



STATE OF NEW MEXICO
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June 22, 2011

To: Superintendents, Business Managers and Charter Representatives

From: Steve Burrell, Director, School Budget and Finance Analysis Bureau

Subject: FINAL REPORTS FOR 2010-2011

Due Date: July 29, 2011

As you prepare your final reports, please utilize the **Uniform Chart of Accounts (UCOA) v2.6 (March 2011)** for actual revenue and expenditure data and the 2011 Actual Templates. The UCOA, 2011 Actual Templates and the final report files link is available on the School Budget web-page at:
<http://www.ped.state.nm.us/div/fin/school.budget/index.html>.

1. Checklist (CKLIST10-11.doc)
2. Final Cash Report-PED 920F (##CSH-FY10-11.xls)
3. Final Cash Report-PED 920F Instructions
4. Computation of June 75% Credits- PED 930F- (##930-FY11.xls) **Districts Only**
5. Information Please for 2011-2012 (INFOPL.doc)
6. 2010-2011 PED Report of Average Salaries Instructions

The OBMS will continue to serve as the main application for calculating final average salaries. As part of this report, you will be required to enter adjustments to account for an employee's proportional share of time not served as part of a full time contract due to a late start, early dismissal, etc. Detailed instructions on data entry and final 925-F requirements are included on the web site above.

The final reports should be emailed to your assigned budget analyst, **no later than July 29, 2011**. If you anticipate problems meeting this deadline, please contact your assigned budget analyst.

The Public Education Department (PED) emailed school districts the Debt Levy Form 955F on June 8, 2011, and is due back to PED on July 1, 2011. This form requires an original signature on it and should be both emailed and mailed to your assigned budget analyst at the School Budget & Finance Analysis Bureau, 300 Don Gaspar, Room 221, Santa Fe, New Mexico 87501-2786. The Debt Levy form does not pertain to charter schools.

For future reference, the 2011-2012 Actual Templates for the 2011-2012 monthly and/or quarterly reporting will be posted at the link above.

If you need assistance, please call your assigned budget analyst. Your assistance in submitting accurate reports by the deadline will be appreciated.

SB/BA

cc: Paul Aguilar, Deputy Secretary for Finance and Operations
Budget Analysts, School Budget and Finance Analysis Bureau