

Alamogordo Public Schools
Business & Finance Department

Date: March 18th, 2024

To: Micheal Crabtree, Acting Superintendent

From: Bryan Runyan

RE: Budget Adjustment Requests

Please submit the attached Budget Adjustment Request for approval by the Board of Education on March 18th, 2024. Below is a summary description:

- 1) BAR 046-000-2324-0046- I – Increase – 31100 – GO Bond Building
- 2) BAR 046-000-2324-0047- M – Maintenance – 24194 - Comprehensive Literacy CLSD
- 3) BAR 046-000-2324-0048- T – Transfer – 27149 - PreK Initiative
- 4) BAR 046-000-2324-0049- T – Transfer – 24194 - Comprehensive Literacy CLSD
- 5) BAR 046-000-2324-0050- D - Decrease – 11000 – Operational
- 6) BAR 046-000-2324-0051- I – Increase – 21100 – Universal Free Lunch
- 7) BAR 046-000-2324-0052-IB I – Increase – 24101 – Title I
- 8) BAR 046-000-2324-0053- I - Increase – 11000 – Operational
- 9) BAR 046-000-2324-0054-T – Transfer – 24330 – ARP – ESSER III

Notes:

- Decrease BAR: Revenue has been decreased via a notice from the Public Education Department (PED), or carry over cash balance from the prior year might have been less than budgeted for
- Increase BAR: Revenue has been increased via a notice from the Public Education Department (PED), or carry over cash balance from the prior year might have been more than budgeted for
- Initial Budget: Award letter may have been received after the July 1 budget had been set
- Maintenance BAR: Funds are being moved within the same function (example: from a 1000 function to a 1000 function)
- Transfer BAR: Funds are being moved from one function to another function (example: from a 1000 function to a 2100 function)

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 046-000-2324-0046-I
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Increase

Fiscal Year: 2023-2024

Entity Name: Alamogordo Public Schools

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Lee Blankenship

Total Approved Budget (Flowthrough):

Phone: 520-370-2511

Email: lee@k12accounting.com

FLOWTHROUGH ONLY	Budget Period: 2023-07-01	To: 2024-06-30
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Revenue 31100.0000.11112 \$5,435,705

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31100 GO Bond Building	4000 Capital Outlay	54500 Construction Services	0000 No Program	046000 ALAMOGORD O DISTRICT OFFICE	0000 No Job Class		\$5,435,705	\$5,435,705	
Sub Total							\$5,435,705		
Indirect Cost									
DOC. TOTAL							\$5,435,705		

Justification:

To adjust budgeted cash to actual cash for FY24

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 046-000-2324-0047-M
Fund Type: Flowthrough
Adjustment Type: Maintenance

Fiscal Year: 2023-2024

Entity Name: Alamogordo Public Schools

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Lee Blankenship

Total Approved Budget (Flowthrough):

Phone: 520-370-2511

Email: lee@k12accounting.com

FLOWTHROUGH ONLY	
Budget Period: 07/01/2023	To: 06/30/2024
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24194 Comprehensive Literacy State Development (CLSD) Grants	1000 Instruction	51300 Additional Compensation	1010 Regular Education (PreK-12) Programs	046000 ALAMOGORDO DISTRICT OFFICE	1411 Teachers-Grades 1-12	\$69,000	(\$12,500)	\$56,500	
24194 Comprehensive Literacy State Development (CLSD) Grants	1000 Instruction	56112 Other Instructional Materials	1010 Regular Education (PreK-12) Programs	046000 ALAMOGORDO DISTRICT OFFICE	0000 No Job Class	\$110,000	(\$23,000)	\$87,000	
24194 Comprehensive Literacy State Development (CLSD) Grants	1000 Instruction	53330 Professional Development	1010 Regular Education (PreK-12) Programs	046000 ALAMOGORDO DISTRICT OFFICE	0000 No Job Class	\$16,000	\$12,500	\$28,500	
24194 Comprehensive Literacy State Development (CLSD) Grants	1000 Instruction	53414 Other Services	1010 Regular Education (PreK-12) Programs	046000 ALAMOGORDO DISTRICT OFFICE	0000 No Job Class		\$23,000	\$23,000	
Sub Total							\$0		
Indirect Cost									
DOC. TOTAL							\$0		

Justification:

To move unused amounts from 56112 & 51300 to PD and Other Services

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 046-000-2324-0048-T

Fund Type: Flowthrough

Adjustment Type: Transfer

Fiscal Year: 2023-2024

Entity Name: Alamogordo Public Schools

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Lee Blankenship

Total Approved Budget (Flowthrough):

Phone: 520-370-2511

Email: lee@k12accounting.com

FLOWTHROUGH ONLY	Budget Period: 07/01/2023	To: 06/30/2024
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27149 PreK Initiative	1000 Instruction	56119 Supply Assets (\$5,000 or less).	1010 Regular Education (PreK-12) Programs	046000 ALAMOGORDO DISTRICT OFFICE	0000 No Job Class	\$205,429	(\$25,000)	\$180,429	
27149 PreK Initiative	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	046114 NORTH ELEMENTARY	1217 Secretarial/Clerical/Technical Assistants	\$29,765	\$15,000	\$44,765	
27149 PreK Initiative	2400 Support Services-School Administration	52111 Educational Retirement	0000 No Program	046114 NORTH ELEMENTARY	1217 Secretarial/Clerical/Technical Assistants	\$5,403	\$2,573	\$7,976	
27149 PreK Initiative	2400 Support Services-School Administration	52112 ERA - Retiree Health	0000 No Program	046114 NORTH ELEMENTARY	1217 Secretarial/Clerical/Technical Assistants	\$596	\$150	\$746	
27149 PreK Initiative	2400 Support Services-School Administration	52210 FICA Payments	0000 No Program	046114 NORTH ELEMENTARY	1217 Secretarial/Clerical/Technical Assistants	\$1,846	\$930	\$2,776	
27149 PreK Initiative	2400 Support Services-School Administration	52220 Medicare Payments	0000 No Program	046114 NORTH ELEMENTARY	1217 Secretarial/Clerical/Technical Assistants	\$432	\$218	\$650	
27149 PreK Initiative	2400 Support Services-School Administration	52311 Health and Medical Premiums	0000 No Program	046114 NORTH ELEMENTARY	1217 Secretarial/Clerical/Technical Assistants		\$6,129	\$6,129	
Sub Total							\$0		
Indirect Cost									
DOC. TOTAL							\$0		

Justification:

To move unused fn 1000 supply asset amount to 2400 for additional clerical hours

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 046-000-2324-0049-T

Fund Type: Flowthrough

Adjustment Type: Transfer

Fiscal Year: 2023-2024

Entity Name: Alamogordo Public Schools

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Lee Blankenship

Total Approved Budget (Flowthrough):

Phone: 520-370-2511

Email: lee@k12accounting.com

FLOWTHROUGH ONLY	Budget Period: 07/01/2023	To: 06/30/2024
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24194 Comprehensive Literacy State Development (CLSD) Grants	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (PreK-12) Programs	046000 ALAMOGORDO DISTRICT OFFICE	0000 No Job Class	\$80,231	(\$2,000)	\$78,231	
24194 Comprehensive Literacy State Development (CLSD) Grants	2400 Support Services-School Administration	52210 FICA Payments	0000 No Program	046000 ALAMOGORDO DISTRICT OFFICE	1211 Coordinator/Subject Matter Specialist	\$456	\$1,400	\$1,856	
24194 Comprehensive Literacy State Development (CLSD) Grants	2400 Support Services-School Administration	52220 Medicare Payments	0000 No Program	046000 ALAMOGORDO DISTRICT OFFICE	1211 Coordinator/Subject Matter Specialist	\$107	\$600	\$707	
Sub Total							\$0		
Indirect Cost									
DOC. TOTAL							\$0		

Justification:

To move unused fn 1000 General Supplies amount to fn 2400 payroll

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
 300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 046-000-2324-0050-D
Fund Type: General Fund / Capital Outlay / Debt Service
Adjustment Type: Decrease

Fiscal Year: 2023-2024

Entity Name: Alamogordo Public Schools

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Lee Blankenship

Total Approved Budget (Flowthrough):

Phone: 520-370-2511

Email: lee@k12accounting.com

FLOWTHROUGH ONLY	Budget Period: 2023-07-01	To: 2024-06-30
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Revenue 11000.0000.43202 (\$61,469)

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	56119 Supply Assets (\$5,000 or less).	1010 Regular Education (PreK-12) Programs	046000 ALAMOGORDO DISTRICT OFFICE	0000 No Job Class	\$8,298,175	(\$61,469)	\$8,236,706	
Sub Total							(\$61,469)		
Indirect Cost									
DOC. TOTAL							(\$61,469)		

Justification:

To reduce budget by amount in K12+ OST Adjustments / BAR Memo

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
 300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 046-000-2324-0051-1
Fund Type: General Fund / Capital Outlay / Debt Service
Adjustment Type: Increase

Fiscal Year: 2023-2024

Entity Name: Alamogordo Public Schools

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Lee Blankenship

Total Approved Budget (Flowthrough):

Phone: 520-370-2511

Email: lee@k12accounting.com

FLOWTHROUGH ONLY	Budget Period: 2023-07-01	To: 2024-06-30
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Revenue 21100.0000.43203 \$456,055

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
21100 Universal Free Lunch (State funded)	3100 Food Services Operations	56116 Food	0000 No Program	046000 ALAMOGORD O DISTRICT OFFICE	0000 No Job Class	\$473,801	\$456,055	\$929,856	
						Sub Total	\$456,055		
						Indirect Cost			
						DOC. TOTAL	\$456,055		

Justification:

To enter 2nd allocation for Universal Healthy Free Meals for All

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 046-000-2324-0052-1

Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2023-2024

Entity Name: Alamogordo Public Schools

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Lee Blankenship

Total Approved Budget (Flowthrough):

Phone: 520-370-2511

Email: lee@k12accounting.com

FLOWTHROUGH ONLY	
Budget Period: 07/01/2023	To: 06/30/2024
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 24101.0000.44500 \$299,723

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24101 Title I Part A - ESEA	1000 Instruction	56119 Supply Assets (\$5,000 or less).	1010 Regular Education (PreK-12) Programs	046000 ALAMOGORDO DISTRICT OFFICE	0000 No Job Class	\$60,000	\$276,671	\$336,671	
24101 Title I Part A - ESEA	2200 Support Services-Instruction	51300 Additional Compensation	0000 No Program	046000 ALAMOGORDO DISTRICT OFFICE	1211 Coordinator/Subject Matter Specialist		\$15,000	\$15,000	
24101 Title I Part A - ESEA	2400 Support Services-School Administration	53330 Professional Development	0000 No Program	046000 ALAMOGORDO DISTRICT OFFICE	0000 No Job Class		\$8,000	\$8,000	
24101 Title I Part A - ESEA	2500 Central Services	52500 Unemployment Compensation	0000 No Program	046000 ALAMOGORDO DISTRICT OFFICE	1113 Administrative Associates		\$52	\$52	
Sub Total							\$299,723		
Indirect Cost									
DOC. TOTAL							\$299,723		

Justification:

To enter Carryover amount from Exhibit B

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
 300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 046-000-2324-0053-I
Fund Type: General Fund / Capital Outlay / Debt Service
Adjustment Type: Increase

Fiscal Year: 2023-2024

Entity Name: Alamogordo Public Schools

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Lee Blankenship

Total Approved Budget (Flowthrough):

Phone: 520-370-2511

Email: lee@k12accounting.com

FLOWTHROUGH ONLY	Budget Period: 2023-07-01	To: 2024-06-30
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Revenue 11000.0000.43101 \$71,030

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	56119 Supply Assets (\$5,000 or less).	1010 Regular Education (PreK-12) Programs	046000 ALAMOGORDO DISTRICT OFFICE	0000 No Job Class	\$8,298,175	\$71,030	\$8,369,205	
Sub Total							\$71,030		
Indirect Cost									
DOC. TOTAL							\$71,030		

Justification:

To enter the SEG Final Allocation amount

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 046-000-2324-0054-T

Fund Type: Flowthrough

Adjustment Type: Transfer

Fiscal Year: 2023-2024

Entity Name: Alamogordo Public Schools

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Lee Blankenship

Total Approved Budget (Flowthrough):

Phone: 520-370-2511

Email: lee@k12accounting.com

FLOWTHROUGH ONLY	Budget Period: 07/01/2023	To: 06/30/2024
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24330 ARP ESSER III	2100 Support Services-Students	56118 General Supplies and Materials	0000 No Program	046000 ALAMOGORDO DISTRICT OFFICE	0000 No Job Class	\$1,567,408	(\$850,000)	\$717,408	
24330 ARP ESSER III	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (PreK-12) Programs	046000 ALAMOGORDO DISTRICT OFFICE	0000 No Job Class	\$67,210	\$440,000	\$507,210	
24330 ARP ESSER III	1000 Instruction	56119 Supply Assets (\$5,000 or less).	1010 Regular Education (PreK-12) Programs	046000 ALAMOGORDO DISTRICT OFFICE	0000 No Job Class		\$410,000	\$410,000	
Sub Total							\$0		
Indirect Cost									
DOC. TOTAL							\$0		

Justification:

To move unused General Supplies amts from Fn 2xxx to fn 1000 for Supplies & Supply Assets

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.