

DFA
LOCAL GOVERNMENT DIVISION
BUDGET & FINANCE

BUDGETS
FOR
SPECIAL DISTRICTS

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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 (SPECIAL DISTRICTS) 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.

BUDGETING FOR SPECIAL DISTRICTS





(NMSA) 1978

*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



SPECIAL DISTRICTS RESPONSIBILITIES

Submit Statutorily Required Budget “One Budget Two Stages”

- Interim Budget-Forecast of revenue, expenditures and ending beginning cash.
- Final Budget (Q4 ending cash balance = Beginning cash for new budget)

Budget adjustment Requests (State BARs)

- State BAR-Changes to the Fund increase or decreasing revenue and expenditures
- Transfers between Funds

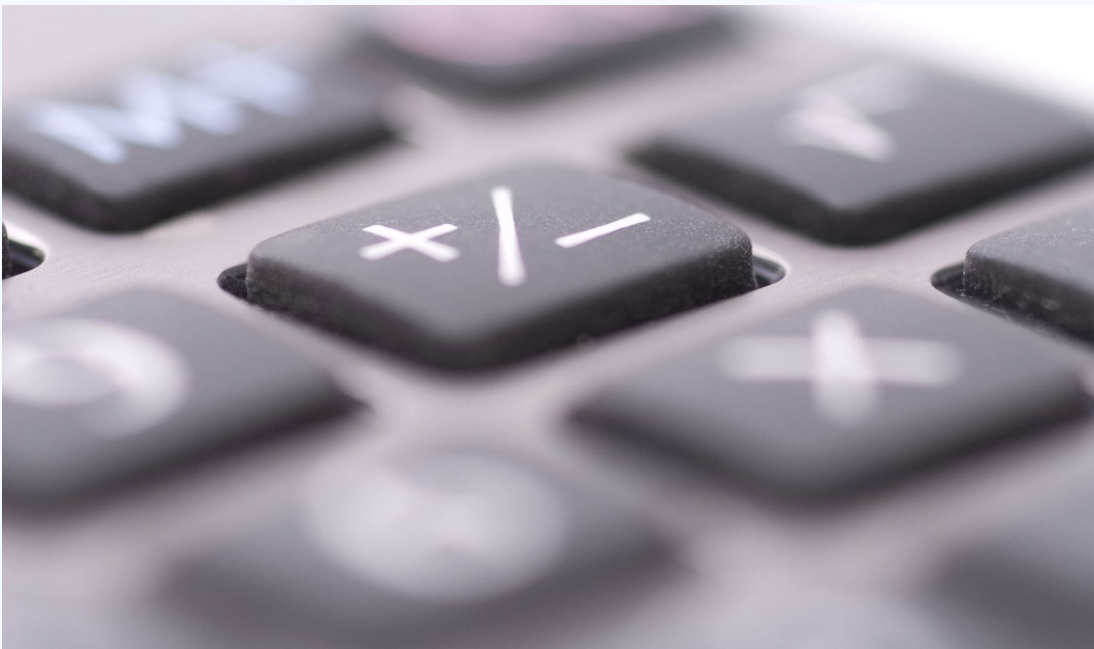
Quarterly Finance Reports

- Year-to-date financial activity (actuals)-1st, 2nd, 3rd and 4th Quarters-ensure the local government is operating with a balance budget
- Ending cash balances reconciled to bank statements prior to submitting quarterly reports. On the 2nd and 4th quarter reports require copies of your financial statements (analyst verifies the data)

OPERATE WITHIN APPROVED BUDGET “Authority”



WHAT IS A BUDGET?



- 1.** A written financial plan for a specific period.
- 2.** To project future revenues and expenditures.
- 3.** To allocate resources to achieve goals and objectives.

REQUIREMENTS FOR FINAL BUDGET SUBMISSION

1. Fourth Quarter Year to Date Report.
2. Financial statements Supporting 4th Quarter Ending Cash.
3. Final Budget must have the same Beginning cash as Ending cash for Fourth QTR YTD Report.
4. Fourth quarter & Final Budget Approving resolution signed by the board.
5. Supporting Schedules (Insurance, salaries, bonds, if you have any)

➤ **Calendar Year Budget and 4th Quarter reports are Due December 31st**

➤ **Fiscal Year Budgets and 4th Quarter reports are due June 1st**



BUDGET GOALS

Strategic management promotes efficient use of public funds.

Sets priorities of elected officials, administrators and citizens.

Revenue responsibility establishes a plan to raise revenues.

Expenditure control to prevent waste and illegal uses.

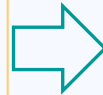
Planning for better program implementation and forecasting.



BUDGET PROCESS

PREPARATION

- Historical Data & Current Conditions
- Formulate Goals & Policies
- Elected Officials & Objectives
- Projected Revenues & Expenditures to include:



FORECAST

1. Revenues
2. Operating Expenses
3. Capital Outlay
4. Debt Service



FINAL APPROVAL

Prepare to meet with your Governing Body and provide them with Resolution(s).
Open Meetings Act requires one Budget meeting for the community's input.

-Interim / Final Budget

-Adjustments, if necessary, after final budget has been approved

4th Qtr Ending Cash must be Final Budget Beginning Cash



BUDGET DUE DATES AND DEADLINES



CY- January 1st through December 31st
FY- July 1st through June 30th

FINAL APPROVED BUDGET

The approved budget on file with Department of Finance (DFA) is the official budget to the tax officials of the state of New Mexico.





GENERAL FUND

- Property Taxes
- Gross Receipt Taxes
- Charges, fees, and other miscellaneous fees
- Interest on investments
- State Shared Taxes
- Intergovernmental Grants (May also be under a separate Special Revenue Fund)

Governmental Funds

General Fund Revenue examples:

- 11000 General Operating Fund-0001 No Department -10101 Unrestricted Cash
- 11000 General Operating Fund-0001 No Department -10103 Investments
- 11000 General Operating Fund-0001 No Department -44220 Water Use Fees
- 11000 General Operating Fund-0001 No Department-44230 Utility Service Fees
- 11000 General Operating Fund-0001 No Department-44240 Utility Connection Fees
- 11000 General Operating Fund-0001 No Department -44250 Utility Re-Connection Fees
- 11000 General Operating Fund-0001 No Department-44990 Other Charges for Services

General Fund Expenditure examples:

- 11000 General Operating Fund-2002 General Administration-51020 Salaries - Full-Time
- 11000 General Operating Fund-2002 General Administration-51900 Salaries - Other Wages
- 11000 General Operating Fund-2002 General Administration-54010 Maintenance & Repairs - Building/Structure
- 11000 General Operating Fund-2002 General Administration-55010 Contract - Audit





DEBT SERVICE FUND

- General Obligation (GO) Bond Debt Service
- Revenue Bond Debt Service
- Other Loan Debt Service

DEBT SERVICE/LOANS



Debt Service Revenue Fund Examples:

40100 General Obligation Bond Debt Service-0001 No Department Needed- 10101 Unrestricted Cash

40200 GRT Revenue Bond Debt Service- 0001 No Department Needed -10102 Restricted Cash

Debt Service Expenditure:

59050 Commitments and Other Fees-40100 General Obligation Bond Debt Service

40400 NMFA Loan Debt Service-2004 Finance/Budget/Accounting-59010 Debt Service – Principal Payments

40400 NMFA Loan Debt Service-2004 Finance/Budget/Accounting-59020 Debt Service - Interest Payments

CAPITAL PROJECTS FUND

- General Obligation (GO) Bond proceeds to be used for purposes approved by the voters.
- Revenue Bond proceeds.
- Charges, fees and other miscellaneous fees.
- Community Development Block Grants (CDBG).
- Special State Appropriations



Capital Projects

Capital Projects Funds-Revenue examples:

- 30100 Bond Proceeds Project-0001 No Department Needed-10101 Unrestricted Cash
- 30300 State Legislative Appropriation Project-0001 No Department Needed-10101 Unrestricted Cash
- 30600 NMFA Project-0001 No Department Needed-10101 Unrestricted Cash

Capital Projects Funds-Expenditures examples:

- ⚡ 30100 Bond Proceeds Project-2002 General Administration-58010 Buildings & Structures
- 30300 State Legislative Appropriation Project-2002 General Administration-58050 Land Acquisition
- 30600 NMFA Project-2002 General Administration-58999 Other Capital Purchases



A FINAL BUDGET CANNOT OPERATE WITH A NEGATIVE ENDING CASH 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.**

Operations		
	Cash received from clients	\$55,000
	Cash payments to vendors / suppliers	(\$40,000)
Investing		
	cash received from sale proceeds	\$45,000
	Additions to property/plant/equipment	(\$90,000)
Financing		
	loan payment	(\$50,000)
	Net Cash Flow	(\$80,000)



BUDGET MODULE:

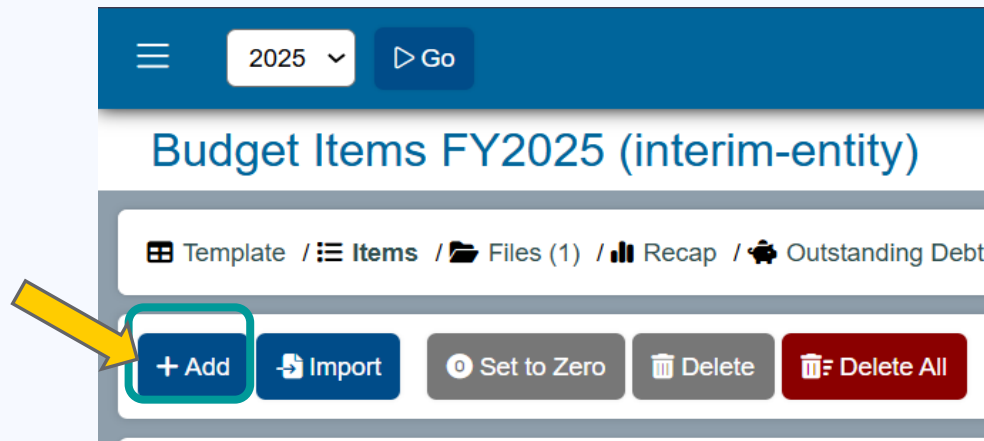
This is where you will enter/upload your Interim Budget that will eventually become your Final Budget.

The screenshot shows a dark blue navigation bar at the top. On the left, there is a hamburger menu icon, a dropdown menu showing '2024', and a 'Go' button. In the center, the text 'LGBMS' is displayed. On the right, there is a help icon (question mark) and a user profile icon with the email address 'TheresaD.Perraglio@dfa.nm.gov'. Below the navigation bar, a light yellow banner contains the text 'Budget Items FY2024 (interim-entity)'.

EXAMPLE OF MANUALLY ADDING A BUDGET ITEM

Option #1

This will take you to add Budget item page



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

The screenshot shows the 'Add Budget Item for FY2025' form. The form has a title bar 'Add Budget Item for FY2025'. It contains several fields: 'Fund' (11000 General Operating Fund), 'Department' (0001 No Department), 'Object Code' (10101 Unrestricted Cash), and 'Amount' (0.00). A yellow arrow points to the Fund dropdown menu. At the bottom, there are buttons for '+ Save & New', 'Save & Close', 'Save', and 'Cancel'.

Uploading your Budget as a CSV File

Option #2

Budget Items FY2025 (interim-entity)

Template / Items / Files (1) / Recap / Outstanding Debt

+ Add Import Set to Zero Delete Delete All Export

Click on Import

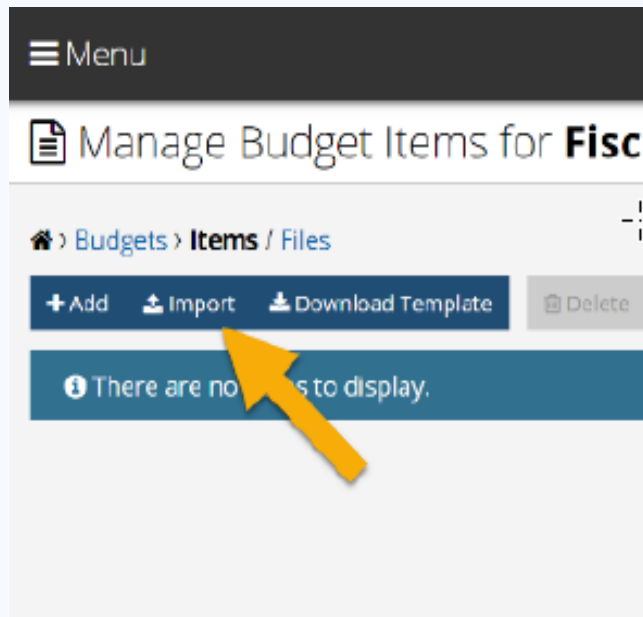
Import Budget Items FY2025

Click on Select File
Next, click on start import

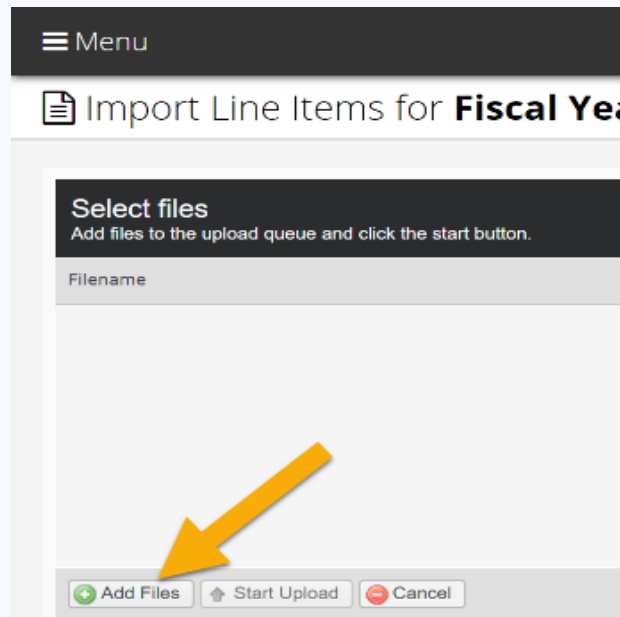
Select CSV File(s) Start Import Cancel

Fund	Department	Object Code	Value
11000 General Operating Fund	0001 No Department	10101 Unrestricted Cash	
11000 General Operating Fund	0001 No Department	10102 Restricted Cash	
11000 General Operating Fund	0001 No Department	41500 Property Tax - Current	
11000 General Operating Fund	0001 No Department	41510 Property Tax - Prior Year	
11000 General Operating Fund	0001 No Department	41520 Property Tax - Penalty & Interest	
11000 General Operating Fund	0001 No Department	41530 Property Tax - Special Assessments	
11000 General Operating Fund	0001 No Department	42100 Oil & Gas Ad Valorem - Production	

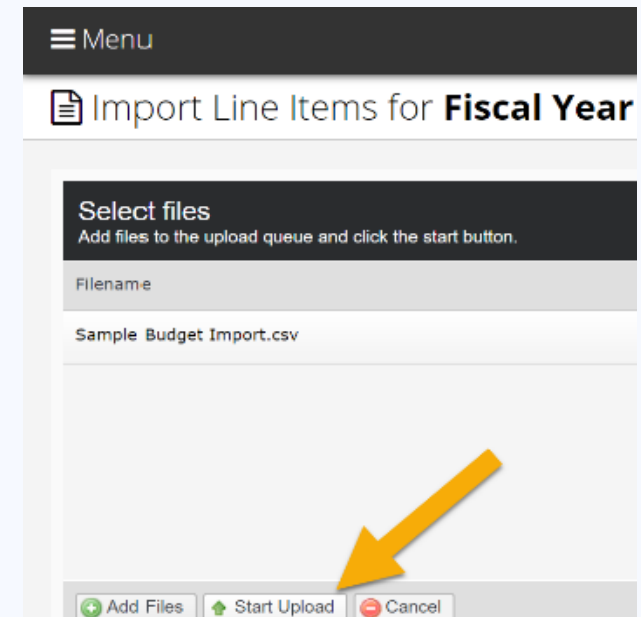
IMPORTING CSV FILE



CLICK IMPORT



CLICK ADD FILES



CLICK ON START UPLOAD

EDITING A LINE ITEM

*The delete buttons will delete the selected file or will delete all if several are selected

The screenshot shows the LGBMS interface for managing budget items. The page title is "Manage Budget Items for Fiscal Year 2018 (interim-entity)". The breadcrumb trail is "Budgets > Items / Files". The toolbar includes buttons for "Add", "Import", "Download Template", "Delete", "Delete All", "Export", and "Recap". A "Submit to Analyst" button is also present. The table displays budget items with columns for Fund, Department, Object Code, Status, Unread, and Actions. The first row is highlighted in yellow, and its "Actions" dropdown menu is open, showing "Edit" and "Comments" options.

	Fund	Department	Object Code	Status	Unread	Actions
<input type="checkbox"/>	11000 General Operating Fund	0001 No Department	10101 Unrestricted Cash	entity	0	Actions ▾ Edit Comments
<input type="checkbox"/>	11000 General Operating Fund	0001 No Department	10103 Investments			
<input type="checkbox"/>	11000 General Operating Fund	0001 No Department	10104 State Required Reserve	entity	0	Actions ▾
<input type="checkbox"/>	11000 General Operating Fund	0001 No Department	41100 Franchise Tax	entity	0	Actions ▾
<input type="checkbox"/>	11000 General Operating Fund	0001 No Department	41200 Gross Receipts Tax - County Local Option General	entity	0	Actions ▾



- ✦ *Easy to use*
- ✦ *Online system available 24/7*
- ✦ *Date/Time stamp of when data is submitted*
- ✦ *Accountability (all actions are tracked)*
- ✦ *Eliminate common errors prior to submission*

LGBMS

Local Government Budget Management System

WHY DO SPECIAL DISTRICTS NEED TO REPORT?

ACCOUNTABILITY AND
TRANSPARENCY

COMPARES ACTUAL YEAR-TO DATE
(YTD) BALANCES TO BUDGET
AUTHORITY

MAINTAIN COMPLIANCE WITH LAWS

PROVIDES INFORMATION FOR
DECISION MAKERS



ADDITIONAL REQUIREMENTS

Reports Require
signature/date

This is certifying
information is true and
accurate

1st, 2nd, & 3rd quarter
reports should be
reporting to governing
body and should be
included in minutes

Adjustment Worksheet
for Receivables /
Payables



Reporting **REQUIREMENTS**
for
Special Districts





Why is Reporting Important?

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.

APPROVED BUDGET AND QUARTERLY REPORTS ON FILE WITH BFB IS THE OFFICIAL BUDGET TO THE TAX OFFICIALS OF THE STATE OF NEW MEXICO.

Submitting Quarterly's, Interims, Finals and Bars in LGBMS

When submitting a financial report such as a quarterly report, an interim and final budget, or a Budget Adjustment Request (BAR) in LGBMS you will be prompted to submit supporting documentation. This updated function will eliminate any errors of not having a complete Budget packet for approval.

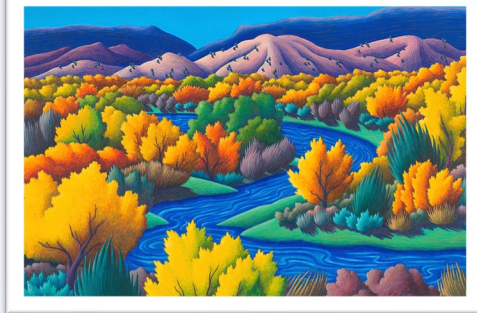
Examples of acceptable financial supporting documents:

- Profit & Loss
- Balance Sheet
- Bank Statements



** Also, please carefully label all attachments. When resubmitting documents please resubmit with corrected Document to avoid further confusion.*

Know your Reporting Cycle



Fiscal Year Cycle:

1st Quarter

July - September
Due by: October 31st

2nd Quarter

Oct. – Dec.
Due by: Jan. 31st

3rd Quarter

January - March
Due by: April 30th

4th Quarter

April - June
Due by: July 31st

Calendar Year Cycle:

1st Quarter

January - March
Due by: April 30th

2nd Quarter

April - June
Due by: July 31st

3rd Quarter

July – September
Due by: October 31st

4th Quarter

October – December
Due by: January 31st

Special District's Budget Process

Submit Statutorily Required Budget Documents

One annual budget in two stages:

- Interim Budget
- Final Budget (Q4 cash of year just ended = Beginning cash for new year)

Budget Adjustment Requests (State BARs)

- Changes to the Fund Level-State BAR- Requires DFA's Approval.
- Transfers Between Funds amount does not change the over all fund-Local/maintain BAR

Quarterly Financial Reports

- Year-to-date financial activity (actuals) in cents
- Ending cash balances reconciled to bank statements
- Financial statements required to be submitted with Q2 and Q4



LGBMS MODULES

- **1. Budget Module** is where you will enter/upload your Interim Budget that will eventually become your Final Budget.



- **2. Adjustment Module** is where you will enter/upload your Local BARs (no change to overall fund) and State BARs (changes to overall fund).



- **3. Reporting Module** is where you will enter/upload your quarterly year-to-date actuals. Look at top of screen to see the module you are in!





REPORTS AVAILABLE IN ALL 3 MODULES

Recap

- Big Picture
- Cash, Revenues, Transfers, Expenditures, (Adjustments to cash - quarterly only)
- Fund Level Balances

Detail

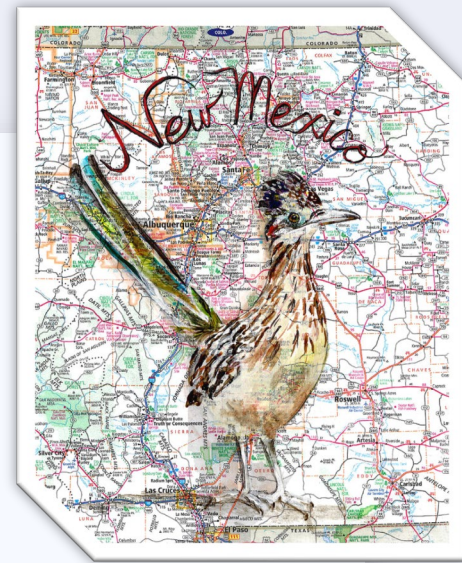
- Data as reported
- Sorted by Fund & Department
- Detail by Object Code
- (Property Tax, Gross Receipts Tax, Franchise Tax, etc.)

Summary

- Data as reported
- Sorted by Fund & Department
- Detail by Object Code Categories

Transfers

- Data as reported
- Sorted by Fund & Department
- Detail by "transfer" Object Codes – Transfers In and Transfers Out





Budget Module

The Budget Module is where you will enter your interim and see your final approved budget. When you are submitting your budgets, you will enter your lines in this module.

LGBMS

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

Manual Process
adding each fund or
adding new fund.

Adjustment Module

BAR's

There are 2 types of BAR's:

State Bars Require a signed resolution from your governing board

Local BAR – Are transfers within a fund, that does not change the over all amount of the fund. Example: moving expenditures from the general fund from supplies to salaries by \$100.00- the over all amount did not change. This adjustment does *NOT* require approval from DFA. **However, you must follow your internal policy and procedures.**

State BAR – Increase expenditures and revenues, transfer revenue or expenditures from one fund to another. This adjustment does require approval from DFA and an **approved governing body resolution.**



Payables and Receivables

Receivables and Payables only pertain to your Financial Reports.

Example when to use payables and receivables:

- *Deposit in transit*
- *Outstanding checks*
- *Transfer investments to cash*

Supporting Documents Required

- Signed Resolutions
- Adjustment Schedule when using payables or receivables
- Investment schedule if you your reporting investments.

WHAT'S THE ROLE THAT A BUDGET ADJUSTMENT RESOLUTION PLAYS IN YOUR REPORT?

- **Most Common Reporting Questions:**

- How do I report adjustments to cash balance?
 - Use **12001 Receivables** to report **positive adjustments** to cash
 - Use **21001 Payables** to report **negative adjustments** to cash
 - Remember to report the detail of all cash adjustments on the **Adjustments Schedule** and then attach under “files” menu

Financial Adjustment Schedule can be found at the following link:

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



Receivables and Payables
Only pertain to quarterly
reports

Reporting Module

Quarterly Reports For FY:

1st Quarter – Due every
October 31st

2nd Quarter – Due every
January 31st

3rd Quarter – Due every April
30th

4th Quarter – Due July 31st



Quarterly Reports For CY:

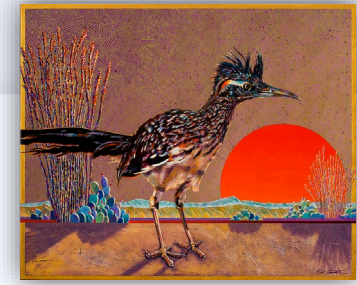
1st Quarter – Due every April
30th

2nd Quarter – Due every July
31st

3rd Quarter – Due every
October 31st

4th Quarter – Due January 31st

2nd Quarter & 4th Quarter Reports will need to be accompanied by your financial statements



Reporting Module Tip

1. **Manually enter** YTD actuals to existing budget lines one at a time
2. **Use My templet** to download your existing budget - you will zero out the value/amount on the last column. Then enter all the Year-to-date actual amounts to include cents. Do not use the \$ symbol, enter just the dollar amount with the cents- example: 250.00

-Importing a file:

First, select "import" search for your Comma, Separated, Value (CSV) spreadsheet where you have you entered all your YTD actuals amounts. If you need to add a new line item, it is recommended you add this manually prior to downloading your budget templet.

- DO NOT delete any rows and leave the amount blank
- Two options 1) "Drag" the spread sheet to the import box or select the "add files" tab at the bottom of the upload box, this will take you to your desktop to search for the file to upload. Make sure your file is a "CSV" file.
- Lastly, click on the **"Start Upload" button**



Step #1

Menu

Manage Reporting Items for **FY2018 Q1**

Budgets > Reports > Items / Files

+ Add Load Items My Budget Import

There are no items to display.

Import Budget when you want to import your completed CSV spread sheet

Step #2

Menu LGBMS

Import Line Items for **FY18 Q1**

Select files
Add files to the upload queue and click the start button.

Filename

Drag Files here

Add Files Start Upload Cancel

Example of importing your CSV spreadsheet

Step #3

Menu LGBMS

Add Files for **FY2018 Q1**

Select files
Add files to the upload queue and click the start button.

Filename

Sample County Investment Statem...

Click on Start Upload

Add Files Start Upload Cancel

First, download a copy of your reporting template, click MY BUDGET on the menu bar.

Menu

Manage Reporting Items for **FY2018 Q1**

Budgets > Reports > Items / Files

+ Add Load Items My Budget Import

There are no items to display.

When using your budget temple and zeroing out the value/amount

template - Excel

File Home Insert Draw Page Layout Formulas Data Review View Tell me what you want to do

Clipboard Font Alignment Number Styles Cells

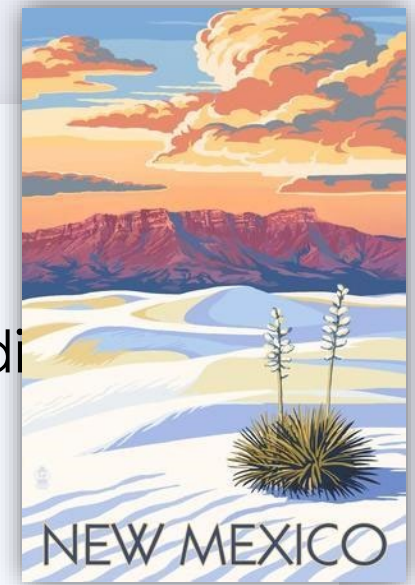
A6 11000 General Operating Fund

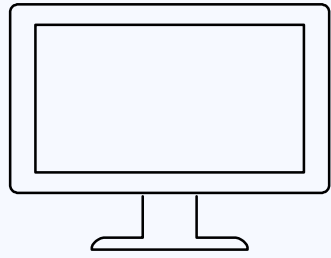
	A	B	C	Value
1	Fund	Department	Object Code	
2	11000 General Operating Fund	0001 No Department	10101 Unrestricted Cash	
3	11000 General Operating Fund	0001 No Department	10102 Restricted Cash	
4	11000 General Operating Fund	0001 No Department	41500 Property Tax - Current	
5	11000 General Operating Fund	0001 No Department	41510 Property Tax - Prior Year	
6	11000 General Operating Fund	0001 No Department	41520 Property Tax - Penalty & Interest	
7	11000 General Operating Fund	0001 No Department	41530 Property Tax - Special Assessments	
8	11000 General Operating Fund	0001 No Department	42100 Oil & Gas Ad Valorem - Production	

Your budget templets, Zero out the value/amount

Importance of Independent Audits

- Annual Financial Audits (Section, 12-6-5; NMSA; 1978):
 - Statutory Requirement Concerning Non-Compliance
 - Independent audit review to determine financial condition
 - Improve internal operations
 - Submit to Office of the State Auditor
- Corrective action plan-understand your findings!
 - Corrective Action follow-up letter.
 - Requiring a copy of the Governing Body Acknowledgement of Audit presentation
 - Detail explanation of the status of the corrective action plan. Have they been remedied as indicated in the corrective action? If not, anticipated date when it will be corrected.
 - Order 2013-006 (EO6) which is required for state capital outlay projects or state appropriations. **See E0-6 presentation on Wednesday, November 15th, 3:00 to 4:00 pm.**



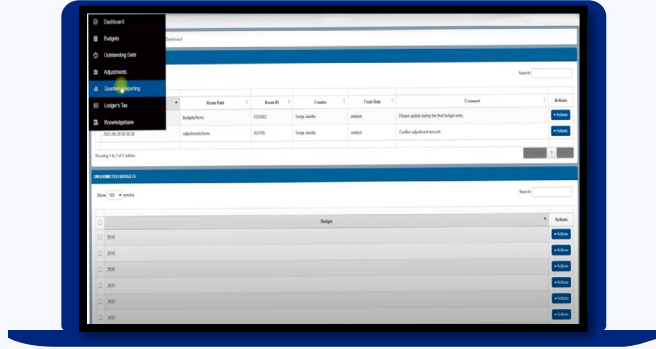


LGBMS Reporting Advantages

- Easy to use
- Online data base system available 24/7
- Date/time stamp of when data is submitted
- Accountability (all actions are tracked)
- Eliminate common errors prior to submission



Reporting In LGBMS



Let's talk:

- What is your Budget Analyst looking for?
- What the Purpose of a Budget Addjustment Resolution?
- Website
- Logging in
- User Guide
- YouTube Videos
- Short Glossary of words you want to know
- Key Concepts
- POC at LGD / BFB
- DFA Website & Other Important Links

What is your Budget Analyst Looking Out for When Reviewing a Budget Report?

This is what your reported at the start of the year

State of New Mexico
Local Government Budget Management System (LGBMS)
Adjusted Budget (incl. pending adjustments) - Fiscal Year 2018-2019

Printed from LGBMS on 2019-11-04 11:08:50

Fund	Cash	Investments	Revenues	Transfers	Expenditures	Balance	Reserves	Adjusted Balance
11000 General Operating Fund	286,806.00	0.00	1,057,891.00	-39,502.00	1,196,123.00	109,072.00	96,818.83	12,253.17
20100 Corrections	7,677.00	0.00	42,569.00	0.00	25,766.00	24,480.00	0.00	24,480.00
20600 Emergency Medical Services	147.00	0.00	7,000.00	0.00	7,074.00	73.00	0.00	73.00
20900 Fire Protection	61,698.00	0.00	99,809.00	924.00	110,767.00	51,664.00	0.00	51,664.00
21100 Law Enforcement Protection	13.00	0.00	21,404.00	0.00	21,352.00	65.00	0.00	65.00
21900 Senior Citizens	4,238.00	0.00	450.00	0.00	607.00	4,081.00	0.00	4,081.00
39900 Other Capital Projects	11.00	0.00	0.00	0.00	0.00	11.00	0.00	11.00
40400 NMFA Loan Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50100 Water Enterprise	54,546.00	0.00	412,410.00	19,490.00	435,469.00	50,977.00	0.00	50,977.00
50500 Ambulance Enterprise	10,185.00	0.00	13,000.00	19,088.00	28,373.00	13,900.00	0.00	13,900.00
Totals	425,321.00	0.00	1,654,533.00	0.00	1,825,531.00	254,323.00	96,818.83	254,323.00

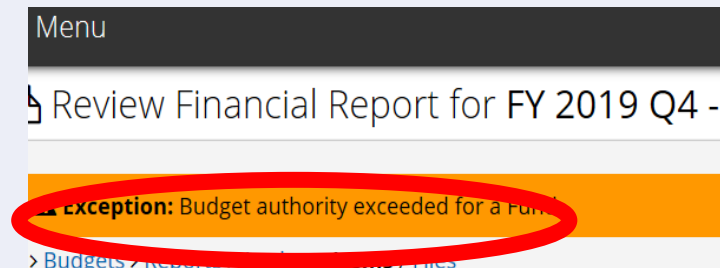
The Year-to Date "EXCEEDED authority

State of New Mexico
Local Government Budget Management System (LGBMS)
Report Recap - Fiscal Year 2018-2019 - [REDACTED]

Printed from LGBMS on 2019-11-04 11:10:22

Fund	Cash	Investments	Revenues	Transfers	Expenditures	Adjustments	Balance	Reserves	Adjusted Balance
11000 General Operating Fund	286,806.00	0.00	1,034,012.80	-11,062.00	1,164,026.18	-13,105.00	132,625.62	97,002.18	35,623.44
20100 Corrections	7,677.00	0.00	39,569.00	0.00	31,242.70	0.00	16,003.30	0.00	16,003.30
20600 Emergency Medical Services	147.00	0.00	7,000.00	0.00	7,073.49	0.00	73.51	0.00	73.51
20900 Fire Protection	61,698.00	0.00	96,808.32	447.00	99,397.61	320.00	59,875.71	0.00	59,875.71
21100 Law Enforcement Protection	13.00	0.00	21,200.00	0.00	21,212.03	0.00	0.97	0.00	0.97
21900 Senior Citizens	4,238.00	0.00	0.00	0.00	691.79	0.00	3,546.21	0.00	3,546.21
39900 Other Capital Projects	11.00	0.00	0.00	0.00	0.00	0.00	11.00	0.00	11.00
50100 Water Enterprise	54,546.00	0.00	412,420.37	9,745.00	421,231.71	0.00	55,479.66	0.00	55,479.66
50500 Ambulance Enterprise	10,185.00	0.00	11,500.00	870.00	16,610.67	0.00	5,944.33	0.00	5,944.33
Totals	425,321.00	0.00	1,622,510.49	0.00	1,761,486.18	-12,785.00	273,560.31	97,002.18	176,558.13

LGBMS will flag you when Revenues exceed Budget authority (no need to correct this "error")



Department of Finance & Administration Website

<https://www.nmdfa.state.nm.us/>

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Verify your identity

i Enter the verification code sent to your email

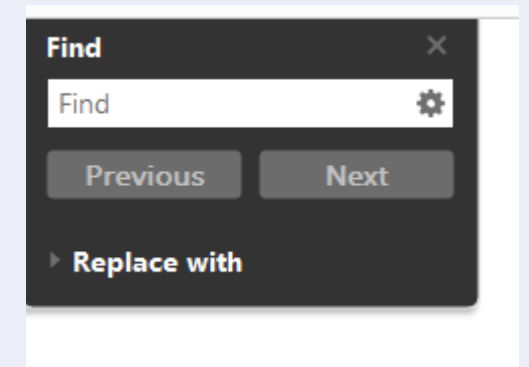
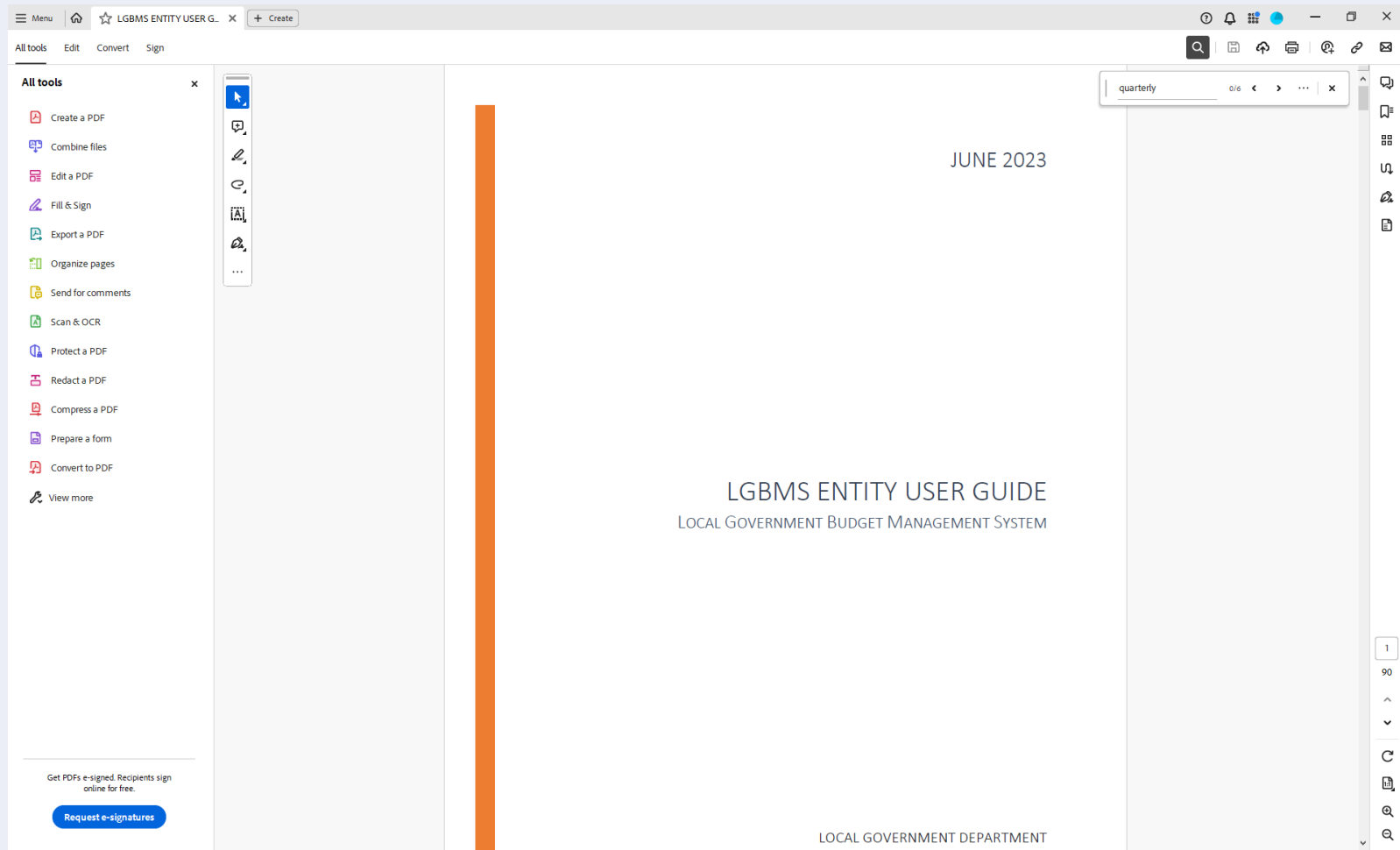
Verification Code

Trust this device for 30 days

Verify

[Get a new code](#)


LGBMS User Guide





CTRL button and the F button on your keyboard or to start the search BAR.


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


LGBMS Videos on YouTube


- 

LGBMS 2023 Training Logging in, multifactor authentication, and resetting your password
KiP Knowledge is Power, LLC • 93 views • 4 weeks ago
- 

1 - LGBMS 2023 Training Overview (Updated)
KiP Knowledge is Power, LLC • 88 views • 1 month ago
- 

2 - 2023 LGBMS Training Budget Module
KiP Knowledge is Power, LLC • 5 views • 2 days ago
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3 - 2023 LGBMS Training Debt Module
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4 - 2023 LGBMS Training Adjustment Module
KiP Knowledge is Power, LLC • No views • 3 weeks ago
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5 - 2023 LGBMS Training Quarterly Reporting Module
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https://youtube.com/playlist?list=PL9zQ343fcksE-RGeHzDUa5DTcxaPhuIX&si=-c0Boh304xJyv_NM

Terms you want to know

- **Accounting System:** The methods and records established to identify, assemble, analyze, classify, record and report financial transactions in order to provide accountability.
- **Appropriation:** Legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes within specified time and amount limits.
- **Budget:** A plan of financial operation embodying an estimate of proposed expenditures for a given time period of a single fiscal year and the proposed means of financing them.
- **Deficit:** The excess of expenditures over revenues and cash resources in a fund during a fiscal year.
- **Expenditures:** Decreases in financial resources to acquire goods and services.
- **Fiscal Year (FY):** Reporting period is from July 1 to June 30.
- **Calendar Year (CY):** Reporting period is from January 1 to December 31.





Terms Continued

- **Fund:** A fiscal and accounting entity with a self-balancing set of accounts to accommodate all assets and liabilities while conforming to designated parameters.
- **General Ledger:** An accounting record containing the accounts needed to reflect the financial position and the results of operations. In double-entry accounting, the debit balances equal the credit balances.
- **Revenues:** Amounts received from taxes, appropriations and other fiscal resources during the fiscal year. Not included in the definition of “revenues” are expenditure refunds, operating transfers, and long-term debt proceeds.
- **Local Public Body:** Every political subdivision of the state which expends public money from whatever sources derived, including but limited any to county, incorporated municipality, or special district, land grants registered with the New Mexico Secretary of State's Office. Also under the definition are mutual domestic water associations, soil and water conservation districts, water and sanitation districts, watersheds, draws, medical clinics, hospitals, hospital districts, regional transportation districts, flood control authorities, natural gas associations, public improvement districts, and regional housing authority districts.



KEY CONCEPTS FOR LGBMS

- LGBMS is an online budget and reporting system and is NOT meant to replicate any local entity's accounting system.
- LGBMS uses a general Chart of Accounts (COA) to collect comparable data. The standard COA is NOT meant to match any local entity's COA line for line; therefore, a crosswalk must be developed and maintained at the local level.
- Special Districts will be able to create their own LGBMS budget line-item template to help with the COA crosswalk.
- Local entities will enter/upload **ONE BUDGET** that will be reviewed and approved in **TWO STAGES** – Interim and Final.
- Handy notifications exist for each of the 3 Modules – Budget, Adjustment and Reporting.
- All budget and reporting requirements are processed on LGBMS



ANY QUESTIONS?