MEMORANDUM #BFB-16-06

TO: New Mexico Counties and Municipalities

FROM: Rick Lopez, Director
       Local Government Division

DATE: April 4, 2016

SUBJECT: Fiscal Year 2016-17 Supplemental “Budget Work Plan” Questionnaire

Pursuant to Section 6-6-2 NMSA 1978 the Local Government Division (LGD) is authorized to prescribe the form for all budgets, books, records and accounts for local public bodies. Therefore, the LGD has developed a new supplemental budget form titled “Budget Work Plan Questionnaire” which is required to be used and submitted electronically by the final budget submission.

The LGD highly recommends that this supplemental form be submitted with the interim budget. However, keep in mind this attached form is required for the final budget submission.

The attached form is also located on our website:

http://www.nmdfa.state.nm.us/bfb-forms.aspx

Contact your assigned budget analyst for any questions or call the main number at (505)827-4975.

xc: BFB Analysts
    Sanjay Bhakta, Deputy State Auditor
    Bill Fulginiti, NMML Executive Director
    Steve Kopelman, NMAC Executive Director
DFA/LGD

FY17 BUDGET WORK PLAN QUESTIONNAIRE

Entity: _____________________________

1. Describe the coordination of the exchange of information that is required between responsible departments regarding budget planning and financial reporting activities (i.e. County Treasurer and Finance Officer, etc.). Include all responsible parties, and applicable roles.

2. Describe in detail the steps you will take to monitor expenditures and revenues in the upcoming fiscal year.

3. How will you reconcile data provided by your internal financial system to the required DFA forms and how will you ensure numbers accurately tie back to your financial system?

4. Do you anticipate any new revenue sources (i.e. new GRT enactments, increases to state or federal grants)?
5. Do you anticipate any decrease in revenue sources (closing or losing a grant or capital outlay request)?

6. List all variables that could result in a significant increase in expenditures.
   
   NOTE: Negative fund balances are no longer allowed. LGD requires temporary transfers to offset.

7. Are you able to comply with the 50% expenditure rule (limitation on county & muni expenditures during the year in which elected officials’ term expires)?

   Section 6-6-7 NMSA 1978 for Counties—Section 6-6-9 NMSA 1978 for Municipalities
   Please explain all measures that will be taken in order to comply.

8. Describe cost containment measures that you will implement to operate within budget constraints and/or if any expenditures exceed budget projections. What contingency plans (fund availability) are in place to manage unforeseen emergencies?
   (Please ensure that you address all funds listed on the budget documents and utilize the S-5 form to provide additional detail.)