MEMORANDUM #BFB-17-05

TO: Mutual Domestic Water Consumers Associations (MDWCA)
FROM: Rick Lopez, Director
DATE: November 1, 2017
SUBJECT: Calendar Year 2017 Budget and Financial Reporting Guidelines

Per Section 6-6-1 and 6-6-2 NMSA 1978, local public bodies (such as MDWCAs recognized as a “tier 2” entity by the NM State Auditor’s Office) must meet the Local Government Division (LGD) budgeting and reporting requirements set forth in Section 6-6-2, NMSA 1978.

In order to meet these requirements, the following information must be submitted to the Department of Finance and Administration (DFA), Local Government Division (LGD).

1. Budget:

   INTERIM (Proposed) Budget (including any cash and/or investments)
   Submission Deadline: December 1st
   • Budget Document (revenues & expenditure projections, cash and investments)
   • Resolution or Copy of Meeting Minutes of which the governing body has taken action on the budget: optional at this date

   FINAL Budget
   Submission Deadline: January 31st
   • Budget Document (only if revisions were made)
   • Resolution or Copy of Meeting Minutes of which the governing body has taken action on the budget: REQUIRED at this date
   • 4th Quarter Financial Report (financial activity for entire year’s activity typically reported in the Profit-Loss Report & including reconciliations if possible): REQUIRED at this date
   • 4th Quarter Financial Report Resolution: REQUIRED at this date

Budgets MUST BE SUBMITTED in one of the two LGD Formats. Acequia budget Option 1 or Option 2 forms are available for use on the LGD website:
http://www.nmdfa.state.nm.us/bfb-forms.aspx

2. Quarterly Reports:

   Submission Deadline: 1 month after the close of each quarter (i.e. 1st qtr report is due on April 30th, 2nd qtr – July 31st, 3rd qtr – Oct 30th and 4th qtr – Jan 31st)
   Financial Reports MUST BE SUBMITTED in the form (Option1 or Option2) utilized for budget submission. Please continue to provide supporting documentation, i.e. bank statements, balance sheets, etc.
3. Budget Adjustments:

Submission Deadline: IMMEDIATELY when increases or decreases to revenues and/or expenditures or transfers occur between funds (if more than 1 fund is budgeted)
• Resolution with the details of the adjustments including revenue and/or expenditure line item affected and the dollar amount of each adjustment: REQUIRED

Please share this memorandum with every member of your governing body.

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
Melanie Delgado, Community Services Coordinator, NMENV