Law Enforcement Retention Fund

Statute: [NMSA 1978, § 9-19-14](#)

Administering Agency: [DPS](#)

DPS The department shall administer the fund to provide:

- retention differential disbursements for law enforcement officers meeting certain levels of tenure; and
- support for disbursement administration processes and reporting compliance.

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Wesley Billingsley, Division Director

DPS appropriation encompass **restrictions**, therefore, for reporting purposes, LGD is requiring all DPS revenue and related expenditures be reported in **Fund #21300 DPS- Law Enforcement Retention**". For additional information or questions contact: Contact: Sylvia Serna, [sylvia.serna@dps.nm.gov](mailto:sylvia.serna@dps.nm.gov), 505-827-3347

## Law Enforcement Recruitment and Retention Stipends (LERRF)

Funding provided by DFA to distribute to local law enforcement agencies to provide recruitment and retention stipends to law enforcement officers. This includes: a Stipend for those who are recruited, trained, and become certified law enforcement officers; a stipend for a recently trained and hired law enforcement officer; a stipend for a current law enforcement officer. Law enforcement officers should be at their department for more than one year for stipend. **All year two appropriations must be expended on or before June 30, 2024; any cash balance will require revision to DFA. The final report data submitted to LGD must reconcile with the fourth quarter financial report in LGBMS.** Allocation for FY25 (year 3) must be budgeted in the following fund: 21211. For Information or questions contact: Geovanna Losito, [Geovanna.Losito@dfa.nm.gov](mailto:Geovanna.Losito@dfa.nm.gov) or 505-827-8051.

## Law Enforcement Recruitment Fund –(LERF)

Statute: [NMSA 1978, § 9-6-5.3](#)

Administering Agency: [DFA](#)

The department of finance and administration shall establish a program to distribute funds for local law enforcement agencies to provide recruitment and retention stipends to law enforcement officers. The program shall establish criteria for distribution of funds appropriated for that purpose, prioritizing recruitment and retention of personnel to increase investigative capacity. The program shall also establish appropriate guidelines on the use of those funds, including recruitment and retention stipends that may be distributed to:

- A person who is not certified as a law enforcement officer pursuant to the Law Enforcement Training Act upon employment with a law enforcement agency, provided that the recipient successfully obtains such certification.
- A person who is certified as a law enforcement officer pursuant to the Law Enforcement Training Act upon employment with a law enforcement agency; provided that the recipient remains employed with that agency for three months; and
- A person who is certified as a law enforcement officer pursuant to the Law Enforcement Training Act currently employed by a law enforcement agency, provided that the law enforcement officer remains employed with that law enforcement officer's current agency for one additional year

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Wesley Billingsley, Division Director

DFA grant agreements encompass **restrictions**, therefore, for reporting purposes, LGD requires **allocation for FY25 (year 2) must be budgeted in the following fund 21221. All FY24 appropriations must be expended on or before June 30, 2024; any cash balances not expended will require revision to DFA. The Final Report data submitted to LGD must reconcile with the fourth Quarter Financial Report.** For information or questions, contact: Contact: Bianca Quintana, [Bianca.Quintana@dfa.nm.gov](mailto:Bianca.Quintana@dfa.nm.gov), 505-231-3052.

## Budget Training

- DFA Local Government Division, Budget, and Finance Bureau (BFB) will be providing a virtual training on **March 21, 2024, from 9:00 am to 11:30 am** on **"Introduction to Local Government Budget Management System (LGBMS)-Budgeting 101 training for new users"** presented by BFB Analysts. A virtual "Teams Meeting" invitation will be sent out by your analyst in the next couple of days. Please "accept" this meeting invitation to add to your calendar.
- **TARGETED AUDIENCE: Newly hired local government finance staff and anyone with new job duties that include LGBMS Budget reporting.**

If you have any further questions, please contact your assigned analyst. Staff contact information can be located at the following link: <https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/>

- xc: BFB Analysts  
Jeannette Gallegos, Local Government, Deputy Director  
[jeannette.gallegos@dfa.nm.gov](mailto:jeannette.gallegos@dfa.nm.gov)  
Shawna Sasser, Rural & Frontier Equity Ombudsman  
[shanna.sasser@dfa.nm.gov](mailto:shanna.sasser@dfa.nm.gov)  
Bianca Quintana, LGD-LERF Administrator  
[Bianca.Quintana@dfa.nm.gov](mailto:Bianca.Quintana@dfa.nm.gov)  
Geovanna Losito, LGD-LERF Administrator  
[Geovanna.Losito@dfa.nm.gov](mailto:Geovanna.Losito@dfa.nm.gov)  
Alison M. Nichols, NMML  
[anichols@nmmml.org](mailto:anichols@nmmml.org)  
Alanna Goodman, Office of the State Auditor  
[alanna.goodman@osa.state.nm.us](mailto:alanna.goodman@osa.state.nm.us)  
Joy Esparsen, NMC Executive Director  
[jesparsen@nmcounities.org](mailto:jesparsen@nmcounities.org)  
File

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## *Resubmission of Budget*

- Communication is Key!
- When your assigned analyst returns the Budget for corrections, missing documentation or missing information, the determined time to complete this task is critical, as your analyst is working with a high volume of entities assigned the them and required to meet a statutory deadline.
- The Entity is responsible in ensuring the following:
  - Completion of work: Budget, Quarterly Reporting, BAR's, SAFs to name a few
  - Complying to deadlines: which are included in the Budget Memo
  - Ensuring information is disseminated to staff
- DO NOT Submit and go on vacations – if you do, who is the contact, and do they have access to LGBMS?

*Budget &*  
*Finance*  
*Bureau:*  
*Webpage*  
*and Links*

Budget Forms: <https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-forms/>

Budget Memos: <https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-memos/>

Home Page: <https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/>

NM EDGE [nmedge@nmsu.edu](mailto:nmedge@nmsu.edu)

LGBMS: <https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/lgbms/>

# DFA LOCAL GOVERNMENT DIVISION BUDGET & FINANCE BUREAU

## Financial Reporting for Counties & Municipalities



**Presented by: Stephanie Ortiz**  
**Budget & Finance Analyst**



**New Mexico**  
**Department of Finance**  
**and Administration**

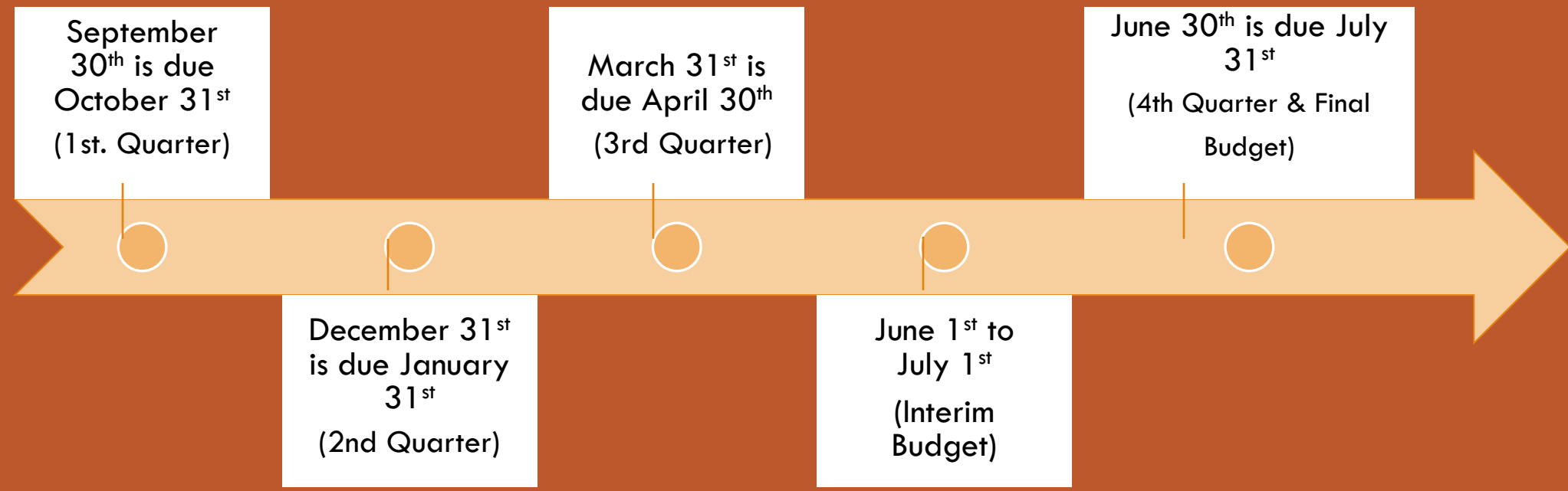
# What is a Quarterly Financial Report?

---

- To analyze current financial condition to detect financial difficulties early; and to ensure that each entity maintains financial stability
- To assure compliance with state statutes
- Proper accounts for revenues and expenditures
- To ensure local governments do not exceed available resources and to ensure sufficient funds are budgeted to cover required expenditures ensure that each entity is operating within a balanced budget



# Submission Dates on Local Government Budget Management System (LGBMS)



# QUARTERLY REPORTING REQUIREMENTS

---

**1<sup>st</sup> Quarter Financial Report** must be submitted to BFB for approval on or before October 31<sup>st</sup>.

Required Documents: if reported in the quarterly report

- Investment Schedule
- Adjustment Schedule



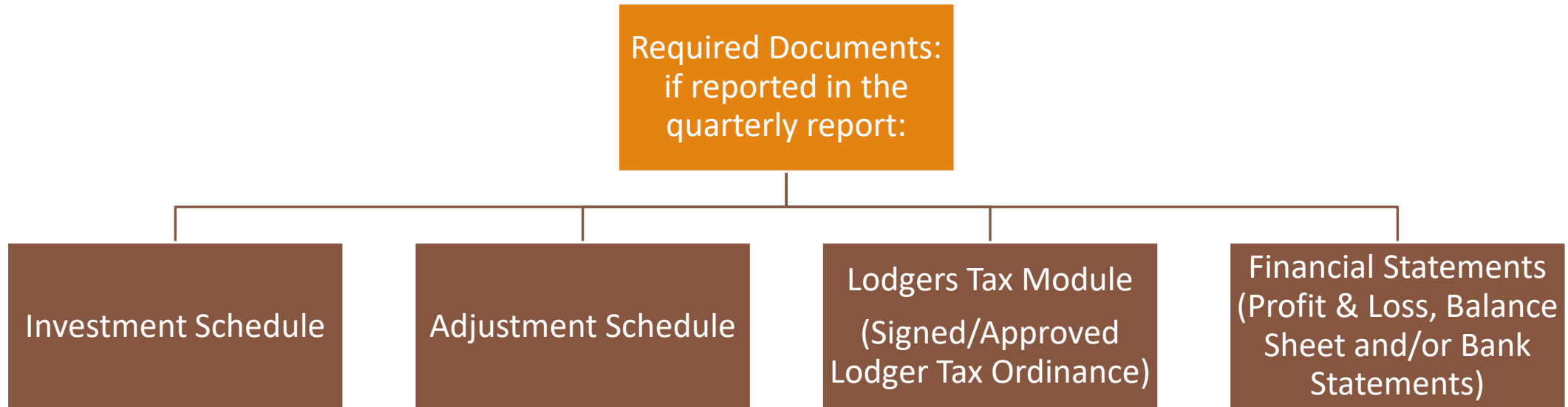
If reporting Lodgers Tax:

- Complete Lodger's Tax Module
- Upload Supporting Documentation
- Signed/Approved Lodger Tax Ordinance

# QUARTERLY REPORTING REQUIREMENTS

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**2<sup>nd</sup> Quarter Financial Report** must be submitted to BFB for approval on or before January 31<sup>st</sup>.



(Continuation to next slide)

# QUARTERLY REPORTING REQUIREMENTS

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**3rd Quarter Financial Report** must be submitted to BFB for approval on or before April 30<sup>th</sup>.

Required Documents: if reported in the quarterly report

- Investment Schedule
- Adjustment Schedule



If reporting Lodger's Tax:

- Complete Lodgers Tax Module
- Upload supporting documentation
- Must include Signed/Approved Lodger Tax Ordinance

# QUARTERLY REPORTING REQUIREMENTS

---

**4<sup>th</sup> Quarter Financial Report** must be submitted to BFB for approval on or before July 31<sup>st</sup>.

Required: if reported in the quarterly report

- Investment Schedule
- Adjustment Schedule
- Lodgers Tax Module (Signed/Approved Lodger Tax Ordinance)

Required Documents: for review and approval

- Resolution (Signed by Governing Body)
- YTD Financial Statements (Profit & Loss, Balance Sheet and/or Bank Statements)
- Law Enforcement Protection Carryover Form (LEPF)

**DFA does not have the authority to grant extensions!**

# LERR Laws of FY24 - Recruitment & Retention Fund

---

3rd. (25%- year 3)

## Appropriation

- Fund 21211

*3<sup>rd</sup>. Appropriation is Bianca Quintana and she can be reached at 505-231-3052 or by email at [Bianca.quintana@dfa.nm.gov](mailto:Bianca.quintana@dfa.nm.gov).*

# LER Laws of FY24 – 2<sup>nd</sup> Year Appropriation COA – 50%

FUND	DEPARTMENT	OBJECT DESCRIPTION
<b>Revenue COA</b>		
Fund 21221- Law of FY24 Recruitment-LER-(Year 2)	0001 No Department	47120 State - Law Enforcement Appropriation
<b>Expenditures COA</b>		
21221 Laws of 2024- Recruitment-LER -(Year 2)	3001 Law Enforcement	51020 Salaries - Full-Time Positions
<b>Transfers</b>		
21221 Laws of 2024-Recruitment-LER -(Year 2)	0001 No Department	61100 Transfers In
21221 Laws of 2024-Recruitment-LER -(Year 2)	0001 No Department	61200 Transfers Out
21221 Laws of 2024-Recruitment-LER -(Year 2)	0001 No Department	21001 Payables
21221 Laws of 2024-Recruitment-LER -(Year 2)	0001 No Department	12001 Receivables

2<sup>nd</sup>. Appropriation is Bianca Quintana and she can be reached at 505-231-3052 or by email at bianca.quintana@dfa.nm.gov

**Quarterly reports submitted to the program manger must reconcile with the data in LGBMS!**

# Fire Fighter/EMS Recruitment Fund – Year 1 (100%)

FUND	DEPARTMENT	OBJECT DESCRIPTION
<b>Firefighter Recruitment Fund- (Year 1)</b>		
<b>Revenue COA</b>		
Fund 20910 FY25-100%- Firefighter Recruitment Fund (Year 1)	0001 No Department	47120 State - Fire Fighter Appropriation
<b>Expenditures COA</b>		
Fund 20910 FY25-100%- Firefighter Recruitment Fund (Year 1)	3002 Fire Protection	51020 Salaries - Full-Time Positions
Fund 20910 FY25-100%- Firefighter Recruitment Fund (Year 1)	3002 Fire Protection	52999 Other Employee Benefits
<b>Transfer</b>		
Fund 20910 FY25-100%- Firefighter Recruitment Fund (Year 1)	0001 No Department	61100 Transfers In
Fund 20910 FY25-100%- Firefighter Recruitment Fund (Year 1)	0001 No Department	61200 Transfers Out
<b>Payables/Receivables</b>		
Fund 20910 FY25-100%- Firefighter Recruitment Fund (Year 1)	0001 No Department	21001 Payables
Fund 20910 FY25-100%- Firefighter Recruitment Fund (Year 1)	0001 No Department	12001 Receivables

*1<sup>st</sup>.. Appropriation is Bianca Quintana and she can be reached at 505-231-3052 or by email at bianca.quintana@dfa.nm.gov*

# Corrections Recruitment Fund – Year 1 – 100%

FUND	DEPARTMENT	OBJECT DESCRIPTION
<b>CORRECTIONS RECRUITMENT FUND (Year 1)-20110</b>		
<b>Revenue COA</b>		
Fund 20110 FY25-100% Corrections Recruitment Fund (Year 1)	0001 No Department	47310 State - Corrections Appropriations
<b>Expenditures COA</b>		
Fund 20110 FY25-100% Corrections Recruitment Fund (Year 1)	8004 Correction Recruitment	51020 Salaries - Full-Time Positions
Fund 20110 FY25-100% Corrections Recruitment Fund (Year 1)	8004 Correction Recruitment	52999 Other Employee Benefits
<b>Transfer</b>		
Fund 20110 FY25-100% Corrections Recruitment Fund (Year 1)	0001 No Department	61100 Transfers In
Fund 20110 FY25-100% Corrections Recruitment Fund (Year 1)	0001 No Department	61200 Transfers Out
<b>Payables/Receivables</b>		
Fund 20110 FY25-100% Corrections Recruitment Fund (Year 1)	0001 No Department	21001 Payables
Fund 20110 FY25-100% Corrections Recruitment Fund (Year 1)	0001 No Department	12001 Receivables

*1<sup>st</sup>.. Appropriation is Bianca Quintana and she can be reached at 505-231-3052 or by email at bianca.quintana@dfa.nm.gov*

## Adding reporting line items (2 options)

There are two ways to enter your report into LGBMS.

1. The first option involves selecting and adding each individual line item and entering the associated year-to-date value within LGBMS.
2. The second option involves downloading the report template, using your preferred spreadsheet software to add budget values, then uploading the completed report template into LGBMS.

Both options are described below.

### Option 1

- Adding Individual Reporting Items



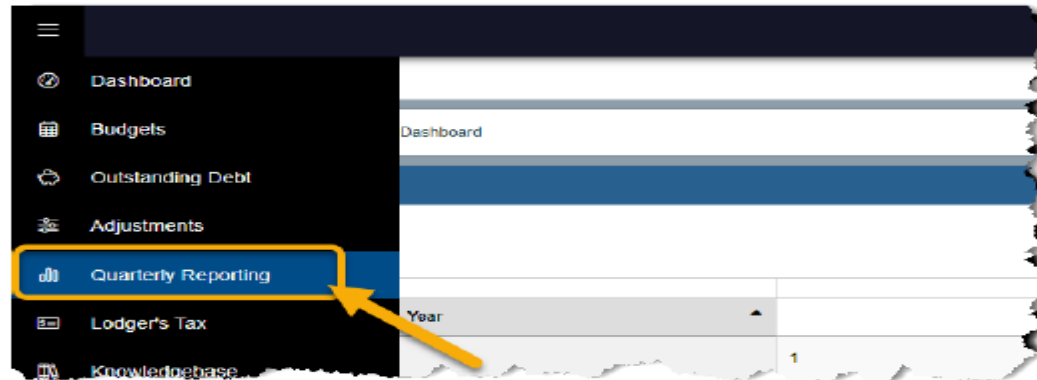
### Option 2

- Importing your reporting Items

## ADDING YOUR FINANCIAL REPORT

### Navigating to the reporting quarter

Click on MENU icon on the top left of the interface and select **QUARTERLY REPORTING**.



From the year selection, pick the year and corresponding quarter to which you want to navigate.

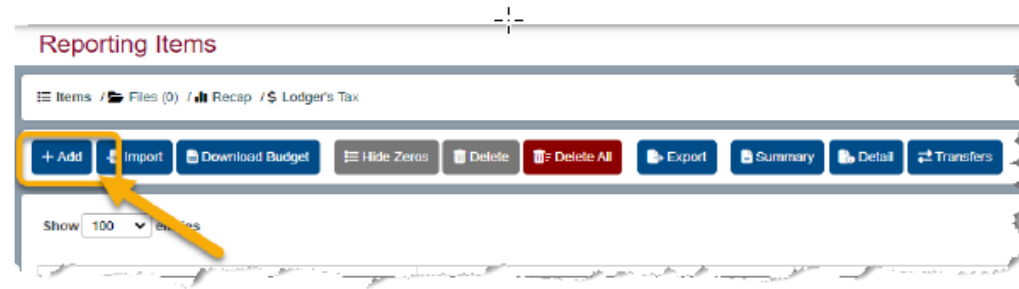


Click GO.

## Option 1: Adding individual reporting Items

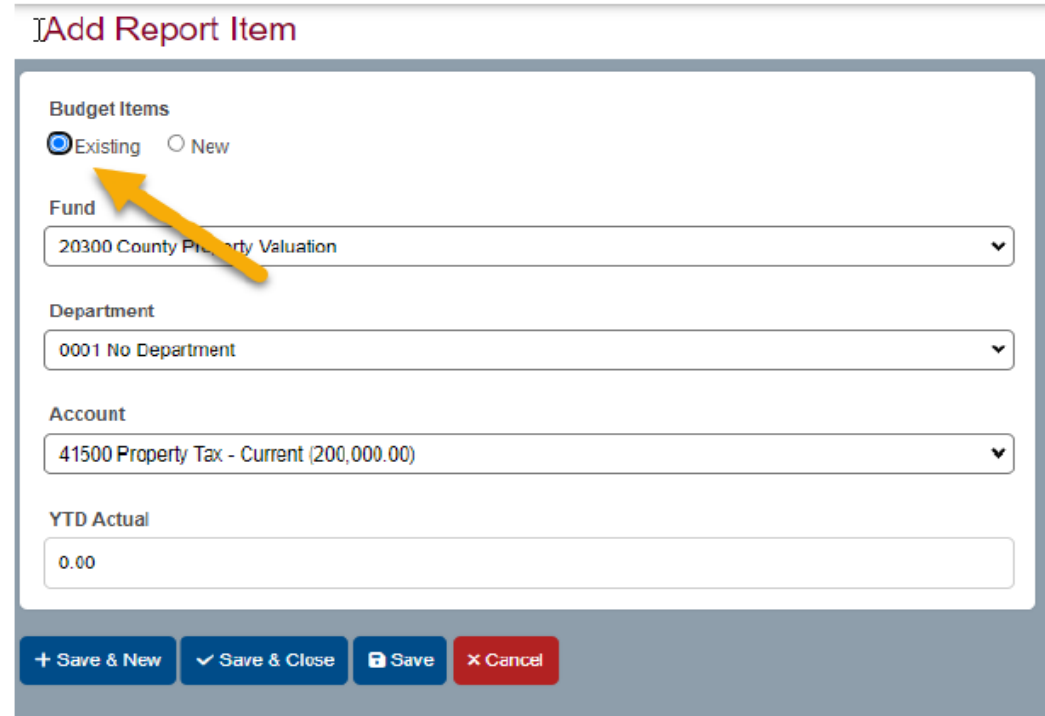
To add a reporting item, click the ADD button located on the button bar.

This will take you to the ADD REPORT ITEM page.



Adding an existing item:

If you are adding an existing item to your report, click the radio button next to EXISTING and select the appropriate fund, department, object code, and enter the year-to-date value.



The screenshot shows the 'Add Report Item' form. At the top, there is a title 'Add Report Item'. Below this is a section titled 'Budget Items' with two radio buttons: 'Existing' (selected) and 'New'. A yellow arrow points to the 'Existing' radio button. Below the radio buttons are four dropdown menus: 'Fund' (20300 County Property Valuation), 'Department' (0001 No Department), 'Account' (41500 Property Tax - Current (200,000.00)), and 'YTD Actual' (0.00). At the bottom of the form are four buttons: '+ Save & New', 'Save & Close', 'Save', and 'Cancel'.

Adding a **NEW** item:

If you are adding a new item to your report, click the radio button next to **NEW** and select the appropriate fund, department, object code, and enter the year-to-date value.

**Add Report Item**

Budget Items  
 Existing  New

Fund  
20300 County Property Valuation

Department  
0001 No Department

Account  
61200 Transfers Out (0.00)

YTD Actual  
0.00

+ Save & New   ✓ Save & Close   Save   Cancel

Click **SAVE & NEW** to save the reported value and reset the screen so you can add a new reporting item.

When you have added all your reporting items, click **SAVE & CLOSE** to return to the **MANAGE LINE ITEMS** page.

When you are ready to submit your budget, please review the instructions provided under **SUBMITTING YOUR REPORT**.

## Option 2: Importing your reporting items



### IMPORTANT:

Before you can import a budget, you must prepare a reporting import file.

To download the import template, click on the **DOWNLOAD BUDGET** button.

The CSV file that is downloaded will contain your existing budget items and current budget.





**INFORMATION:** CSV stands for “Comma Separated Values”. This is a very common file format to use for transferring tabular data between systems.

When you open the template in your spreadsheet software, you will see four columns. **ONLY** edit the VALUE column.

- Fund – do not modify
- Department – do not modify
- Account – do not modify
- Value – numbers only

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The ribbon includes options for 'Get & Transform Data', 'Queries & Connections', and 'Data Types'. The active cell is D14, containing the value 750. Below the ribbon, a table is displayed with the following data:

	Fund	Department	Account	Value	
1					
2	11000	General Operating Fund	0001 No Department	10101 Unrestricted Cash	2,189,155.00
3	11000	General Operating Fund	0001 No Department	10102 Restricted Cash	1,303,145.00
5	11000	General Operating Fund	0001 No Department	10104 State Required Reserve	270,968.00
7	11000	General Operating Fund	0001 No Department	41100 Franchise Tax	130,000.00
8	11000	General Operating Fund	0001 No Department	41250 Gross Receipts Tax - Municipal	980,000.00
9	11000	General Operating Fund	0001 No Department	41251 Gross Receipts Tax - Municipal	10,000.00
10	11000	General Operating Fund	0001 No Department	41258 Gross Receipts Tax - Municipal	750
11	11000	General Operating Fund	0001 No Department	41259 CMP - Compensating Tax	30,000.00
12	11000	General Operating Fund	0001 No Department	41260 ITG - Interstate Telecom Gross	300

Once you have completed your reporting import, save the file as a CSV file. This is the only file format the system will accept.

Click the **IMPORT** button on the **BUDGET ITEMS** page.

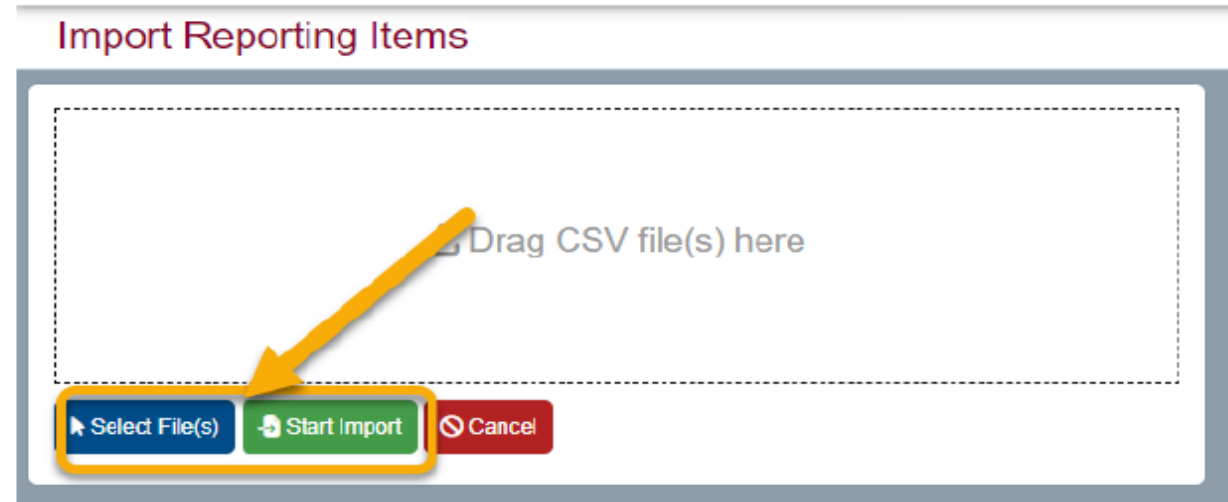


Click **SELECT CSV FILE(S)** on the Import Budget Items page and navigate to your file.

Click **OPEN** or double-click to add the file.

Another way to add the file is to drag and drop the file into the window.

Select **START IMPORT** to initiate the import.



View Import Log import\_log\_20230616061945.csv

▲ Import completed with errors. See log below

◀ Back to Items / ▶ Back to Import

Show 100 entries Search:

fund	department	account	value	result
11000 General Operating Fund	0001 No Department	10101 Unrestricted Cash	2327504	no change
11000 General Operating Fund	0001 No Department	10103 Investments	605.5	no change
11000 General Operating Fund	0001 No Department	10104 State Required Reserve	1525392.125	not found
11000 General Operating Fund	0001 No Department	10105 Locally Imposed Reserve	0	zero ignored
11000 General Operating Fund	0001 No Department	21001 Payables	0	zero ignored
11000 General Operating Fund	0001 No Department	41100 Franchise Tax	1100	no change
11000 General Operating Fund	0001 No Department	61200 Gross Payroll Tax - County Local Option General	250000	not found

When the import is successful, you will return to the budget items page and see a green notification.

To upload files, click the **FILES** link on the navigation bar.

If you have lodgers tax items in your budget, you will see a warning notification until those items are balanced and supporting documents are uploaded.

Reporting Items

Items / Files (0) / Recap / \$ Lodgers Tax

+ Add Import Download Budget Hide Zeros Delete Delete All Export Summary Detail Transfers

⚠ No lodgers tax files uploaded. Please upload your supporting lodgers tax documentation before submitting quarterly report.

Show 100 entries

Fund	Department	Account	Account
11000 General Operating Fund	0001 No Department	10101 Unrestricted Cash	Cash
11000 General Operating Fund	0001 No Department	10103 Investments	Invest
11000 General Operating Fund	0001 No Department	10104 State Required Reserve	Res

# MODIFYING REPORT LINE ITEMS

## Editing a reporting line item

To edit a reporting item, click the **ACTIONS** button of the line item you want to edit and select **EDIT**

The screenshot shows the 'Reporting Items' interface for FY2018. On the left, a table lists reporting items with columns for Fund, Department, and Account. The third row, '11000 General Operating Fund' with Department '0001 No Department' and Account '41100 Franchise Tax', is highlighted in yellow. An arrow points from this row to the right-hand side of the image, which shows a detailed view of the selected item. In this view, the 'YTD Actual' is 1,100.00, and an arrow points to the 'Edit' button in the 'Actions' column.

Fund	Department	Account
11000 General Operating Fund	0001 No Department	10101 Unrestricted Cash
11000 General Operating Fund	0001 No Department	21001 Payables
11000 General Operating Fund	0001 No Department	41100 Franchise Tax
11000 General Operating Fund	0001 No Department	41200 Gross Receipts Tax - County Local Odors
11000 General Operating Fund	0001 No Department	41214 Gross Receipts Tax - County Hotel Home

On the Edit Report Item page, you can modify the reporting value.

If necessary, the fund, department, and object code can be modified as well.

### Edit Report Item

The 'Edit Report Item' form contains the following fields and options:

- Budget Items:** Existing (selected) or New
- Fund:** 11000 General Operating Fund
- Department:** 0001 No Department
- Account:** 41100 Franchise Tax (2,200.00)
- YTD Actual:** 1,100.00 (indicated by a yellow arrow)

At the bottom, there are four buttons: '+ Save & New', '✓ Save & Close', 'Save', and '× Cancel'.

After you have edited your reporting item, click **SAVE & CLOSE** to return to the **MANAGE REPORTING ITEMS** page.

## Deleting a Report Line Item

To delete a specific report line item, click the box next to the line item for items you want to delete then click the **DELETE** button on the button bar.

Reporting Items: **FY2018 Q4 (entity)**

Items / Files (0) / Recap / Lodgers Tax

+ Add Import Download Budget Hide Zeros Delete Delete All Export Summary Detail Transfers

No lodgers tax files uploaded. Please upload your supporting lodgers tax documentation before submitting quarterly report.

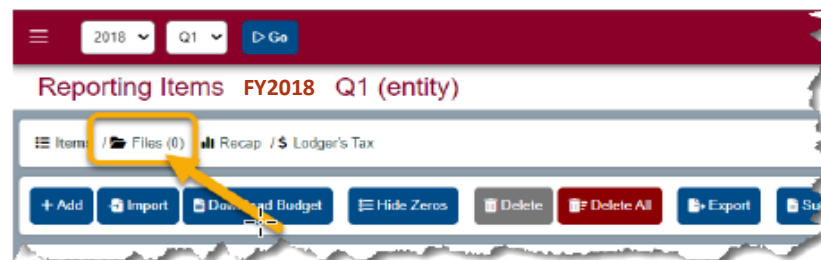
Show 100 entries

	Fund	Department	
<input type="checkbox"/>	11000 General Operating Fund	0001 No Department	10101 Unrestricted Cash
<input checked="" type="checkbox"/>	11000 General Operating Fund	0001 No Department	10103 Investments

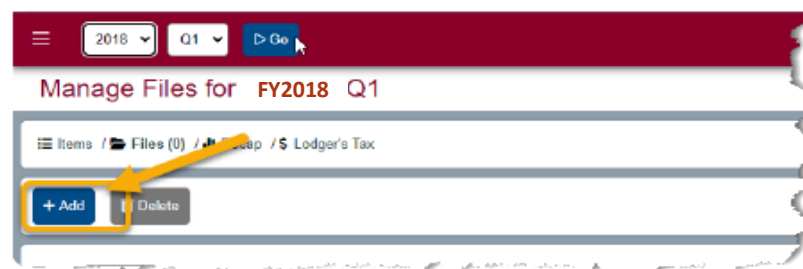
If you want to delete all budget line items, click the **DELETE ALL** button on the button bar. Note: Any reporting item that has a comment associated with will not be deleted.

## UPLOADING SUPPORTING DOCUMENTATION

To upload supporting documentation, click on the FILES link on the navigation bar.



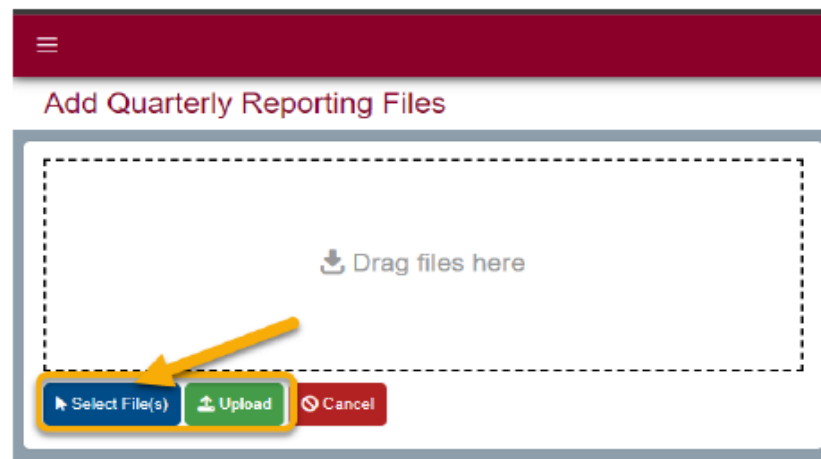
In the MANAGE FILES screen, click the ADD button.



Click **SELECT FILES** to browse for your files. You can add multiple files at one time.

You can also drag the files to the upload area.

Click **UPLOAD** to add the files.



## SUBMITTING YOUR REPORT

Once all your budget line items and amounts have been added, you can submit your budget for review to BFB by clicking the SUBMIT TO ANALYST button on the button bar.



You will be prompted to confirm the budget submission.

After submitting your financial report, you will be returned to the MANAGE REPORTING ITEMS screen.

### CONFIRM REPORTING SUBMISSION

Are you sure you are ready to submit your report?



Submitting will lock your report and notify your analyst that your financial reports is ready for review.

# Reporting Module (Validations)

---

When entering your financial report, LGBMS will validate the following:

- That a fund has a positive ending cash balance.
- That the budget authority has not been exceeded.
- That the grand total for all Transfers In equals the grand total of all Transfers Out.

Should your financial report not pass a validation, you will see a notification indicating which validation was not met, but you will still be able to submit your report. Your analyst will also see the notifications when reviewing your financial report.

To find any exception, go to the PDF recap page to check if your ending cash balances are not operating in the negative or the transfers are not out of balance. If you exceed budget authority a BAR is required prior to submitting your quarterly report to clear the exception message.

# FINANCIAL QUARTERLY REPORT ANALYSIS

**ENTITY:**

**Analyst**

**Date Received:**

**Date Checked:**

**Supervisor Review:**

**Date BC Review:**

**QUARTER:**

1<sup>st</sup>

2<sup>nd</sup>

3<sup>rd</sup>

4<sup>th</sup>

**Action Taken:**

<input type="checkbox"/>	None required
<input checked="" type="checkbox"/>	E-Mail (attach)
<input type="checkbox"/>	Letter (attach)
<input type="checkbox"/>	Conference Call/Site Visit

**KEY ISSUES/COMMENTS:**

Audit Opinion: Unmodified	Number of Audit Findings:	2022 Audit
Number of Material Weakness:	Number of Significant Deficiency:	Number of Repeat Findings:
Audit Review Letter sent to entity:	Date:	
Audit Acknowledgement submitted to DFA:	Date:	

Supervisor Review & BC Review is when it is reviewed and approved

This is the area we will list the status of the Annual Audit and # of findings if any; Acceptance Resolution and Corrective Action update responses to DFA or if your financial statements reconcile with LGBMS data on Q2 and Q4.

**ITEMS TO REVIEW:**

RECAP Page

Cash Balances	<input checked="" type="checkbox"/>	Verify Beginning Cash Balances agreed with approved budget
	<input checked="" type="checkbox"/>	Verify Lodgers Tax Report ( <i>supporting document</i> ) reconciles to LGMBS Data

**Comments :**

Beginning Cash Balances agreed with approved budget.
Lodgers Tax Report reconciles to LGMBS Data.

Verify Ending Cash Balances are NOT in deficit

Comments: Ending Cash Balances are NOT in deficit.

### Transfers

Verify Total Transfers net to zero.

Comments: Total Transfers net to zero.

Verify Transfers are within budget authority.

Comments: Transfers are within budget authority.

### Adjustments

Review Adjustment Supporting Schedule ties to recap totals.

Comments: Adjustment Supporting Schedule ties to recap totals.

### Investments

Review Investment Schedule ties to recap totals.

Comments: Investment Schedule ties to recap totals.

Verify investment activity(reduction or increase) and follow-up with entity.

Comments: Investment activity decreased.

## DETAILED Report

### Approved Budget

Verify Approved Budget figures are entered in correct column.

Comments: Approved Budget figures are entered in correct column.

### Approved Budget Adjustments

Verify Approved Budget Adjustments are entered in correct column.

Comments: Approved Budget Adjustments are entered in correct column.

### Percentages of Budget vs. Actuals

Verify percentage of Budget vs Actuals are within reason per qtr. (i.e. 25% for 1st quarter, 50% for 2nd quarter, etc.)

Comments: Percentage of Budget vs Actuals are within reason per qtr.

### Expenditures

Verify Expenditures are within budget authority.

Comments: Expenditures are within budget authority.

### Other General Fund Major Revenue Sources

Verify actuals are in line with budget

- Property Taxes (Current, delinquent, etc.)
- Small Cities Distribution
- Law Enforcement Protection Fund (LEPF)

**Comments:** Property Tax Current 122.93%;  
Small Cities 0.00%;  
LEPF 100.00%

### Percentage of Variance of Adjusted Budget vs. Actuals:

	Revenues	Expenditures	
<b>GENERAL FUND</b>	109.55%	85.18%	24.37%
<b>Recreation</b>	59.23%	102.07%	-42.84%
<b>American Rescue Plan Act</b>	99.80%	103.24%	-3.44%
<b>Other Special Revenue</b>	73.20%	101.45%	-28.25%
<b>Water Enterprise</b>	63.79%	92.68%	-28.89%
<b>Airport Enterprise</b>	127.11%	138.41%	-11.30%

**Comments:** *Expenditures exceeding revenue should be monitored closely to avoid cash balance depletion.*

### GRT & CANNABIS Analysis: Variance Entity Actuals/TRD( RP- 500)

- Customize RP-500 REPORT for variance comparisons

**Comments:** RP-500 GRT's \$6,687,905.86; Admin \$129,330.90; **CMP-500 GRT's** \$157,768.30; Admin \$3,155.94; **ITG-500 GRT's** \$405.87. **Cannabis Reportings 100.00%**. There is a \$539,533.10 difference between Q1| and RP500 Report. Entity is reporting less.

QUARTERLY  
REPORTING

SUPPORTING  
SCHEDULES  
REVIEW

*Schedules consist of:*

- Investment Schedule
- Adjustment Schedule

*All forms can be found on the DFA website at:*

*<https://www.nmdfa.state.nm.us/local-government/budget-finance-bureau/budget-forms/>*

**Supporting Schedules must RECONCILE with the Financial Report**



Entity:

PERIOD: 1st Qtr.

10/7/2020

### FINANCIAL REPORT ADJUSTMENT SCHEDULE

FUND	TOTAL Adjustment AMOUNT	Detailed adjustment	Explanation* Must be filled out
GENERAL FUND - Operating (GF)	..		
		20,000.00	Transferred from Savings 2
		(320.96)	Interest Paid into Investments- Payable
		0.01	General Ledger Adjustment
ENVIRONMENTAL GRT			
EMS		0.35	EMS Ledger Adjustment
ENHANCED 911			
FIRE PROTECTION FUND		0.53	Fire Ledger Adjustment
LEPF			
LODGERS' TAX			
MUNICIPAL STREET			
RECREATION			
SENIOR CITIZEN			
DWI PROGRAM			
OTHER			
CAPITAL PROJECT FUNDS			
G. O. BONDS			
REVENUE BONDS			
DEBT SERVICE OTHER			
ENTERPRISE FUNDS			
Water Fund		(223.02)	Interest Paid into Investments- Payable
		0.33	Water Ledger Adjustment
Solid Waste		0.24	Solid Waste Ledger Adjustment
Waste Water			
Ambulance		(0.35)	Ambulance Ledger Adjustment
Opera & Maint BNSF			
Restricted Landfill			
Fire Enterprise		(148.87)	Interest Paid into Investments-Payable
		0.23	Fire Enterprise Ledger Adjustment
TRUST AND AGENCY FUNDS	0		
<b>TOTAL</b>		<b>19,308.49</b>	

\$20,000  
 -320.96 Interest  
 +.01  
**= \$19,679.05**





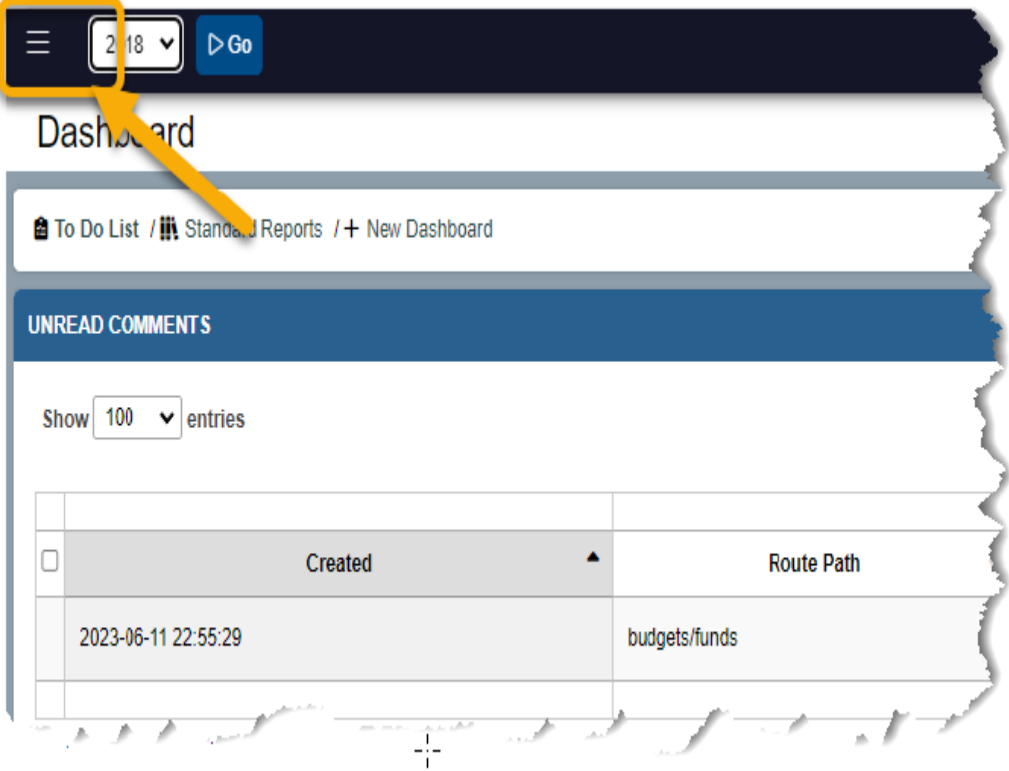
# BUDGET ADJUSTMENT REQUESTS

There are two types of budget adjustment requests (BARs):

1. A local or maintenance budget adjustment request is a budget transfer between expenditure line items within the same fund that **does not** increase or decrease the total expenditure budget for that fund. This kind of adjustment does not require DFA's approval and is automatically approved if it is balanced. However, you must follow your internal policy and procedures
2. A State budget adjustment request requires DFA's approval. There are several types of adjustment requests that fall within this category:
  - ***Adding a new fund to your quarterly report or approved budget***
  - ***Modifications to existing line items that affect the approved budget amount by increasing or decreasing the expenditures or revenues***
  - ***Transfers between funds***

# CREATING A NEW BUDGET ADJUSTMENT REQUEST

After you log into the system, click on MENU icon on the top left of the interface



The screenshot shows the top navigation bar with a dark blue background. On the left, there is a white menu icon (three horizontal lines) enclosed in a yellow box. To its right is a dropdown menu showing the year '2018' and a 'Go' button. Below the navigation bar, the page title 'Dashboard' is visible. A breadcrumb trail reads 'To Do List / Standards Reports / + New Dashboard'. A blue header section contains the text 'UNREAD COMMENTS'. Below this, there is a 'Show 100 entries' filter. A table with two columns, 'Created' and 'Route Path', is displayed. The first row of data shows the date '2023-06-11 22:55:29' and the path 'budgets/funds'.

Select ADJUSTMENTS from the menu.



The screenshot shows the same dashboard interface as above, but with the 'Adjustments' menu item highlighted in a yellow box. The dropdown menu is open, showing the following items: 'Dashboard', 'Budgets', 'Outstanding Debt', 'Adjustments', 'Quarterly Reporting', 'Lodger's Tax', and 'Knowledgebase'. The 'Adjustments' item is the fourth option in the list. The background table from the previous screenshot is partially visible, showing the 'Route Path' and 'Route ID' columns with values 'budgets/recap' and '130' respectively.

# CREATING A BUDGET ADJUSTMENT REQUEST (BAR)

On the **MANAGE ADJUSTMENTS** screen, click **ADD** to create the new budget adjustment request container.

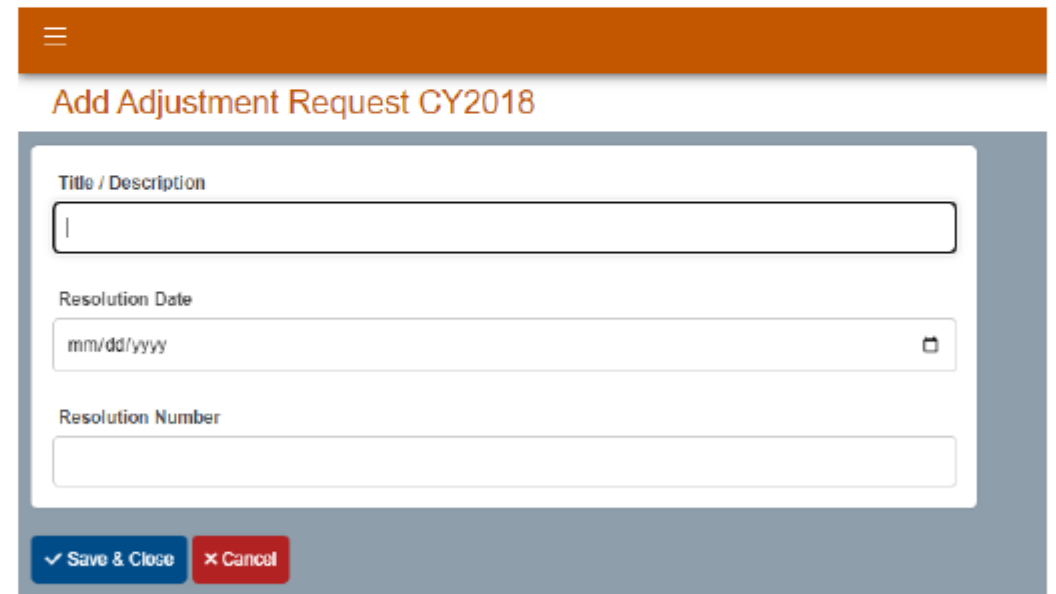


Enter a **TITLE**/brief description of the adjustment request (required), select the resolution **DATE** (if applicable) and enter the resolution **NUMBER** (if applicable).

Click **SAVE & CLOSE**.

Your budget request is then listed on the manage adjustments screen.

After creating the budget adjustment request, you will need to add the individual adjustment line items.



Option #1 Manually

To import an adjustments CSV file, click the IMPORT button.

The screenshot shows the LGBMS web interface. At the top right, the text 'LGBMS' is displayed. Below the header, the page title is 'Manage Line Items for Import BAR for March 2018'. A breadcrumb trail reads 'Budgets > Adjustments > Items / Files'. Below the breadcrumb, there are four buttons: '+ Add', '+ Transfer', 'Import', and 'Delete'. The 'Import' button is highlighted with a yellow arrow. Below the buttons, a blue message box states 'There are no items to display.'

Fund	Department	Object Code	Value
11000 General Operating Fund	1001 Governing Body	57999 Other Operating Costs	-10,000.00
11000 General Operating Fund	1001 Governing Body	57090 Printing/Publishing/Advertising	10,000.00
11000 General Operating Fund	2004 Finance/Budget/Accounting	53030 Travel - Employees	1,000.00
11000 General Operating Fund	2006 Operations & Maintenance	53030 Travel - Employees	-1,000.00
11000 General Operating Fund	2006 Operations & Maintenance	51020 Salaries - Full-Time Positions	-5,000.00
21800 Intergovernmental Grants	2002 General Administration	51050 Salaries - Temporary Positions	5,000.00
11000 General Operating Fund	0001 No Department	61200 Transfers Out	-5,000.00
21800 Intergovernmental Grants	0001 No Department	61100 Transfers In	5,000.00

## Option #2 Importing A CSV file

# ADDING new or existing BUDGET ADJUSTMENT LINE ITEMS

To add individual adjustment line items, click the ACTIONS button of the appropriate budget adjustment request container and select ITEMS.

The screenshot shows the 'Manage Adjustments CY2018' interface. The left pane displays a list of budget adjustments with columns for Code and Title. The right pane shows a detailed view of a selected item, including a table with columns for Type, Status, Created, and Actions. A yellow arrow points to the 'Items' button in the Actions menu of the detailed view.

Code	Title
CY2018-KIP-12701	test farm
CY2018-KIP-8917	Duplication test
CY2018-KIP-8182	Example BAR
CY2018-KIP-8181	farm test 2
CY2018-KIP-5693	VENDOR TESTING
CY2018-KIP-2088	Required reserve test production

Type	Status	Created	Actions
local	approved	2023-01-31 10:06:41	Actions
local	approved	2021-07-29 18:27:06	Actions
state	entity	2021-05-06 13:34:21	Actions
local	approved	2021-05-06 13:33:23	Actions
state	analyt	2020-05-08 09:55:48	Actions
state	approved	2019-02-06 00:53:52	Actions

## Adjusting an existing account

To add an adjustment line item, click the ADD button.

The screenshot shows the 'Adjustments / Items / Files (0)' interface. The 'Add' button is highlighted with a yellow box and a yellow arrow. The interface includes a toolbar with buttons for Add, Import, Transfer, Delete, Delete All, Export, and BAR. Below the toolbar is a table with columns for Fund, Department, Account, Type, and Original Budget.

Fund	Department	Account	Type	Original Budget
				0.00

# ADDING BUDGET ADJUSTMENT LINE ITEMS

Since you are adjusting an existing item, make sure the radio button next to **EXISTING** is checked.

Next, select the fund, department, and object code of the account you want to adjust.

Enter the adjustment amount. If the adjustment is a decrease, enter a negative value.

## Add Adjustment Item for Example BAR

Budget Items

Existing  New

Fund  
11000 General Operating Fund

Department  
0001 No Department

Object Code  
41200 Gross Receipts Tax - County Local Option General (500,000.00)

Adjustment Amount (use - sign for decrease)  
5000

+ Save & New ✓ Save & Close 🗑 Save ✖ Cancel

Manage Line Items for Example BAR (entity)

✓ Adjustment Item created

Adjustments | Items | Files

1

2

Documentation required for State BAR

Search

Fund	Department	Account	Type	Original Budget	Pre-quoted Budget	Adjustment	Adjusted Budget	Status	Commitment	Drawn	Action
11000 General Operating Fund	0001 No Department	41200 Gross Receipts Tax - County Local Option General	Revenue	500,000	500,000	5,000	505,000	WIP	0	0	Action
				500,000.00	500,000.00	5,000.00	505,000.00				

Showing 1 of 1 entries

# Adjustment Module (Validations)

When entering your adjustment, LGBMS will check for the following:

- If the adjustment will result a fund to have a negative amount under the “Adjusted Balance”.
- If the adjustment will result in the line items 61100 Transfers “In” and 61200 Transfers “Out” to be out of balance.

Should your budget not pass a validation, the following will occur:

- If the adjustment will result in a negative adjustment balance, you will not be able to submit your adjustment. You will be required to correct the issue before submitting.
- If the adjustment will result in the Transfers In and Transfers Out amounts to not match, you will not be able to submit your adjustments. You will be required to correct the issue before submitting.

# Reference To User Guide

User Guide Link

[https://youtube.com/playlist?list=PL9zQ343fcksE-RGeHlzDUa5DTcxaPhuIX&si=-c0Boh304xJyv\\_NM](https://youtube.com/playlist?list=PL9zQ343fcksE-RGeHlzDUa5DTcxaPhuIX&si=-c0Boh304xJyv_NM)

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