

Hello Special Districts,

It has come to my attention that quite a few districts are asking about findings for not submitting quarterly reports. This is a reminder that all Local Public Bodies as defined in Section 6-6-1 NMSA 1978 have to submit a quarterly Year to Date (YTD) report. If your Local Public Body operates on a State Fiscal year from July 1st to June 30th. Four quarterly reports will be due No Later than the end of the following month. It can be submitted anytime from the 1st day until the last day of that following month. Please see below.

FISCAL YEAR REPORTING (All Quarterly reports should reflect Year to Date Actuals (Includes all quarters from 1st quarter up to the quarter you are reporting))

Quarter 1: July, August, September Due Date for 1st Quarter is due no later than October 31st
(Which Includes 1st Quarter Only)

Quarter 2: October, November, December Due Date for 2nd Quarter is due no later than January 31st
(Which Includes 1st, and 2nd Quarter **Combined**)

Quarter 3: January, February, March Due Date for 3rd Quarter is due no later than April 30th
(Which Includes 1st, 2nd and 3rd Quarter **Combined**)

Quarter 4: April, May, June Due Date for 4th Quarter is due no later than July 31st
(Which Includes 1st, 2nd, 3rd and 4th Quarter **Combined**)

Interim Budgets are due June 1st
Final Budgets are due no later than July 31st

CALENDAR YEAR REPORTING (All Quarterly Reports should reflect Year to Date Actuals (Includes all quarters from 1st quarter up to the quarter you are reporting))

Quarter 1: January, February, March Due Date for 1st Quarter is due no later than April 30th
(Which Includes 1st Quarter Only)

Quarter 2: April, May, June Due Date for 2nd Quarter is due no later than July 31st
(Which Includes 1st, and 2nd Quarter **Combined**)

Quarter 3: July, August, September Due Date for 3rd Quarter is due no later than October 31st
(Which Includes 1st, 2nd and 3rd Quarter **Combined**)

Quarter 4: (October, November, December) Due Date for 4th Quarter is due no later than January 31st
(Which Includes 1st, 2nd, 3rd and 4th Quarter **Combined**)

Interim Budgets are Due December 1st
Final Budgets are due no later than January 31st

[NOTE: Any other Local Public Bodies using another reporting period, other than fiscal year or calendar year, have quarterly reports due by the end of the month following the end of the quarter. *Remember any Local Public Body following another reporting period will be required to report in a Fiscal Year or Calendar Year sometime in the future. (When Local Government Budget Management System (LGBMS) is implemented for Special Districts.) *****