



Fiscal Year-End Deadlines for Fiscal Year 2024

Contents

BUD. BUDGETS	3
BUD 1. Budget Adjustment Requests	3
BUD 2. Annual Operating Budgets	3
BUD 3. Unbudgeted Funds	3
BUD 4. Capital Project Budgets	3
BUD 5. Re-budgeting Authorized Encumbrances	3
BUD 6. Miscellaneous	4
ENC. ENCUMBRANCES	5
ENC 1. Processing Purchase Orders through the State Purchasing Division	5
ENC 2. Establishing Encumbrances	5
ENC 3. Fiscal Year 2024 Expenses	5
ENC 4. Encumbrances and Appropriation Periods	5
ENC 5. Encumbrances Established for PSCs, JPAs and MOUs	6
CRS. CASH RECEIPTS	7
CRS 1. Deposits into State Treasurer's Office (STO) Authorized Bank Accounts	7
CRS 2. The State as a Single Entity (Primary Government) – Flow-Through Concept	7
CDS. CASH DISBURSEMENTS	8
CDS 1. Voucher Processing and Expenditure Accruals	8
CDS 2. Travel (In-State and Out-Of-State)	9
CDS 3. Split Period Invoices	9
CDS 4. Prepayments	9
CDS 5. Replenishing Petty Cash	9
CDS 6. Payment of Procurement Card Charges	10
CDS 7. Voucher Build Process and Payments	10
CDS 8. Approval to Pay Prior Year Bills utilizing the Request to Pay Prior Year Bills Form	11
CDS 9. Reversions	11
OPR. OPERATING TRANSFERS & JOURNAL ENTRIES	14
OPR 1. Operating Transfers & Journal Entries	14
GLR. GENERAL LEDGER AND FINANCIAL REPORTS	15
GLR 1. Concerning Annual Audits	15
GLR 2. Year-End Audit	15
GLR 3. IPA Access to SHARE	17
GLR 4. IPA Recommendation	17
GLR 5. Annual Comprehensive Financial Report	18
GLR 6. ANNUAL REPORT Preparation Requirements	18
GLR 7. Year-end Trial Balances and Audit Adjustments	18
PAY. PAYROLL	20
MIS. MISCELLANEOUS	21
MIS 1. Fiscal Year 2025 Fund Maintenance and Account Maintenance	21
MIS 2. Fiscal Year 2025 Processing	21
MIS 3. Fiscal Year 2025 Document Numbering	21
MIS 4. Assignment of Chief Financial Officer (CFO)	22
MIS 5. Authorized Signatures	23
MIS 6. Alternative Point of Contact for Agency CFO	24
MIS 7. Denied Document Processing	25
MIS 8. Exemptions from Processing Procedures	25

MIS 9.	Positive Claim Balance on the State General Fund Investment Pool	25
MIS 10.	Close of Fiscal Year	25
MIS 11.	Authority to Issue Warrants	26
MIS 12.	Direct Pay Requests	27
MIS 13.	Digital Signatures and Electronic Submission	27
WRT. WARRANT CANCELLATIONS`		28
WRT 1.	Cancellation of Issued Warrants	28
BOF. BOARD OF FINANCE		29
BOF 1.	Draw Down Reimbursement Requests	29
BOF 2.	Bond Proceed Reversions	29
ATTACHMENT A – YEAR-END SUMMARY OF DEADLINE		30
ATTACHMENT B – POLICY EXEMPTION		33
ATTACHMENT C – BLANK.....		35
ATTACHMENT D – GENERAL FUND REVERSION FORM		37
ATTACHMENT E – SIGNATURE/TRANSACTION AUTHORIZATION FORM		40
ATTACHMENT F – EMPLOYEES DESIGNATED TO RECEIVE WARRANTS FORM		42
ATTACHMENT G – REQUEST FOR APPROVAL TO PAY PRIOR YEAR BILLS CAPITAL PROJECT MULTI YEAR.....		44
ATTACHMENT H – REQUEST FOR APPROVAL TO PAY PRIOR YEAR BILLS.....		46
ATTACHMENT I – AGENCY REPRESENTATION LETTER		48
ATTACHMENT J – FUND MAINTENANCE FORM		51
ATTACHMENT K – DEPARTMENT MAINTENANCE FORM		53
ATTACHMENT L – WARRANT CANCELLATION PROCESS		55
ATTACHMENT M – ANNUAL REPORT COMPILATION SCHEDULE		58
ATTACHMENT N – IPA CONFIDENTIALITY AGREEMENT		61
ATTACHMENT O – AUDIT PLAN AND PREPARED BY CLIENT LISTING.....		65
ATTACHMENT P – BLANK		70
ATTACHMENT Q – AGENCY HEAD AUTHORIZATION FORM		72
ATTACHMENT R – AUTHORITY TO ISSUE WARRANTS FORM.....		74
ATTACHMENT S – CFO ASSIGNMENT LETTER		79
ATTACHMENT T – SUBSEQUENT EVENTS LETTER		81
ATTACHMENT U – PRIOR PERIOD ADJUSTMENT RECONCILIATION FORM		83
ATTACHMENT V – AGENCY POINT OF CONTACT.....		86
ATTACHMENT W – ITEMIZED STATEMENT OF TRAVEL EXPENSES FORM.....		88
ATTACHMENT X – PETTY CASH REIMBURSEMENT FORM.....		90
ATTACHMENT Y – AFFIDAVIT OF LOST RECEIPTS		92
ATTACHMENT Z – NON-TRAVEL REIMBURSEMENT FORM		94

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

BUD. BUDGETS

BUD 1. Budget Adjustment Requests

1. The Department of Finance and Administration (DFA) State Budget Division (SBD) will accept Budget Adjustment Requests (BARs), Category Transfers and Program Transfers through May 17, 2024. This deadline will provide the SBD adequate time to review and process BARs, and to comply with the waiting periods specified by §6-3-25 NMSA, 1978.

BUD 2. Annual Operating Budgets

1. Under §6-3-7 NMSA, 1978, agencies must deliver the fiscal year 2025 operating budgets to SBD by May 1, 2024. Agencies must use the Budget Formulation and Management system (BFM) to complete this process.
2. BFM must also be used to create OPBUD-3 forms. This process will create the budget journals DFA will upload and post in SHARE for the coming fiscal year.

BUD 3. Unbudgeted Funds

1. State agencies must budget all funds except “custodial / agency” type funds.

BUD 4. Capital Project Budgets

1. The DFA Capital Outlay Bureau (COB) will establish Capital Budgets (CAPBUDs) by preparing and uploading most of the budget journals into SHARE. There are exceptions to the automatic uploading of capital budgets, and they are determined by the COB. Most agencies are not required to prepare individual CAPBUDs or budget journals for General Fund and Severance Tax Bonds (STB) appropriations for 2024 and future capital appropriations. For General Fund Appropriations, allotment requests should be consolidated to one form per agency.

BUD 5. Re-budgeting Authorized Encumbrances

1. Some encumbrances may be carried forward based on the original legislative language. Qualifying legislation may be found in the General Appropriation Act, in Sections other than Section Four from the Laws of 2024 back to the Laws of 2004, and all legislation enacted in Laws 2003 and prior years. Qualifying legislation includes the following language:

Unencumbered balances in agency accounts remaining at the end of the fiscal year shall revert unless otherwise indicated in the Act or otherwise provided by law.

2. This language requires only fund balances that are unexpended and unencumbered to revert. However, to comply with the State’s current budgetary basis, encumbered funds that do not revert at the end of the appropriation period must be re-budgeted and re-encumbered in the current fiscal year. The amount re-budgeted must equal the amount of “valid encumbrances” at year-end.
3. To re-budget funds, an agency must submit an OPBUD-4 Form to SBD with a copy of the budget journal the agency entered in SHARE. Additional guidance on this will be provided by SBD.

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

BUD 6. Miscellaneous

1. To initiate monthly allotments authorized under the Laws of 2024, complete a General Fund Allotment Request Form, and submit it to SBD with the applicable OPBUD-3 Form. Allotment request forms should be consolidated to one form per agency for each funding source. To manage the pace of state expenditures, agencies should avoid submitting requests for accelerated allotments. Requests to receive accelerated allotments must be submitted to the SBD in writing and approved by the State Budget Director prior to submittal of allotment forms.
2. Appropriations are authorized at the program level. Agency allotments must be recorded to a single department falling within that program code. Allotments will not be further split.
3. To receive an allotment related to a special or supplemental general fund appropriation, an appropriation from the computer systems enhancement fund or the tobacco settlement fund, send an Allotment Request Form to SBD. Include a copy of the related OPBUD-4 with each form.
4. An OPBUD-4 form is available through the SBD website at [Operating Budget Instructions | New Mexico Department of Finance and Administration \(state.nm.us\)](https://operatingbudget.state.nm.us/) under Operating Budget Forms.
5. The CAPBUD Form is available on the COB website at [Capital Outlay Bureau | New Mexico Department of Finance and Administration \(state.nm.us\)](https://capitaloutlay.state.nm.us/) under the Capital Outlay Forms section.

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

ENC. ENCUMBRANCES

ENC 1. Processing Purchase Orders through the State Purchasing Division

1. Executive branch agencies must follow the year-end deadlines for professional service contracts as published by the Contracts Review Bureau on the General Services Division website. <https://www.generalservices.state.nm.us/state-purchasing/contracts-review-bureau/>

ENC 2. Establishing Encumbrances

1. The deadlines for submitting fiscal year 2024 Purchase Orders and Change Orders to the Financial Control Division (FCD) are as follows:
 - a. For purchase orders greater than \$5,000 and change orders, the deadline is set in Attachment A.
 - b. Agencies must approve purchase orders and change orders less than \$5,000 on or before the deadline set forth in Attachment A.
2. Agencies are responsible for ensuring purchasing documents have been approved in SHARE by required deadlines. To maintain compliance with the deadlines set forth in subsection 1, agencies must have level-2 approval in SHARE prior to the deadline.

ENC 3. Fiscal Year 2024 Expenses

1. To facilitate inter-period financial reporting and promote accounting consistency, beginning with fiscal year 2005, the General Appropriation Act of 2004 adopted the “modified accrual basis of accounting for governmental funds” as the budgetary basis of accounting for the State of New Mexico. Under modified accrual accounting, goods and services must be received by June 30th of the current year to be recognized as an expense. Any voucher pertaining to FY24 sent to FCD after the year-end deadline will not be processed (see Attachment A for dates).

ENC 4. Encumbrances and Appropriation Periods

1. Transactions must be recorded in the period they occur. This is the Agency responsibility.
2. Multiple-year operating budgets and capital project encumbrances remain valid as long as the appropriation period has not lapsed.
3. Agencies must disencumber and close expired and fully expended encumbrances monthly (including purchase orders, requisitions, and agency contracts). This includes fiscal year 2024 and multiple-year encumbrances where the appropriation period has lapsed. Job aides are located at <https://info.share.nm.gov/fin-jobaids.html>. Fiscal Year 2024 encumbrances must be closed by the date found in Attachment A.
4. Postage suppliers require receipt of payment prior to releasing postage. Agencies intending to charge postage to fiscal year 2024, must pay and receive postage prior to the end of the fiscal year. To ensure payment arrives with enough time for the supplier to place postage on the machine, agencies should submit payment vouchers by the date set in Attachment A.

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

5. The last day to purchase postage using the P-Card is set in Attachment A.

ENC 5. Encumbrances Established for PSCs, JPAs and MOUs

1. For professional services related to a PSC, JPA, or MOU, an agency should encumber only the amount of services expected to be provided by June 30, 2024.
2. If services will be performed and accepted after June 30, 2024, an agency should encumber the related amount against fiscal year 2025 budget. (See *BUD 5. Re-budgeting Authorized Encumbrances.*)

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

CRS. CASH RECEIPTS

CRS 1. Deposits into State Treasurer's Office (STO) Authorized Bank Accounts

1. Deposits made at financial institutions must be accounted for in SHARE using the deposit date, also referred to as bank date. Deposits made at Wells Fargo Bank on Sunday, June 30, 2024, will be loaded into SHARE on July 1, 2024, with an accounting date of June 30, 2024. The deadline for check submission, using a desktop scanner, is 5:00 P.M on June 30, 2024.
2. For the four business units (DWS, EMNRD, HSD, and TRD) that account for deposits using clearing accounts, the OPR journal entries applying the deposits must be submitted to the Annual Comprehensive Financial Reporting Report (ACFR) Unit throughout the month, and no later than 5 business days after cash is deposited at the bank. The last day to submit an OPR to account for fiscal year 2024 deposits is found in the year-end deadline date for journal entries (see Attachment A).
3. Per §34-6-37 NMSA, 1978, all activity through June 26, 2024, for all Judicial Court Entities' accounts must be reported to STO by 12:00 p.m. (noon) on June 26, 2024. The STO excel deposit slip must be emailed to DominicL.Chavez@sto.nm.gov to assist STO in transferring the amounts to the proper accounts and/or business units. STO will draw these amounts from the Judicial District Court accounts and transfer them to the fiscal agent bank by June 28, 2024.

The Administrative Office of the Courts (AOC) will provide further instructions via email to all district court Chief Financial Officers.

CRS 2. The State as a Single Entity (Primary Government) – Flow-Through Concept

1. Generally Accepted Accounting Principles applied to State Governments are written for and applicable to a Primary Government. State Agencies are divisions of the primary government and not independent units. To facilitate consolidation, claims on the SGFIP for cash received by a division of the state on or before June 30, 2024, and whose books are maintained in SHARE, shall continue to move until the transaction reaches the end account.

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

CDS. CASH DISBURSEMENTS

CDS 1. Voucher Processing and Expenditure Accruals

1. The deadline to submit fiscal year 2024 vouchers to FCD for processing can be found in Attachment A. This will be enforced using Agency Level Two approval date as captured in SHARE. To be a current year expenditure, goods and services must have been received or completed by June 30th.
2. Vouchers for capital outlay projects must be paid by the voucher deadline found in Attachment A. For projects that expire at 6/30, reimbursement requests missing this deadline may be denied. For non-expiring projects, reimbursement requests missing this deadline will be treated as FY25 expenses and reimbursed in FY25.
3. Fiscal year 2024 vouchers submitted between July 1st and July 29th must have an accounting date of June 30, 2024, and the appropriate budget reference and class. By approving the payment voucher in SHARE, the agency CFO, or designee, is certifying goods and/or services were received or rendered on or before June 30, 2024.

4. YEAR END ACCRUAL PROCESS

- a. Fiscal year 2024 vouchers missing the July 29, 2024, deadline must be accrued in account 296900 by the deadline found in Attachment A. Capital outlay reimbursements should not be accrued. Please refer to CDS 1.2 for capital outlay instructions.
 - i. Accruals in account 296900 must be established with a SHARE journal entry by the date fund in Attachment A.
 - ii. Invoice naming convention would be AC original number (AC = Accrual)
 - iii. Accrual journals must be supported by documentation demonstrating the existence of obligation (i.e., invoice, contract, payment reconciliation, etc.).
 - iv. Agencies should strive to pay all FY24 obligations prior to the AP deadline found in Attachment A. The 998 accrual process should be used sparingly.
- b. The reversal of the 296900 accrual to pay the obligation through the payment voucher process must be done by the deadline found in Attachment A.
 - i. Payment voucher to relieve the accrual, must have either SHARE journal entry, GL query, trial balance report or screenshot of the available account balance, and supporting documentation required by DFA pre audit (invoice, etc.).
 - ii. Accruals must be paid no later than the deadline found in Attachment A.
 - iii. If the agency determines the accrual balance is overstated, a journal entry can be done in period 998 to reduce the accrual if the financial audit is not finalized.
 1. If there is a remaining balance in the account after September 30th, a journal entry is required to eliminate the balance. The reversal entry must be done by the deadline found in Attachment A.
- c. Expenditures missing the August 31st deadline must be paid against the agency's fiscal year 2025 budget pursuant to section CDS. 8.

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

- i. Material items that are not properly recorded may result in an audit finding.

CDS 2. Travel (In-State and Out-Of-State)

1. The deadline for encumbering fiscal year 2024 travel that exceeds \$5,000 can be found in Attachment A. If travel spans both fiscal year 2024 and 2025, allocate the related expenditure between the fiscal years and use a separate payment voucher for each year, with one exception:
 - a. For the twenty-four-hour period that encompasses both June 30, 2024, and July 1, 2024, an agency must process the travel expenditure against fiscal year 2024 budget.
2. To take advantage of lower prices, an agency may purchase airline tickets in June for travel in fiscal year 2025. Additionally, to meet a vendor's registration requirements, the agency may pay the cost of registration for training in June that will take place in fiscal year 2025. In both cases, the airfare and training would be obligations that represent valid accounts payable for fiscal year 2024. However, the corresponding per diem must be charged to fiscal year 2025. Advance payments for travel that cross fiscal years must be approved by the State Controller or designee. Refer to MAPs 5.7.
3. Agencies must pay all travel and training obligations for fiscal year 2024 by the voucher deadline found in Attachment A.
4. Agencies shall review and close travel advances for travel completed in FY24 by the voucher deadline found in Attachment A.

CDS 3. Split Period Invoices

1. Split period invoices should be charged to the fiscal year with the greatest number of days. Invoices cannot be split between periods and paid separately. If the number of days is equal, the payment should be applied to the earliest year. This does not apply to travel reimbursement. Refer to CDS 2.1.a for travel costs.

CDS 4. Prepayments

1. Agencies may prepay costs that benefit more than the current accounting year. The state applies the purchase method in accounting for prepayments. Under this method of accounting, agencies are not required to report prepayment in the balance sheet. However, this assumes the quantity of prepaid items acquired is reasonable. Agencies must avoid consuming unspent budget by "stocking up" at year-end as it could require the establishment of a prepaid asset if the amount is material to the financial statements.

CDS 5. Replenishing Petty Cash

1. Agencies must replenish their fiscal year 2024 petty cash by the voucher deadline found in Attachment A.

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

CDS 6. Payment of Procurement Card Charges

1. Special instructions:

- a. Agencies must submit all Bank of America statements for payment to FCD within fifteen (15) days of receipt.
- b. Agencies will not be required to encumber purchases made with the Procurement Card, provided that a Request for Policy Exemption from encumbering is on file with FCD.
- c. P-card charges related to fiscal year 2024 purchases processed after the July 26th deadline will be charged to the FY25 budget. Please refer to CDS 8.
- d. Agencies must submit required documentation with the payment voucher for processing by the voucher deadline shown in Attachment A.
- e. Agencies must add the corporate account number to the message box found in SHARE on the Payments tab.
- f. Agencies should try to refrain from using the P-card during the last week of the fiscal year. This is because purchases made late in the year may not show up on the June invoice and could lead to prior year payment and accrual issues.

2. Post Audit

- a) Agency P-Card administrators must submit supporting documentation to the FCD P-Card Administrator for post-auditing by the last business day of the month following the month in which charges posted to the agency's P-card statement, to include year-end. Post-audit packets should be scanned into a PDF file and sent via email to MarkS.Melhoff@dfa.nm.gov and Clark.Crowdus@dfa.nm.gov.

CDS 7. Voucher Build Process and Payments

1. The synchronizing of bank and book cash transaction dates is a fundamental cash remediation concept. Disbursement entries must comply with this convention.
2. Warrants must be printed on or before June 30, 2024, to be deemed a fiscal year 2024 cash event.
3. The cash will be recognized on the day it's distributed from the bank.
4. To record fiscal year 2024 expenditures, the agency will submit the voucher build file with the accounting date of June 30, 2024.
5. For the voucher build file to be processed between the period of July 1st and July 29th, the accounting and budget date must be June 30, 2024. The deadline for submitting fiscal year 2024 voucher build files can be found in Attachment A.

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

CDS 8. Approval to Pay Prior Year Bills utilizing the Request to Pay Prior Year Bills Form

1. Annually, agencies receive invoices for goods and services received in prior fiscal years after the close of processing. To settle a prior year claim, the agency must submit a “Request to Pay Prior Year Bills” to pay out of the current year budget in accordance with §6-10-4, NMSA 1978. Attachment H (Single Year Appropriation) Approval to Pay Prior Year Bills requests should be emailed to Christina.CDeBaca@dfa.nm.gov and fcd.acfr@dfa.nm.gov. The first day DFA will accept prior year payment requests applicable to FY24 can be found in Attachment A.
 - a. Agencies must submit proof with the request that the agency has sufficient budget.
 - b. Invoices are not required for Prior Year Approval from the ACFR unit but must be attached to the voucher when submitting for payment.
 - c. Requests for years prior to FY24 can be submitted anytime throughout the year.
2. The Agency will be required to submit documentation to ensure a sufficient budget existed to pay the invoice in the appropriate fiscal year in which the goods and services were provided. The Agency should run the NMS Net Income by Department report by the applicable appropriation code (P Code –Single Year Appropriation), (A Code, Z Code, etc., Capital Project and Multi-Year Appropriation) or the on-line budget inquiry, Commitment Control Budget Detail, to determine available budget. The agency should reduce the amount by the sum of prior year invoices that were already approved. If an agency does not have enough budget to meet the criteria for requesting approval to pay prior year bill, the agency has incurred a deficiency. Incurring a deficiency may violate State Statutes, and therefore the agency should not submit a Prior Year Request for approval until the agency obtains a deficiency appropriation. Non-budgeted agencies must submit supporting documentation from their audit report applicable to the year of the expense being requested showing available fund balance and cash balances to support the request.
 - a. Capital Projects and Multi-Year Appropriations – capital outlay projects are no longer eligible for prior-year requests. Non-expired projects should be expensed in the current year and expired projects may not be reimbursed from capital outlay funds after the deadlines noted in Attachment A.
3. Agencies must use expenditure account 547999 to pay prior year bills regardless of the type of service, reimbursement, or appropriation unit.

CDS 9. Reversions

1. General Guidance:
 - a. The deadline to submit reversion notification forms to FCD can be found in Attachment A. These forms should be emailed to MarkS.Melhoff@dfa.nm.gov. Unexpended balances shown on the Reversion Notification Form must revert to the State General Fund unless otherwise indicated in the General Appropriation Act of 2024, other appropriation acts or as provided by law. Consult the applicable appropriation act to determine what is applicable to the appropriations received by your agency. At the end of the fiscal year, agencies must not reserve unexpended amounts as part of fund balance unless provided by law.

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

- b. Under §6-5-10 NMSA, 1978, “all unreserved, undesignated fund balances in reverting funds and accounts as reflected in the central financial reporting and accounting system [SHARE] as of June 30 shall revert by September 30 to the general fund. This includes Capital Projects and Multi-Year appropriation expenditures. Failure to transfer reverting funds timely will result in an audit finding. Reversion errors must be reported to FCD immediately upon discovery.
- c. When agencies are preparing year-end Capital Appropriation reversions:
 - i. For general fund appropriations, provide DFA Capital Outlay Bureau (COB) with a copy of the agency’s approved operating transfer from FCD and Capital Project Monitoring System (CPMS) update.
 - ii. For severance tax bond appropriation reversions, provide COB a copy of the notification sent to the Board of Finance requesting the reversion and CPMS update.
 - iii. For non-vouchering agencies, submit a check (warrant) for the reversion amount payable to DFA and mail to: Department of Finance and Administration, Attn: Financial Control Division-General Fund Reversions, 407 Galisteo Street Room 166, Santa Fe, NM 87501

2. Coding Reversions:

- a. When transferring the reversion, the agency must process the operating transfer using the journal upload process.
- b. Reversion Operating Transfers, occurring by September 30, 2024, must be dated as of June 30, 2024 and use the following chart fields for the State General Fund: business unit 34101, fund 85300, department Z9000, account 499305, Bud Ref 924, Class H0000, and the appropriate affiliate and fund affiliate (see below for Computer Enhancement Fund reversion instructions). To simplify eliminations, no due to/due from will be established. Please refer to Attachment D (A). If the reversion relates to an appropriation authorized from the Appropriation Contingency Fund use fund 85400; and if it is from the Operating Reserve Fund, use fund 85200; please refer to Attachment D (A) and D (B).

OPR done in Period 998:

- i. Agencies: Debit: 566100
- ii. General Fund: Credit 499305
- iii. Computer Enhancement Fund Reversion Instructions:
 - 1. Agencies: Debit: 566100
 - 2. Computer Enhancement Fund: Credit: 234900 (BU 34100 Fund 00900 DEPT 200000000)
 - 3. Fund/Fund affiliate are required for both entries.
- c. Reversion Operating Transfers submitted after September 30, require a two-step process. One entry will be establishing the Due To (payable) in Period 998 and the second entry will settle the cash in the current fiscal year. Agencies must use the following chart fields for the State General Fund: business unit 34101, fund 85300, department Z9000, account 499305 – O/F Sources Reversions, Bud Ref 924, Class H0000, and the appropriate affiliate and fund affiliate for paying agency/fund. If the reversion relates to an appropriation

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

authorized from the Appropriation Contingency Fund use fund 85400; and if it is from the Operating Reserve Fund, use fund 85200; please refer to Attachment D (A) and D (B).

CFR to establish accrual in Period 998 (dated June 30, 2024):

- i. Agencies: Debit 566100 and credit 234900

OPR to pay accrual in Current Fiscal Year (dated in the current year):

- i. General Fund: Credit 499305
- ii. Agencies: Debit 234900

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

OPR. OPERATING TRANSFERS & JOURNAL ENTRIES

OPR 1. Operating Transfers & Journal Entries

1. If cash is received by a division (agency) of the state in a state of New Mexico State General Fund Invest Pool (SGFIP) Bank Account on or before June 30, then all subsequent moves of that claim within the same fund category should impact the claim on the Investment Pool until the transaction reaches the agency with end account reporting responsibility.
2. Period 12 journal entries must be submitted and approved by the date found in Attachment A. Agencies should strive to complete reconciliations and post journal entries in Periods 1-12 leaving the 998 period for year-end adjustments.
3. Agencies can submit journal entries that affect claims on cash in period 998 through the deadline found in Attachment A. AGY type journal entries are not allowed in period 998. These should be submitted as a CFR. For FY24 transactions related to cash received after July 1st, a “due to/due from” or receivable must be established as outlined in *OPT. 1*.
4. The state’s Internal Service Funds (ISF) are reported within Government Activities and while they are shown separately in the fund financials, application of this concept will not result in a material difference, therefore the same concepts as above should be applied for ISF Operating Transfers. Impact: GSD billing for June should be settled allowing the system to infer the impact of claims on the Investment pool. These entries must be recorded in period 12. Invoices not received and or paid by the journal entry deadline must follow the Prior Year Approval request process.
5. Journal entries created or submitted after these deadlines will be denied and sent back to the agency. Agencies are responsible for providing denied journal entries to their auditors for consideration during the audit or to submit the journal entry into the 998-accounting period.

GLR. GENERAL LEDGER AND FINANCIAL REPORTS

GLR 1. Concerning Annual Audits

1. Executive Order 2012-004 mandates that all agencies under the Executive's purview comply with FCD's responsibilities concerning annual audits.

The FCD Director or designee must review and approve:

- a. Prior to issuance of a request for proposal (RFP) by a state agency, the evaluation criteria, including the weight to be given each criterion to be used to select an independent public accountant (IPA), the proposed scope of work to be included in the RFP, and the composition of the evaluation committee to evaluate proposals submitted in response to the RFP.
 - b. Selection of the IPA by a state agency prior to submitting to the State Auditor for approval (NMAC 2.2.2.8.F.6); and
 - c. Audit contracts and any amendments thereto before the audit contract or amendment is signed by the state agency and IPA and submitted to the State Auditor for approval.
 - d. Approval request should be submitted to the Controller in written form.
2. To ensure IPA independence, capability, and expertise, the FCD Director or designee may:
 - a. Require a state agency to select a new IPA and/or issue an RFP to select an IPA to conduct an annual audit, regardless of whether an existing audit contract could be permissibly extended to include the annual audit; and
 - b. Establish a maximum number of consecutive annual audits that an IPA may perform for a state agency.
 3. The Executive Order 2012-004 can be found on the FCD website as Executive Order 2012-004, http://nmdfa.state.nm.us/Memos_and_Notices.aspx in the Memos and Notices page under the Resource Information section.

GLR 2. Year-End Audit

1. Under 2.2.2.12A(1), NMAC, Due Dates for Agency Audits, agency audit reports under the oversight of DFA FCD are due to OSA in accordance with the requirements of 12-6-3. D NMSA 1978. State agency reports (with a few exceptions see 2.2.2.9(A)(1) NMAC) are due no later than November 1 after the close of the fiscal year. NMSA §12-6-3(D) states that state agency reports are due no later than 60 days after the Financial Control Division (FCD) of the Department of Finance and Administration provides the State Auditor with notice that the agency's books and

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

records are ready and available for audit.

- a. FCD requires each agency, with the help of its independent public accountant (IPA), to identify and submit with the agency representation letter (Attachment I), a schedule of deliverables agreed to milestones for the audit (Audit Plan). An example can be found under Attachment O – Audit Plan and Prepared by Client List. The Audit Plan and Client Prepared List should be customized to each agency's requirements.
- b. In fiscal year 2010, FCD added item number 14 to the agency representation letter. The IPA is required to sign the agency representation letter. FCD will not accept the representation letter without the IPA's signature.
- c. With a few exceptions, agency audits are due to OSA on November 1. Certification of audit readiness must be received at FCD no later than September 1, 2024. FCD encourages agencies to submit the agency representation letter as soon as they have verified their trial balance and audit deliverables related to trial balance account work.
- d. The State maintains a centralized accounting system, SHARE. The data and reports from SHARE are the original book of record the auditor is auditing. The trial balance should be from SHARE, which may be adjusted for amounts not posted in SHARE. If the agency and its auditor find that the schedule of audit deliverables and milestones has changed, the agency must resubmit an updated schedule to FCD.
- e. Once FCD receives the agency representation letter, the schedule of deliverables, and milestones, FCD will notify the State Auditor in writing regarding the expected audit deadline for the agency. The 60 days to the audit deadline will be based on the date of FCD's notification to the State Auditor; however, the deadline cannot extend beyond November 1 for most agencies (2.2.2.9A(1)I NMAC). FCD will compile a list of starting dates for each agency and inform the State Auditor. If the audit will not be completed by the appropriate deadline, the IPA must include the instance of noncompliance with Subsection A (2) of 2.2.2.9 NMAC, as a finding in the agency's audit report.

2. Uncollectible Receivables Balances

- a. Per Article IV Section 32 of the New Mexico Constitution [Remission of debts due state or municipalities]:
 - *No obligation or liability of any person, association or corporation held or owned by or owing to the state, or any municipal corporation therein, shall ever be exchanged, transferred, remitted, released, postponed or in any way diminished by the legislature, nor shall any such obligation or liability be extinguished except by the payment thereof into the proper treasury, or by proper proceeding in court.*
- b. Considering this provision, the proposal to make allowances for uncollectible accounts is permissible, subject to the following guidelines:
- c. Agencies cannot do anything that would result in a debt being forgiven or even indicate that a debt properly owed them has been forgiven or that the person owing the debt has been released from its payment; and,

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

- d. Agencies should maintain records and information concerning all debts due them, even the ones that have been recognized as being doubtful.
- e. This satisfies the dual objective of ensuring the State's financial statements present an accurate picture of its financial status while complying with the constitutional provision that prohibits debt forgiveness. Agencies must include appropriate disclosures in the annual financial statements disclosing the following information on all receivable balances (receivables and due from balances):
 - Agency must include in their receivable policy, a reference to Article IV Section 32 of the New Mexico Constitution regarding the forgiveness of debt owed to the State.
 - Agency's policy for tracking all receivable balances even those with allowances.
 - Agency's policy for attempting to recover receivables that have associated allowances.
 - Total amount of receivable balances that have been included in the allowance.
 - Total increase in the receivable allowance that occurred during the current year.
 - Total amount of receivable balances recovered during that year that had been included in the allowance.

GLR 3. IPA Access to SHARE

1. If an IPA requests access to SHARE, the agency must do the following:
 - a. The agency and IPA must complete the SHARE Security and Confidentiality Agreement Forms prior to emailing them to SHARE security team. The SHARE Security Access Authorization Form and Instructions are located at http://nmdfa.state.nm.us/Forms_5.aspx and the Confidentiality Agreement is found in Attachment N – IPA Confidentiality Agreement.
 - b. The agency is required to complete the top section of the security form as the SHARE security team has already determined what access to provide the IPA's. Please make sure the security form is clearly identified as access for the IPA.
 - c. All information called for in the Confidentiality Agreement must be provided and the IPA must sign the agreement. The representative from DFA is NOT required to sign the Confidentiality Agreement prior to submission to the SHARE security staff.
 - d. Please email all forms to share.security@doit.nm.gov.
 - e. The agency is required to request from the SHARE Security Team to deactivate the IPA's access once the audit is completed.

GLR 4. IPA Recommendation

1. Under 2.2.2.8 F(8)(d) NMAC, an agency shall submit to the State Auditor its IPA

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

recommendation and unsigned audit contract by June 1, 2024, or the date published in the audit rule, whichever is earlier. If an agency is non-compliant, as documented in section *MIS 4 Assignment of Chief Financial Officer*, the CFO for fiscal year 2025 will not be approved by FCD. The CFO designation defaults to the agency cabinet secretary/executive director.

GLR 5. Annual Comprehensive Financial Report

1. §6-5-4.1 NMSA, 1978, requires FCD to compile an annual comprehensive financial report (ACFR).
2. §6-5-4.1 NMSA, 1978 also states, to assist in the compilation of the ANNUAL REPORT, each state agency shall compile, in accordance with generally accepted accounting principles (GAAP), its financial statements on a schedule established by FCD (See Attachment M – ANNUAL REPORT Compilation Schedule).

GLR 6. ANNUAL REPORT Preparation Requirements

1. SHARE is the book of record for the State; therefore, all transactions must be recorded in SHARE and verified by the agency by August 8, 2024.
2. Agencies must meet all FCD closing deadlines.
3. The ANNUAL REPORT Compilation Schedule of deadlines (attachment M) are in addition to year-end closing deadlines published by FCD.
4. All agencies are required to provide FCD with the items identified on the ANNUAL REPORT Compilation Schedule (see Attachment M) by specified deadlines.

GLR 7. Year-end Trial Balances and Audit Adjustments

1. Year-end trial balances must agree by fund with the balances reported in SHARE as of the fiscal year-end close. Audit adjustments (agency proposed or auditor adjustments) must be posted to the year-end trial balances by fund. The adjusted year-end trial balances must reconcile to the audited financial statements by fund. This also includes fiduciary type funds. Agencies must reconcile the year-end adjusted trial balances to their financial statements. Differences between year-end adjusted trial balance and audited financial statements must be explained and supporting documentation provided to the ACFR Unit no later than one business day after the audit is due to the State Auditor.
2. Beginning fund balance must agree to the prior year audited fund balance by fund. Agencies must provide the ACFR Unit with a Prior Period Adjustment Reconciliation Form, see Attachment U. The agency must disclose per fund any prior adjustments that affect the fund balance and include an explanation as to why the prior period adjustment was required.
3. Agencies are required to prepare a journal entry to record the audit adjustments in SHARE by either uploading or creating the journal directly into SHARE for both the ACTUALS ledger and FULLACCRUE ledger. Audit adjustments should use revenue and expenditure account codes, when appropriate (instead of fund balance) along with department, budget reference, and class code and when required Affiliate and Fund Affiliate. Budget reference and class code must be included on revenue and expenditure accounts for the ACTUALS ledger journal entries.

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

a. The document number shall utilize the following format (10 Characters):

i. Document number format for ACTUALS Ledger – FYAUDBU#XX

ii. Document number format for FULLACCRUE Ledger – FYFALBU#XX

The adjusting journal entry must be entered into workflow and have a Level 2 approval by the CFO and submitted to the ACFR Unit for review and approval. Agencies are required to attach supporting documentation for their audit adjustments with the original entry no later than one business day after the audit is due to the State Auditor.

4. Agencies are required to submit the following information electronically to their assigned ACFR Unit accountant by 5 P.M. on the business day after their audit is due to the State Auditor:

- Final adjusted year-end trial balance by fund.
- Financial statements and notes draft.
- Audit entries in SHARE in period 998 (both ACTUALS and FULLACCRUE).
- Proposed audit entries from IPA for both fund financials and government wide.
- Prior Period Reconciliation Form (if the agency had any prior period adjustments).
- Subsequent Events Letter (Attachment T) due after November 1, 2024
 - A subsequent events letter will be required after January 1, 2025. Since the New Mexico ANNUAL REPORT is done months after agencies have completed their audits, the subsequent events need to be current to ensure full note disclosure for the ANNUAL REPORT.
 - The subsequent events will need to be items AFTER the date of the agency's released audited financial statements up to the date of the email requesting this information. An email will be sent by the State Controller to all the CFO's notifying them that this letter is required to be completed. Once the State Controller sends out the email, the CFO has five working days to complete this letter and return it to the ACFR Unit.

5. For those agencies that are concerned about submitting a draft of the financial statements, please be aware that §6-5-2.1 NMSA, 1978, states FCD can "have access to and authority to examine books, accounts, reports, vouchers, correspondence files and other records, bank accounts, money and other property of a state agency." NMAC 2.2.2.10(M)(3) of the 2024 Audit Rule, allows agencies to submit draft financial statements and notes to state oversight agencies, to meet this requirement.

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

PAY. PAYROLL

1. One hundred percent of payroll expenditures and cash entries for the pay period ending June 21, 2024 (paid June 28, 2024) will be charged to fiscal year 2024.
2. Payroll expenditures for the pay period ending July 5, 2024 (paid July 12, 2024) will be allocated based on hours worked during the two fiscal years. Hours worked June 22nd through June 30th will be charged to fiscal year 2024, while hours worked July 1st through July 5th will be charged to fiscal year 2025. Cash entries will be recorded by DFA on July 12, 2024, for the entire pay period.
3. For employees earning compensatory time off, hours worked June 22nd through June 30th will be used as the numerator divided by a fixed 80 hours. This convention can cause a front-end loading of cost.
4. Agencies are responsible for reviewing payroll entries and preparing and submitting any necessary correcting journal entries to FCD by the date found in Attachment A.

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

MIS. MISCELLANEOUS

MIS 1. Fiscal Year 2025 Fund Maintenance and Account Maintenance

1. The last day to submit FY24 chartfield requests in SHARE can be found in Attachment A. The chartfield request page will be inactivated after this date for the current year.
2. The first day to request FY25 chartfields that are not part of an organizational change can be found in Attachment A.
3. Reflective of the impact that departmental and structural changes have on systematic validation, recurring allocations, and downstream reporting, DFA will review all proposed major organizational changes prior to granting approval. The purpose of the review is to control unintended consequences. To facilitate the process, the agency must submit a business case request to dfafcd.forms@dfa.nm.gov no later than May 1, 2024, for consideration. Business case requests received after the deadline may be postponed until fiscal year 2026. The request should include answers to the following questions as well as a detailed explanation of the requested changes and impact they may have on the agency and state:
 - a. Is the change legislatively mandated or due to a change in an internal business process?
 - b. If not mandated, what is the need for the change?
 - c. What other solutions have been identified?
 - d. Has the agency identified department changes that are classified as HCM Only, FIN Only and HCM and FIN?
 - e. Do HCM changes meet “Smart Coding Requirements?”
 - f. How do the changes impact the FY25 budget and distributions?
 - g. Has the executive branch agency received approval from SPO for HR related changes?

Once DFA has received the documentation, a meeting will be scheduled with the State Budget Division, ACFR, SHARE Team and the State Controller to address any issues and concerns related to the agency’s submission.

4. If approved, DFA will work with the agency to schedule testing and provide a timeline for completion.

MIS 2. Fiscal Year 2025 Processing

1. FCD will begin auditing and approving FY25 purchase orders and payment vouchers on July 1, 2024.

MIS 3. Fiscal Year 2025 Document Numbering

1. State agencies have two options for numbering documents. The preferred option is using SHARE’s automatic numbering functionality. SHARE will automatically assign a unique eight-digit sequential document number for vouchers and a unique ten-digit sequential document number for requisitions, purchase orders, and journal entries. The second option allows a state agency to manually assign an eight-digit number to a voucher and a ten-digit number for requisitions, purchase orders, and journal entries. In the second option, agencies are responsible for maintaining an internal document numbering log and must remain consistent throughout the fiscal year.

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

MIS 4. Assignment of Chief Financial Officer (CFO)

1. An agency head may assign the responsibilities outlined in Subsection C of 2.20.5.8 NMAC to an employee within the agency who possesses the educational background, knowledge, and experience necessary to monitor, and control the state agency's accounting function. The delegation must be in writing and is limited to a single fiscal year. CFO delegation must be approved by FCD, which will assess the candidates' experience against the agency's size, complexity, known financial challenges and past performance. Each appointed CFO must be aware of the responsibilities and duties assigned to the CFO position.
2. The deadline for submitting a letter to FCD to delegate the CFO function can be found in Attachment A. The letter must be signed by the agency head and include a copy of the candidates' resume, telephone number and email address, refer to Attachment S – CFO Assignment Letter. FCD will not consider any appointment requests if the letter is signed by someone other than the agency head and/or a current resume is not included. FCD will notify the agency head, in writing, whether the individual designated as CFO has been approved or disapproved. The appointment remains valid until the earlier of the end of fiscal year 2025 or until either the CFO or Department Head leave the agency. An updated letter must be submitted to FCD if the agency head changes, or a new CFO is designated during the year.

In addition to the factors above, FCD will consider the agency CFO's:

- a. Adhere to the responsibilities as outlined in 2.20.5 NMAC Responsibility for Accounting Function, and;
- b. Review the policies and processes outlined in the State of New Mexico Manual of Model Accounting Practices (MAPs) dated July 1, 2024 or other future publications located on the DFA Website, and;
- c. Ensure compliance with all changes and revisions to MAPs, and;
- d. Complete/Attend all DFA 101 Trainings and follow Year-End Deadlines for fiscal year 2024 and for fiscal year 2025, and;
- e. Complete any future trainings set forth as required for CFOs to include training on 2. C.F.R 200, covering federal awards, if applicable, and;
- f. Disseminate FCD e-mail notices to agency staff, as appropriate, and;
- g. Ensure all employee time is approved in HCM by the deadlines set forth by the State Personnel Office and the Department of Finance & Administration Central Payroll Bureau, and;
- h. Have Purchasing Card policies in place and ensure they are followed as well as any policies set forth by DFA, if applicable, and;
- i. Implement the agency's annual budget as outlined in 6-3-7, NMSA 1978 and as enacted in the annual General Appropriations Act, to include submitting budget adjustment requests as needed to confirm budget to actual anticipated revenues and expenditures as allowed by law, and;

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

- j. Attend all training required by the State Budget Division related to the agency budgeting process, and;
 - k. Notify DFA, the State Board of Finance, and the State Treasurer's Office of any changes to banking or treasury-related services either used by the agency under the State Fiscal Agent agreement or contracted outside of the State Fiscal Agent agreement, and;
 - l. Notify DFA of any changes to the acceptance of card payments or the intent to accept card payments (NMAC 2.60.8).
3. It is the sole decision of the State Controller (or designee) to approve the agency's submission of the CFO designation.
 4. Any non-compliance with the above may result in FCD revoking the CFO designation.
 5. If at any time during the fiscal year, the CFO will be out of the office and unavailable to function as primary financial officer for more than 5 consecutive days, the agency shall submit a letter to FCD indicating the existing CFO will be out of the office and an alternate individual will be the interim CFO. The letter should state the timeframe the CFO will be out, in addition to the contact information of the stand in CFO. The letter should be from the agency head and submitted to FCD prior to the CFO's absence.
 6. For the new fiscal year, the CFO shall update the CFO distribution list by contacting FCD. The CFO or Agency Head may request changes to the CFO distribution list at various times during the year by submitting an updated request form. Each agency is limited to one additional contact, not including the CFO. It is the responsibility of the CFO and the other contacts to disseminate the information received to the appropriate individuals. For any changes/additions, provide the individual's name, e-mail addresses, and phone number.

MIS 5. Authorized Signatures

1. All agencies must comply with the provisions of NMAC 2.20.2.6, when delegating authority to sign contracts, payment vouchers, purchase orders, or other financial commitments. The authority to sign these documents must be delegated by the individual authorized to sign documents under the provisions of NMAC 2.20.2.6. This will always be the agency head.
2. Signature authorizations forms are the basis of verifying approval roles in SHARE. Forms currently on file with FCD are valid only for documents dated on or before June 30, 2024. Once the agency has received the approval letter for the delegated CFO, they must submit the Signature/Transaction Authorization Form to FCD. Refer to Attachment E – Signature Transaction Authorization. Signature authorizations for fiscal year 2025. These forms are due to FCD by the date set in Attachment A. Approval roles in SHARE will be modified earlier in fiscal year 2025 based on submitted documents. SHARE approval roles will be removed for fiscal year 2025 until FCD receives the proper signature authorizations.
3. The list designating employees that may receive warrants from FCD during fiscal year 2025 must be received at FCD by the date found in Attachment A. Please refer to Attachment F – Employees Designated to Receive Warrants Form from FCD to submit the list of designated individuals.
 - a. Verify with employees that their signatures on the forms are the same signatures they

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

will be using during the fiscal year.

- b. For agencies processing payments through the voucher build process, to designate an employee to pick up these warrants, please place a check under the column heading “Voucher Build Warrants”.
4. The list designating Point of Contacts (POC) for each area of responsibility within SHARE during fiscal year 2025 must be received at FCD by the date found in Attachment A. Please refer to Attachment V – Agency Point of Contacts.
5. If during fiscal year 2025, a new cabinet secretary, agency head or equivalent, is appointed, the Agency Head Authorization Form must be updated and sent to FCD. This form is used by the FCD Help Desk to update the signature on purchase orders. Please refer to Attachment Q – Agency Head Authorization.
6. Additionally, the Signature/Transaction Authorization Form, Employees Designated to Receive Warrants Form, and the Agency Point of Contact Form must be updated if an agency has appointed a new cabinet secretary, agency head, executive director or equivalent or a new CFO. Signatures on file remain valid if the agency head and CFO remain in effect. The CFO name and signature are required on all additional or subsequent forms submitted to FCD throughout the fiscal year.
7. Summary of required FCD forms:
 - a. CFO designation letter including resume – must be signed by the agency head and submitted by the date found in Attachment A. An updated letter must be submitted anytime the Agency Head or CFO change. Refer to Attachment S – CFO Assignment Letter.
 - b. Signature/Transaction Authorization Form – must be signed by the Agency Head and submitted by the date found in Attachment A. The designated employee(s) must be listed by name and signature to include the CFO. An updated form must be submitted when the agency head and/or staff changes. Refer to Attachment E – Signature Authorization Form.
 - c. Employees Designated to Receive Warrants form – must be signed by the CFO and submitted by the date Found in Attachment A. The designated employee(s) must be listed by name and signature. An updated form must be submitted when the CFO and/or staff changes. Refer to Attachment F – Employees Designated to Receive Warrants Form.
 - d. Agency Point of Contacts – must be signed by the CFO and submitted by the date found in Attachment A. The designated employee(s) must be listed by name, phone number and email address. An updated form must be submitted when the CFO and/or staff changes. Refer to Attachment V – Agency Point of Contacts Form.
 - e. All forms can be signed electronically and submitted in PDF format to dfafcd.forms@dfa.nm.gov.

MIS 6. [Alternative Point of Contact for Agency CFO](#)

1. FCD will allow agencies to provide an alternative point of contact for Payment Vouchers, Purchase Orders, Operating Transfers/Journal Entries, Vendor Relations, and Warrant

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

Cancellations processed through FCD. The CFO is still the agency's point of contact for all communications from FCD; however, in the event the CFO cannot be contacted, each agency will be allowed to designate one (1) person for each document type. To provide an alternative agency point of contact to FCD, use the Agency Point of Contact Form in Attachment V. The Agency Point of Contact Form must be received at FCD by the date found in Attachment A. The CFO will always be listed as the first point of contact for all the specified documents on the form.

MIS 7. Denied Document Processing

1. If documents are denied after the year-end deadlines and resubmitted by the agencies to FCD, the documents may or may not be processed. FCD will review each document in workflow on a case-by-case basis. If the transaction is not processed, it will need to be included as an audit adjustment for that fiscal year. If vouchers are denied after the AP deadline found in Attachment A, the agency will need to follow either 1) Year End Accrual Process (refer to CDS 1#3) before August 31st or 2) the Prior Year Approval request process after August 31st and charge the expense to the current year budget. Please refer to CDS 8.
2. To ensure the timely processing of documents, the agency should submit fiscal year 2024 documents via workflow Level 2 approval earlier than the scheduled deadlines indicated in this document.

MIS 8. Exemptions from Processing Procedures

1. Agencies may request an exemption from certain MAPs processing requirements from FCD. Exemptions are approved on an annual fiscal-year basis and will remain in force unless specifically revoked by FCD. To request an exemption that has not been previously approved, submit a Request for Policy Exemption Form (refer to Attachment B). Please note, DFA cannot exempt an agency from law, statute, rule, or the procurement code.
2. For exemptions expiring on June 30, 2024, a new exemption request must be resubmitted to FCD for approval for the following fiscal year by the date found in Attachment A.

MIS 9. Positive Claim Balance on the State General Fund Investment Pool

1. In accordance with §8-6-7 NMSA, 1978, all funds must carry positive balances. FCD will not pay vouchers out of funds that carry a zero or negative cash balance. Because some Federal contracts and/or grant agreements require that cash be expended prior to reimbursement through draw or other methods, FCD will allow payments from those funds via a policy exemption if there is a reasonable belief that revenues will be received in accordance with the DFA receivable policy; however, agencies are required to draw federal, capital and special revenue funds as expeditiously as possible. FCD will cease making payments for funds that carry negative cash balances that have not sought reimbursement expeditiously. Once the funds are recouped or positive balances restored, FCD will resume payments from those funds.

MIS 10. Close of Fiscal Year

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

1. FCD will close fiscal year 2024, on the date provided in Attachment A.

MIS 11. Authority to Issue Warrants

1. §6-5-9 NMSA, 1978, as amended, requires the Secretary of the Department of Finance and Administration to annually issue a written order granting authorization to a particular state agency to issue warrants or exception from the requirement of prior submission of proposed vouchers, purchase documents, purchase orders or contracts to the division as provided in §6-5-3 NMSA, 1978, as amended when efficiency or economy so requires. §9-6-5(E) NMSA, 1978, as amended, authorizes the Secretary of the department to make and adopt such reasonable and procedural rules and regulations as may be necessary to carry out the duties of the department and its divisions.

Under NMAC 2.20.6.8 Application Procedures and Conditions of Approval of Authorization or Exception:

- a. Each December 31, a state agency that wishes to issue warrants or exception from the requirement of prior submission of proposed vouchers, purchase orders, or contracts to DFA for the following fiscal year (July 1 through June 30) shall apply for authorization or exception by submitting a written request to DFA explaining in detail the reasons why efficiency or economy will be better achieved by the state agency issuing warrants or waiving the prior submission requirements. As part of the annual request, the state agency shall include a detailed report outlining its compliance with provisions detailed in §6-5-9 NMSA, 1978. Refer to Attachment R – Authority to Issue Warrants Form.
 - b. Describe warrant's business purpose (what will it be used for) and why efficiency or economy is better served by the agency issuing the warrant or by waiving prior submission requirements.
 - c. Describe types of payments to be made if approval is granted.
 - d. Provide an estimate of the number of warrants to be issued and value on a fiscal year basis. If ACH payments are made include those payments in the metrics as well.
 - e. Provide a list of bank accounts (bank number redacted except for the last 4-digits) and corresponding STO identification number.
 - f. The approval is only applicable for the fiscal year beginning July 1 following the request.
 - g. If the request is denied, the agency shall make arrangements by March 1 with DFA for FCD to issue the warrants for the state agency beginning July 1 following the denied request. As allowed by law, this shall include the transfer of financial resources to the division to cover the cost of issuing the warrants and administering the prior submission of proposed vouchers, purchase orders and contracts.
2. All agencies using the voucher build process must submit this request annually. Agencies are responsible for ensuring the adequacy of controls over these disbursements.
 3. Forms should be emailed to cash.control@dfa.nm.gov.

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

MIS 12. Direct Pay Requests

1. All goods and services must be encumbered unless an exemption is in place. In instances where the purchase has been encumbered but the remaining encumbrance is insufficient to cover the full amount of the final invoice, a Direct Payment request can be submitted for the remaining amount.
 - a. The first line of the regular voucher must list the amount encumbered and reference the PO.
 - b. A second line for the amount that was unforeseen with no reference of a PO can be added.
 - c. To streamline the process, FCD will grant a \$5,000 partial direct payment allowance for all final fiscal year 2024 payments with an existing PO. Please refer to the FCD website for a copy of the blanket approval memo that must be attached to the voucher. The CFO, or designate, must certify 1. Annotate at the bottom of the document the cause of the overrun. 2. State in writing, "To the best of your knowledge, there were no procurement violations related to this expenditure". This certification must be written on the invoice or attached to the voucher in memo form.
 - d. For direct payment requests that exceed \$5,000 on an existing PO or for vouchers that did not have a PO established, supporting documentation that needs to be attached to the payment voucher when submitting to DFA for a Direct Pay Request includes:
 - i. A copy of the original PO (if applicable).
 - ii. Justification letter from the CFO explaining, in detail, what occurred and why the PO was not modified or created by the deadline and must be addressed to, and approved by, the State Controller (or designee).
 - iii. The invoice must be certified that no procurement violation occurred to the best of their knowledge.

MIS 13. Digital Signatures and Electronic Submission

1. DFA will accept both original and digital signatures on all FCD State Controller required signature forms. Legally binding documents must be signed using a wet or digitally certified signature.
2. All forms should be emailed to dfafcd.forms@dfa.nm.gov unless specifically noted elsewhere in this document.

WRT. WARRANT CANCELLATIONS`

WRT 1. Cancellation of Issued Warrants

1. SHARE supports two types of cancellations:

- a. Cancel and reissue (Type A) – cancels the original warrant and issues a new warrant to the same vendor for the same amount. There are NO changes to the voucher, payment method and accounting other than reestablishing a payable liability and then relieving it upon replacement check issuance. SHARE automatically reissues payment on the next pay cycle after the cancellation is posted.
- b. Cancel / no reissue (Type B) – cancels the original warrant and reverses all accounting entries using the original chart field values. Warrants cancelled after June 30, 2024, for FY24 expenditures will credit FY25 expenses with an FY24 bud ref/class.

2. Business Process

- a. Agencies should email the warrant cancellation form and warrant/affidavit to Vendor.Relations@dfa.nm.gov. On the subject line of the email list the Business Unit and “Warrant Cancellation”. Hard copies will no longer be accepted. Once the original warrant has been canceled using the electronic submission process, the agency must securely destroy the original warrant. The agency should also retain the original affidavit in accordance with state retention rules.

3. General Guidance

- a. FY24 issued warrants that are cancelled without reissue, must be received by FCD by the date found in Attachment A, to ensure processing occurs on or before June 30, 2024.
- b. Warrants cancelled and reissued can be processed at any time if the original warrant issue date is not more than 365 days in the past.

4. Stale Warrants

- a. NMSA 6-10-57 requires warrants issued by the state and unpaid after one year be cancelled by the fiscal officer which is processed by DFA upon expiration date.
- b. Use public query “NMS_Outstanding_Warrants”, every month to identify uncashed checks (warrants) to suppliers and work with them to redeem, reissue or cancel.

Fiscal Year-End Deadlines for 2024 and Deadlines for Fiscal Year 2025

BOF. BOARD OF FINANCE

BOF 1. Draw Down Reimbursement Requests

1. Agencies must send fiscal year 2024 draw requests for Severance Tax and General Obligation Bond appropriations to Board of Finance (BOF) by 5:00 p.m. on July 31, 2024.
2. The reimbursement of a valid capital outlay expenditure must be made in accordance with 2.61.6 NMAC, and,
 - a. For fiscal year 2024 draw down reimbursements:
 - i. **A multi-year appropriation expiring as of 6/30** must meet both the AP and drawdown deadline to be eligible for reimbursement. If the deadlines on an expiring appropriation are missed, the agency/entity may be unable to recover the funds as they will be reverted. Requests for an expired appropriation may be denied if received after these deadlines.
 - ii. **A multi-year appropriation that has not expired** must meet both the AP and drawdown deadline to be eligible for reimbursement. If the reimbursement request on a non-expiring appropriation is received after these deadlines, the drawdown and expenditure will become a current year request. The state will not allow non-expiring capital outlay reimbursement requests to be accrued.

BOF 2. Bond Proceed Reversions

1. Agencies must send fiscal year 2024 Severance Tax and General Obligation Bond proceed reversion requests to the BOF by 5:00 p.m. on August 16, 2024. During the month of July BOF will provide a year-end report for all expiring appropriations scheduled to revert on 6/30, which should be used as a reference guide for submitting reversion requests.

ATTACHMENT A – YEAR-END SUMMARY OF DEADLINE

Year-End Summary of Deadlines

DATES	FOR	SECTION	PAGE
May 1, 2024	Last day to submit Annual Operating Budgets for fiscal year 2025 to State Budget Division.	BUD 2.1	3
May 1, 2024	Last day to submit organizational business case requests that may impact system setup and testing.	MIS 1.3	21
May 17, 2024	Last day to submit Budget Adjustment Requests (BARs) – Category Transfers to State Budget Division.	BUD 1.1	3
June 3, 2024	Last day to submit written delegation with a resume of Chief Financial Officer to FCD for fiscal year 2024.	MIS 4.2	22
June 3, 2024	Last day to submit FY24 chartfield requests in SHARE.	MIS 1.1	21
June 9, 2024	Last day to submit Signature Authorization Forms to FCD (Signature auth., POC and warrant designation).	MIS 5.2	23
June 14, 2024	Last day to submit Purchase Orders and Payment Vouchers for postage to FCD.	ENC 4.4	5
June 21, 2024	Last day to purchase postage using the P-card.	ENC 4.5	6
June 21, 2024	First day to submit FY25 policy exemptions.	MIS 8.2	25
June 24, 2024	First day to submit FY25 chartfield requests in SHARE.	MIS 1.2	21
June 26, 2024	Last day to submit all fiscal year 2024 Warrant Cancellations to FCD.	WRT 1.3a	28
June 26, 2024	Last day to submit purchase orders and change orders greater than \$5,000 to FCD.	ENC 2.1a/CDS 2.1	5/9
June 28, 2024	Last day for Judicial District Courts to report activity to STO through June 26, 2024.	CRS 1.3	7
June 30, 2024	Last day for agencies to approve purchase orders and change orders less than \$5,000 for goods or services that will be received by June 30, 2024.	ENC 2.1b	5
July 1, 2024	First day FCD will accept fiscal year 2025 documents.	MIS 2.1	21
July 5, 2024	Last day to submit OPR to account for fiscal year 2024 deposits using clearing accounts.	CRS 1.2	7
July 29, 2024	Last day to submit all fiscal year 2024 vouchers and close out pending travel advances (this includes voucher build files).	CDS 1.1/2.4	8/9
July 31, 2024	Last day to submit FY24 draw requests to Board of Finance for severance tax and general obligation bond appropriations (5:00 PM).	BOF 1.1	29
August 8, 2024	Last day to submit journal entries for posting in period 12 (5:00 PM).	OPR 1.2	14
August 9, 2024	Last day for agencies to close fiscal year 2024 purchase orders, requisitions, and expired contracts.	ENC 4.3	5

Year-End Summary of Deadlines

DATES	FOR	SECTION	PAGE
August 9, 2024	FCD will close fiscal year 2024.	MIS 10.1	26
August 30, 2024	Last day to submit fiscal year 2024 Reversion Notification forms to FCD.	CDS 9.1a	11
August 31, 2024	Last day to submit journal entries in period 998 to FCD establishing 296900 accruals 5:00pm	CDS 1.4a	8
September 1, 2024	Last day to submit agency representation letter electronically certifying audit readiness to FCD. Except agencies with audit submission due dates after November 1, 2024.	GLR 2.1c	16
September 29, 2024	Last day to pay obligations established through the 296900-accrual process.	CDS 1.4b	8
September 30, 2024	Last day to submit fiscal year 2024 reversion Operating Transfers to FCD.	CDS 9.1b	11
September 30, 2024	Last day to submit OPRs to pay GSD or DOIT for services applicable to FY24.	OPR 1.4	14
September 30, 2024	Last day to submit adjusting journal entries in the 998 period.	OPR 1.3	14
October 2, 2024	First day DFA will accept Prior Year Payment Requests applicable to FY24.	CDS 8.1	11
October 16, 2024	Last day to submit journal entry to zero out balances in 296900 if accounts payables were overstated.	CDS 1.4b	8
November 4, 2024	Last day to submit ANNUAL REPORT reporting package to FCD electronically by 5:00 PM Except agencies with audit submission due dates after November 1, 2024.	GLR 7.4	19
December 31, 2024	Last day to submit requests for Authority to Issue Warrants to FCD for FY26.	MIS 11.1a	26

ATTACHMENT B – POLICY EXEMPTION

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND
FINANCIAL CONTROL DIVISION
REQUEST FOR POLICY EXEMPTION

Check the appropriate policy request:

New Exemption ☐ Existing Exemption ☐ Exemption Number

State the DFA/FCD policy, procedure, or memorandum from which you are requesting an exemption:

State the exemption requested and provide a complete justification:

Fund Code Business Unit Department

Date Exemption Requested for:

Signed by Requesting Authority: Date:
(Cabinet Secretary/Agency Director)

For FCD Use Only

Approved by: Date:
(Financial Control Division Director)

Expiration Date:

ATTACHMENT C – Blank

Left Blank

ATTACHMENT D – GENERAL FUND REVERSION FORM

Business Unit: _____

Agency Name: _____

State of New Mexico
Department of Finance and Administration
Financial Control Division
GENERAL FUND ONLY
REVERSION NOTIFICATION

Date: _____

Prepared By: _____

Phone Number: _____

Reversions For Current Fiscal Year											
Business Unit	Fund Code	10 digit Department Code or an A or Z code	Class Code	Referenced Citations			Original Amount of Appropriation	Amount Received to Date	Amount Expended to Date (Enter as Negative)	Unexpended Budget Balance	Budget Fiscal Year
				Law	Chapter	Section					
										0.00	
										0.00	
										0.00	
										0.00	
										0.00	
										0.00	
										0.00	
										0.00	
Totals:							0.00	0.00	0.00	0.00	

Reversions For Prior Fiscal Years											
Business Unit	Fund Code	10 digit Department Code or an A or Z code	Class Code	Referenced Citations			Original Amount of Appropriation	Amount Received to Date	Amount Expended to Date	Unexpended/ Unencumbered Budget Balance	Prior Budget Fiscal Year
				Law	Chapter	Section					
								XXXXXXXX	XXXXXXXX		
								XXXXXXXX	XXXXXXXX		
								XXXXXXXX	XXXXXXXX		
								XXXXXXXX	XXXXXXXX		
								XXXXXXXX	XXXXXXXX		
								XXXXXXXX	XXXXXXXX		
								XXXXXXXX	XXXXXXXX		
								XXXXXXXX	XXXXXXXX		
							0.00			0.00	

DFA/FCD (3/2023)

IF THERE IS INSUFFICIENT SPACE TO LIST ALL APPROPRIATIONS, USE AN ADDITIONAL COPY OF THIS FORM

Business Unit: _____

Agency Name: _____

State of New Mexico
Department of Finance and Administration
Financial Control Division
OTHER FUNDS
REVERSION NOTIFICATION

Date: _____

Prepared By: _____

Phone Number: _____

Reversions For Current Fiscal Year											
Business Unit	Fund Code	10 digit Department Code or an A or Z code	Class Code	Referenced Citations			Original Amount of Appropriation	Amount Received to Date	Amount Expended to Date (Enter as Negative)	Unexpended Budget Balance	Budget Fiscal Year
				Law	Chapter	Section					
										0.00	
										0.00	
										0.00	
										0.00	
										0.00	
										0.00	
										0.00	
										0.00	
Totals:							0.00	0.00	0.00	0.00	

Reversions For Prior Fiscal Year											
Business Unit	Fund Code	10 digit Department Code or an A or Z code	Class Code	Referenced Citations			Original Amount of Appropriation	Amount Received to Date	Amount Expended to Date	Unexpended/Unencumbered Budget Balance	Prior Budget Fiscal Year
				Law	Chapter	Section					
								XXXXXXX	XXXXXXX		
								XXXXXXX	XXXXXXX		
								XXXXXXX	XXXXXXX		
								XXXXXXX	XXXXXXX		
								XXXXXXX	XXXXXXX		
								XXXXXXX	XXXXXXX		
								XXXXXXX	XXXXXXX		
								XXXXXXX	XXXXXXX		
								XXXXXXX	XXXXXXX		
							0.00			0.00	

DFA/FCD (3/2023)

IF THERE IS INSUFFICIENT SPACE TO LIST ALL APPROPRIATIONS, USE AN ADDITIONAL COPY OF THIS FORM

ATTACHMENT E – SIGNATURE/TRANSACTION AUTHORIZATION FORM

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
FINANCIAL CONTROL DIVISION
SIGNATURE/TRANSACTION AUTHORIZATION

BUSINESS UNIT: _____ AGENCY NAME: _____ BUDGET FISCAL YEAR: _____

		CFO Only ***												Agency Head Only
Signature	Print Name		SHARE System Security Access Authorization Form (1)	SHARE Chartfield Maintenance Form	SHARE Representation Letter	Lv2 Requisition	Lv2 Purchase Order	Lv2 Voucher Invoice Certification Approval	Lv2 Journal Entry	Lv1 Budget Entry	Lv2 Budget Entry	Warrant Cancellation	Professional Service Contracts	
		*CFO	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		**CFO	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		**CPO				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DFA/PCD (10/2017)

SIGNATURE: _____ TITLE: _____ DATE: _____

Agency Head/Delegating Authority - DFA Rule 78-5 (2)

SUBMIT TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION, DIRECTOR OF FINANCIAL CONTROL DIVISION

- (1) Agency Chief Financial Officer may delegate document (e.g., vouchers, journal entries, operating transfers) approval in SHARE by submitting to the Financial Control Division a signed SHARE Security Access Authorization Form
- (2) The Agency Head's signature approves the individuals on this form to sign these documents.

*This form remains valid for above-referenced fiscal year as long as all signatures are valid.

**Leave line blank if not applicable to your agency.

**ATTACHMENT F – EMPLOYEES DESIGNATED TO RECEIVE WARRANTS
FORM**

State of New Mexico Department of Finance and Administration Financial Control Division EMPLOYEES DESIGNATED TO RECEIVE WARRANTS					
Business Unit: _____	Fiscal Year: _____				
Agency Name: _____					
Signature	Printed Name	A Warrants *	B Warrants	D Warrants (DOT Only)	Voucher Build Warrants

DFA/FCD (4/2017)

CONFIDENTIALITY NOTICE

The employee(s) or courier authorized to receive Central Payroll "A" Warrants from Financial Control Division is for the sole use of the intended recipients and contains information that is confidential or legally privileged. Any disclosure, copying, distribution, or use by someone else is prohibited.

Signature: _____
 Chief Financial Officer

Date: _____

ATTACHMENT G – BLANK

Left Blank

ATTACHMENT H – Request for Approval to Pay Prior Year Bills

ATTACHMENT I – AGENCY REPRESENTATION LETTER

SAMPLE
ATTACHMENT I -
AGENCY REPRESENTATION LETTER
(Agency Letterhead)

September 1, 2024

Director/State Controller
State of New Mexico
Department of Finance and Administration
Financial Control Division
407 Galisteo Street
Bataan Memorial Building, Room 166
Santa Fe, NM 87501

Re: Agency XXXXX
Fiscal Year 2024

Dear State Controller:

We confirm that we are responsible for conforming to U.S. generally accepted accounting principles. We are also responsible for adopting sound accounting policies, establishing and maintaining effective internal control, and preventing and detecting fraud.

We confirm, to the best of our knowledge and belief as of June 30, 2024, the following:

1. All transactions for our agency have been properly recorded in SHARE in conformity with U.S. generally accepted accounting principles.
2. The financial transactions recorded in SHARE accurately reflect the results of our operations for the accounting period.
3. All revenue has been properly recognized and classified in SHARE in conformity with U.S. generally accepted accounting principles.
4. Expenses have been properly recorded and classified in SHARE in conformity with U.S. generally accepted accounting principles.
5. We have no plans or intentions that would materially affect the carrying value or classification of assets, liabilities or fund equity.
6. Provisions for uncollectible receivables have been properly identified and recorded.
7. All non-timing difference reconciling items for our agency identified by the FCD Cash Control Bureau or the State Treasurer's Office have been cleared with the following exceptions:
8. Interfund, internal, and intra-entity activity and balances have been appropriately recorded, classified and reported.

9. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable depreciated.
10. We have properly classified all funds and activities with the following exceptions:
11. All material transactions have been properly recorded in our accounting records contained within SHARE with the following exceptions:
12. We have included the schedule of deliverables and agreed to milestones as required in Subsection A (1) 2.2.2.12 NMAC. As required, if we become aware of any changes to the schedule of audit deliverables and milestones we will immediately notify FCD in writing.
13. We certify that our general ledger in SHARE accurately reflects our agency's activity for the fiscal year ended June 30, 2024 and we are ready for the year-end audit by our selected Independent Public Accountants.
14. Our auditor has agreed with the dates in the schedule of deliverables and milestones and to our certification that our books are ready for the year-end audit as evidenced by their signature below. The Independent Public Auditor is not certifying to any representations made within this management representation letter except for item 14.

Signature _____

Printed Name _____

Date _____
Agency CFO

Signature _____

Date _____

Name _____

Firm _____
Independent Public Accountant

ATTACHMENT J – FUND MAINTENANCE FORM



Department of Finance and Administration
Financial Control Division
Fund Maintenance Form



Agency Information

Requesting Agency:	Agency Code: <input type="text"/>
Name of Agency Contact:	Phone: ()
Agency Contact Email:	

Fund Information

Add Fund*: <input type="checkbox"/>	Change Fund Name: <input type="checkbox"/>	Inactivate Fund: <input type="checkbox"/>	Fund Number to change or inactivate: <input type="text"/>
-------------------------------------	--	---	---

Long Description (30 characters max):

Payroll Related: Yes ☐ No ☐

Budgetary Only: Yes ☐ No ☐

If the new fund is interest bearing, please provide the following information:

Interest Bearing: Yes ☐ No ☐

Department

Account

Fund Type (check if applicable)



Governmental Fund	Propriety Fund	Fiduciary Fund	Fund Disclosure
General <input type="checkbox"/>	Enterprise <input type="checkbox"/>	Investment Trust <input type="checkbox"/>	Reverting <input type="checkbox"/>
Special Revenue <input type="checkbox"/>	Internal Service <input type="checkbox"/>	Private Purpose <input type="checkbox"/>	Non-Reverting <input type="checkbox"/>
Debt Service <input type="checkbox"/>		Agency <input type="checkbox"/>	If Fund is non-reverting please provide statutory citation: <input type="text"/>
Capital Projects <input type="checkbox"/>		Pension (and other employee benefit) <input type="checkbox"/>	
Permanent <input type="checkbox"/>		Trust <input type="checkbox"/>	

Establishing Authority for Actions

Statutory Citation*:
Executive Order*:
Custodian of the Account:
Purpose:

ATTACHMENT K – DEPARTMENT MAINTENANCE FORM



Department of Finance and Administration
Financial Control Division / Support Unit
Department Maintenance Form



Agency Information

Requesting Agency:	Agency Code: <input type="text"/>
Name of Agency Contact:	Phone: ()
Agency Contact Email:	

Department Codes

Add: <input type="checkbox"/>	Change: <input type="checkbox"/>	Inactivate: <input type="checkbox"/>	See Attached: <input type="checkbox"/>
P-Code: <input type="checkbox"/>	(Requires State Budget Division approval)	Federal Contract (FC-Code): <input type="checkbox"/>	(Requires State Budget Division approval)
Special Appropriation (Z-Code): <input type="checkbox"/>	(Requires State Budget Division approval)	Private Contribution (V-Code): <input type="checkbox"/>	(Requires State Budget Division approval)
ARRA (R-Code): <input type="checkbox"/>	(Requires State Budget Division approval)	Special Rev.Cap.Proj. (A-Code): <input type="checkbox"/>	(Requires Capital Outlay Bureau approval)
Federal Grant (FG-Code): <input type="checkbox"/>	(Requires State Budget Division approval)	10 digit Department Code: <input type="checkbox"/>	

	Numeric Dept Number		Alpha Numeric Dept Number
Department Code (10 characters max):	<input type="text"/>	Or	<input type="text"/>
Department Code	<input type="text"/>		<input type="text"/>
Long Description (30 characters max):	<input type="text"/>		<input type="text"/>
Department Code	<input type="text"/>		<input type="text"/>
Short Description (10 characters max):	<input type="text"/>		<input type="text"/>

If you are adding a 10 digit Department Code, please indicate what level in the department tree it should be added at.
If the new 10 digit Department Code is a Budgeted Node, please indicate in the diagram below to what P-Code it is going to rollup to.

<input type="checkbox"/> Appropriation Level	
<input type="checkbox"/> P-Code: _____	
<input type="checkbox"/> Department Level (check one only)	
<input type="checkbox"/> Budgeted Node	
<input type="checkbox"/> Range (Rollup to Budgeted Node)	<input type="text"/>

Establishing Authority for Actions

Statutory Citation*:
Executive Order*:
Custodian of the Account:
Purpose:

ATTACHMENT L – WARRANT CANCELLATION PROCESS

State of New Mexico
Department of Finance and Administration
 Financial Control Division
WARRANT CANCELLATION FORM

Current Fiscal Year

Request Date

Business Unit:

Business Unit Name:

Warrant Information		Documentation Type	Cancellation Type **	Warrant	Payee Name and Reason
Supplier ID:		<u>Choose One</u>	<u>Choose One</u>	Amount:	Supplier Name:
Warrant Number:		Original Warrant <input checked="" type="radio"/>	A <input type="radio"/>		Voucher Number:
Bank Acct (Last 4):		Original Affidavit <input type="radio"/>	B <input checked="" type="radio"/>		Reason:
Warrant Date:		Accounting Date:			

** A - Cancellation Type A will allow FCD to reopen the original payment voucher and reissue the warrant to the same vendor, same amount, and same accounting date.

** B - Cancellation Type B will completely close the liability (Accounting transaction resulting from the original payment voucher will be reversed).

Preparer's Name Printed

Preparer's Phone Number

Authorizing Official

Preparer's Email Address

Date

Authorizing Official

A copy of the warrant or affidavit and this form must be emailed to vendor.relations@dfa.nm.gov. The original should be archived by the agency per retention rules. Please refrain from submitting additional documentation.

DEPARTMENT OF FINANCE AND ADMINISTRATION -FINANCIAL CONTROL DIVISION
STATEWIDE, HUMAN RESOURCES, ACCOUNTING AND MANAGEMENT REPORTING SYSTEM (SHARE)

AFFIDAVIT FOR DUPLICATE STATE WARRANT

As provided in Section 6-10-60 (A), NMSA 1978, _____
(Party Applying for Duplicate Warrant)

being duly sworn according to law, deposes and says that Original Warrant Number _____

from bank account _____ dated _____

was issued by _____ on Payment Voucher Number(s) _____
(Name of State Agency)

to _____ in the amount of \$ _____
(Party Applying for Duplicate Warrant)

The affiant further states that he/she never received any benefit from or any value of said warrant or any part thereof; that the original warrant has been lost or was never received; and that he/she did not present this warrant for negotiation or payment. The affiant further agrees that any and all original warrants subsequently found or received will be returned to:

New Mexico Department of Finance and Administration/ Financial Control Division,
407 Galisteo Bataan Memorial Building Rm. 166
Santa Fe, New Mexico 87501

(Signature of Party Applying for Duplicate Warrant) (Date)

(Printed Name) (Title)

State of _____

 County of _____ <- ss.

On this _____ day of _____, 20____, known to me to be the persons described in and who executed the above and foregoing instrument and acknowledged to me that they executed the same as their free act and deed.

(Notary Public) My Commission Expires: _____

If the warrant is being canceled and not reissued, notarization is not required. The CFO can authorize this cancellation by signing below.

(Chief Financial Officer)

(Date)

ATTACHMENT M – ANNUAL REPORT COMPILATION SCHEDULE

ANNUAL REPORT Compilation Schedule – Fiscal Year-Ended June 30, 2024

	Item Description	Due Date
1	Agency verification of all audit entries from prior year are posted, and the re-closing of the prior fiscal year reconciles to the FY23 financial reports.	06/30/2024
2	Agency verification of account balances reported in SHARE trial balances, including fiduciary funds. Verification should occur at the lowest level of detail. This should include correcting amounts reported in Agency Funds, which should not have revenue/expenditure balances.	07/31/2024
3	Agency year-end adjusting journal entries (pre-close): <ul style="list-style-type: none"> - Year-end accruals (receivables, payables, due to/from) - Reversal of prior year accruals (py accrued payroll) - Any other adjusting journal entry. 	08/08/2024
4	Agency representation letter, a Schedule of Deliverables (Prepared by Client List) and agreed to milestones for the audit (Audit Plan). If audit due date is after November 1 st , the Agency Representation Letter is due 60 days prior to the due date.	09/01/2024
5	Submission of ANNUAL REPORT Reporting Package <u>electronically</u> . This is MANDATORY requirement. <ul style="list-style-type: none"> • Final adjusted year-end trial balance by fund • Financial statements and notes- draft • Audit entries in SHARE in period 998 (ACTUALS and FULLACCRUE) • Proposed audit entries from IPA for both fund financials and government-wide. • Prior Period Adjustment Reconciliation Form (Only if agency has any prior period adjustments) <p>If the audit due date is after November 1st, the agency is required to turn in the ANNUAL REPORT Reporting Package the day after their due date. (If the day after falls on a holiday, the next working day.)</p>	11/02/2024
6	Electronic submission to designated ACFR accountant of the draft financials turned into State Auditor's Office.	11/02/2024

If audit due date is after November 1st, the agency is required to turn in the draft financials the day after their due date.

ATTACHMENT N – IPA CONFIDENTIALITY AGREEMENT

THIS CONFIDENTIALITY AGREEMENT is made and entered as of [Insert Today's Date or Date on Which SHARE Password Was First Given], by and between the [Insert Name of State Agency for Whom Recipient is Preparing Fiscal Year Audit] and [Insert Business Name of Auditor], a [Insert Type of Business Entity], with a business address of [Insert Business Address] (Recipient).

WHEREAS, Recipient has been retained by [Insert Name of State Agency for Whom Recipient is Preparing Fiscal Year Audit] to conduct its fiscal year [Insert Fiscal Year] annual audit, which agency is referred to throughout the remainder of this Agreement as "Client Agency"; and

WHEREAS, in conjunction with such audit, Recipient desires access to the Statewide Human Resource, Accounting, and Management Reporting System (SHARE) and certain data concerning the Client Agency contained therein; and

WHEREAS, as a condition of granting such access through a special password, the Client Agency and the Department of Finance and Administration (DFA) requires Recipient to agree to keep information and data in SHARE confidential, in accordance with this Agreement.

NOW, THEREFORE, in consideration of Recipient being given access to Confidential Information, as later defined, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows.

1. Confidential Information Defined. "Confidential Information" means all information or data contained in SHARE that is available to Recipient through use of the SHARE password given to Recipient pursuant to this Agreement.

2. Use and Disclosure of Confidential Information. Unless otherwise approved by DFA or the Client Agency in writing, in advance, Recipient shall use Confidential Information solely in conjunction with the fiscal year [Insert Fiscal Year] annual audit it is preparing on behalf of the Client Agency. Recipient shall not disclose Confidential Information to any person or entity other than the Client Agency and its representatives without DFA's or the Client Agency's prior written approval; provided, however, Recipient may disclose Confidential Information (i) to its employees who are assisting with the preparation of the Client Agency's fiscal year [Insert Fiscal Year] audit; (ii) in the Client Agency's fiscal year [Insert Fiscal Year] audit, in accordance with and to the extent required or permitted by Generally Accepted Auditing Standards or law; or (iii) if required to do so by law or pursuant to a court order or other legal process or lawful demand.

DFA will only approve the use or disclosure of Confidential Information if: (i) the Confidential Information is contained in a public record subject to disclosure under the Inspection of Public Records Act, Sections 14-2-1, et seq. NMSA 1978, or comparable statute; (ii) the Recipient properly possessed the Confidential Information prior to receiving its SHARE password; (iii) the Recipient rightfully received the Confidential Information from a third party not owing a duty of confidentiality to DFA, the Client Agency, or the State; or (iv) the Confidential Information was made a matter of public record by DFA or the Client Agency.

3. Procedures for Requesting DFA's Permission for Use or Disclosure of Confidential Information; Notice of Lawful Demand for Disclosure. Recipient shall request DFA's written approval to use or disclose Confidential Information as far in advance as possible, but in no event shall DFA receive the request less than five (5) business days before the date on which Recipient desires to use or disclose the Confidential Information. Recipient shall immediately forward to DFA all court orders, other legal process, or other lawful demands that call for the disclosure of Confidential Information. Until DFA indicates that it does not object to the disclosure, Recipient shall take all reasonable and lawful steps to avoid disclosure of the Confidential Information, so as to allow DFA time to intervene in the proceedings or take other appropriate steps to legally

prevent the disclosure, such as seek a protective order.

4. Use and Disclosure of SHARE Password. Pursuant to this Agreement, the Client Agency shall give Recipient a special SHARE password. Recipient agrees to use the password solely for purposes of the Client Agency's fiscal year [Insert Fiscal Year] audit and for no other purpose. Recipient also agrees not to disclose the password to anyone other than its employees who are assisting with the preparation of the Client Agency's fiscal year [Insert Fiscal Year] audit.

5. Safekeeping and Return of Confidential Information. Recipient shall take reasonable steps to safeguard the Confidential Information. Upon conclusion of the Client Agency's fiscal year [Insert Fiscal Year] audit, Recipient shall destroy or return to the Client Agency all Confidential Information; provided, however, that Recipient may retain Confidential Information if required to do so by Generally Accepted Auditing Standards or law.

6. Remedies. Recipient acknowledges that the remedy at law for any breach of the terms of this Agreement shall be inadequate and the damages resulting from such breach are not readily susceptible to being measured in monetary terms. Accordingly, in the event of a breach or threatened breach by Recipient of the Terms of this Agreement, DFA and the Client Agency shall be entitled to immediate injunctive relief and may obtain a temporary order restraining any threatened or future breach, including the recovery of damages from Recipient. Such injunctive relief shall be in addition to any other remedies to which DFA or the Client Agency may be entitled.

7. DFA Representative with Authority. Mark Melhoff, Acting Director/State Controller, is hereby designated as the DFA representative with authority to authorize the use or disclosure of Confidential Information. Recipient shall send all requests to use or disclose Confidential Information and all court orders, other legal process, or other lawful demands calling for the disclosure of Confidential Information to Mr. Melhoff by certified mail, return receipt requested, at the following address:

Department of Finance and Administration

ATTN: FCD Director/State Controller

Bataan Memorial Building, Room 166

Santa Fe, NM 87501

The communication shall be deemed to have been given/received upon the date of Mr. Melhoff's actual receipt, as reflected on the return receipt, or five (5) business days after Recipient deposits the communication in a postage prepaid envelope in an official U.S. Postal Service mailbox or other official receptacle, whichever is earlier.

8. Cumulative Confidentiality Obligations. Recipient's obligations under this Agreement are in addition to all other contractual, ethical, or legal obligations it has concerning the confidentiality of the Client Agency's information, none of which are affected by this Agreement.

9. Disclosure of this Agreement to Recipient's Employees. Prior to disclosing Confidential Information or the special SHARE password to its employees as allowed by this Agreement, Recipient shall provide its employees with a copy of this Agreement and obtain their agreement to be bound by its terms; provided, however, that Recipient's failure to obtain such agreement shall not affect the enforceability of this Agreement against such employees.

WHEREFORE, the parties have duly executed this Agreement.

Recipient (IPA):

Signature: _____

By (Print Name): [Insert Name]

Its (Print Title): [Insert Title]

Date: [Insert Current Date]

ATTACHMENT O – AUDIT PLAN AND PREPARED BY CLIENT LISTING

**State Agency
Audit Plan and Prepared by Client Listing
June 30, 20xx**

	Estimated Completion Date	Requested From	Date Delivered
A. General			
1. An organizational chart and telephone directory for the Department.	8/30/2015	John Doe	7/19/2015
2. The current status of all prior year management letter comments.	8/30/2015	John Doe	11/1/2015
3. A listing of JPA agreements which were active during FY 2015.	9/17/2015	Jane Doe	11/1/2015
4. The current status of all current fraud investigations.	8/30/2015	OGC/OIG	10/21/2015
5. Copies of all Departments specific accounting procedures and policies.	On file	John Doe	On file
6. Password for read only access to SHARE.	7/15/2015	John Doe	7/14/2015
B. Trial Balances			
1. NMS Trial Balance by Fund/Account.	8/30/2015	John Doe	9/6/2015
2. Adjusted trial balance.	9/30/2015	John Doe	10/25/2015
3. Copies of journal entries rejected by FCD.	8/30/2015	Dave Doe	N/A
C. Cash			
Copies of the cash reconciliations and supporting documentation (i.e. bank statements) for all cash accounts. Also, please provide us with a listing of current authorized signers for each account.	8/27/2015	Dotty Doe/ Dave Doe	8/6/2015
2. A listing of all bank accounts and State Treasurer/DFA accounts (including any opened or closed during the fiscal year) with the information to support the schedule of cash accounts.	9/30/2015	Dotty Doe/ Dave Doe	8/6/2015
3. The State Treasurer's deposit account authorizations. (New Accounts only)	8/27/2015	Dotty Doe/ Dave Doe	none
4. List of all petty cash funds and their custodians.	8/27/2015	Dotty Doe/ Dave Doe	8/6/2015
Access to the cash reconciliations and supporting documentation for all funds and cash accounts as of July 31, 2015 and August 31, 2015.	Upon request	Dotty Doe/ Dave Doe	Available
6. Access to cash receipts records for FY 2015.	Upon request	Dotty Doe/ Dave Doe	Available
D. Accounts Receivable			
1. Detail listing of advances to service providers (aged if available):			
- Accounts	9/30/2015	Sam Doe	9/30/2015
- Federal	9/30/2015	Sam Doe	9/30/2015
- Interest	9/30/2015	Sam Doe	9/30/2015
2. A copy of the calculation of management's estimated reserve for uncollectible accounts.	10/29/2015	John Doe	10/29/2015
3. A copy of the reconciliation of adjusted trial balance to subsidiary system.	9/30/2015	Dave Doe	9/13/2015
4. A copy of subsidiary system accounts receivable reports.	9/30/2015	Dave Doe	9/13/2015
5. A computation of accrued interest receivable by trust fund at June 30, 2015 and copies of reports from SIC.	8/27/2015	Dotty Doe/ Dave Doe	8/26/2015
E. Inventory			
1. The year-end inventory count procedures for all locations.	8/27/2015	Moe Doe/ John Doe	9/20/2015
A copy of the year-end inventory count and pricing sheets at June 30, 2015 for all locations with inventories which will be recorded in the general ledger at the end of the year.	8/27/2015	Moe Doe/ John Doe	9/17/2015
F. Fixed Assets			
1. Fixed asset totals by type. This listing should take the following format:			
- Balance by category of fixed assets at beginning of FY 2015.			
- Additions			
- Disposals (listing threshold change disposals separately)			
- Balance by category of fixed assets at end of FY 2015.	9/30/2015	Dave Doe	10/1/2015
2. Fixed asset schedule of changes.	9/30/2015	Dave Doe	10/1/2015
3. Fixed asset detail reports.	9/30/2015	Dave Doe	10/1/2015
4. The quarterly reconciliations of capital outlay expenditures to fixed asset additions.	9/30/2015	Dave Doe	10/1/2015
A detail listing of fixed asset additions and deletions for FY 2015. Please provide voucher packages and invoices for all additions greater than \$5,000.	9/30/2015	Dave Doe	10/1/2015
6. An auction report for deletions, <u>if any</u> .	9/30/2015	Dave Doe	N/A
7. Report of leased vehicles at June 30, 2015 (DFA format).	9/30/2015	Kat Doe	9/30/2015
8. The depreciation calculations for FY 2015.	9/30/2015	Dave Doe	10/1/2015

**State Agency
Audit Plan and Prepared by Client Listing
June 30, 20xx**

	Completion Date	Requested From	Date Delivered
9. Copies of the fixed asset certifications.	9/30/2015	Dave Doe	10/1/2015
G. Due to / due from			
A listing of interagency accounts receivables and payables, with supporting documentation. Please include the information to support the footnote.	9/30/2015	Dave Doe/ John Doe	9/30/2015
H. Accounts Payable			
An accounts payable listing which should include the following information: vendor name, invoice #, PO #, invoice amount, encumbrance #, fund # and account #. Please provide a copy on a compact disc.	10/11/2015	Dave Doe	10/15/2015
The calculations (estimated & final) of the amounts to be reverted to the State General Fund for FY 2013. Please provide information to support the footnote disclosure.	9/3/2015 & 11/1/2015	John Doe	8/30/2015
Listings of total disbursements made to vendors, contractors, etc, that exceed \$_____ during the fiscal year.	8/27/2015	John Doe	7/22/2015
I. Lease obligations			
A schedule of operating lease payments for financial statement disclosure. The schedule should show the amount to be paid out for the next five years and thereafter.	9/17/2015	Jeff Doe	9/6/2015
A schedule of leases in effect in FY 2015.	9/17/2015	Jeff Doe	9/17/2015
J. Revenue			
A reconciliation of State General Fund appropriation revenue to revenue per the trial balance.	10/1/2015	Dave Doe	8/30/2015
K. Transfers			
A copy of the listing of transfers to/from other agencies for FY 2015.	10/1/2015	Dave Doe	9/13/2015
Access to the JEs & operating transfers showing the transfers to and from agency/fund.	Upon request	Dave Doe	Available
L. Expenditures and per diem			
Access to payment vouchers issued from July 1, 2015 through the end of fieldwork.	Upon request	Raine Doe	Available
Access to contracts issued during FY 2015.	Upon request	Jane Doe	Available
A listing of any P-cards issued to employees during FY 2015, if any.		N/A	
Listing of payments greater than \$_____ by warrant number, vendor amount, fund charged, general ledger account number and if charged to a federal program.	8/27/2015	John Doe	7/21/2015
List of any sole source or emergency procurements.	10/1/2015	Jane Doe	10/7/2015
M. Encumbrances			
A listing of any multi year encumbrances/or encumbrances carried forward to next fiscal year.	N/A	Jane Doe/ Kane Doe	N/A
N. Payroll & Benefits			
A list of all exempt employees during FY 2015.	8/13/2015	Steve Doe	7/29/2015
Access to payroll and leave registers for the year.	Upon request	John Doe	SHARE
Access to personnel and benefits files for employees.	Upon request	Steve Doe	Available
A copy of any current year audit report by State Personnel Office.	8/13/2015	Steve Doe	7/29/2015
The most current "Classification and pay schedule".	8/13/2015	Steve Doe	7/29/2015
Access to the DFA Leave Liability Report for the last payroll period of FY 2015 showing annual, compensatory, and sick leave balances for all employees.	10/8/2015	Steve Doe	Available
Access to the payroll register and payroll split report showing cutoff for the payroll liabilities (payroll and benefits) at June 30, 2015.	Upon request	Barb Doe	Available
A listing of new employees hired and terminated during FY 2015.	8/13/2015	Steve Doe	7/29/2015
A listing of FLSA exempt employees who are eligible to be paid for compensatory time.	8/13/2015	Steve Doe	7/29/2015
The hourly wage and compensatory time balances for the above employees at June 30, 2015.	9/17/2015	John Doe	9/20/2015
O. Budget			
A copy of pertinent sections of House Bill 2 and other appropriation legislation for FY 2015.	9/3/2015	Barb Doe	9/9/2015
A copy of the BAR log.	9/3/2015	Barb Doe	9/9/2015
A rollover of the original budget to the final adjusted budget showing the original budget, the BARs (and any other adjustments to the original budget) resulting in the final adjusted budget.	9/3/2015	Barb Doe	9/9/2015
Access to BARs, Opbud-3s and Opbud-4s.	9/3/2015	Barb Doe	9/9/2015
A copy of the NMS CAFR Single-Year Budget Status Report at June 30, 2015 for each fund.	9/3/2015	Barb Doe	9/3/2015

**State Agency
Audit Plan and Prepared by Client Listing
June 30, 20xx**

	Completion Date	Requested From	Date Delivered
6. A reconciliation by fund and category of final GAAP basis revenues and expenditures to final budget basis.	11/1/2015	John Doe	11/1/2015
7. Explanations for any expenditure budget overages at the appropriation unit level	9/3/2015	Barb Doe	9/3/2015
8. Analysis of funds spent and available for carryover on special appropriations (the special appropriations schedule). Also, detail on amounts spent during the year.	9/3/2015	Barb Doe	9/9/2015
9. A copy of the NMS Monthly Revenue Status Report at June 30, 2015 for each fund.	9/3/2015	Barb Doe	9/9/2015
P. Single Audit			
1. A preliminary listing of federal grants with estimated expenditures greater than \$300,000.	8/27/2015	Vince Doe/ Barb Doe	8/26/2015
2. A preliminary schedule of grant receipts, disbursements, and grants receivable for federal funds.	10/1/2015	Vince Doe/ Barb Doe	10/1/2015
3. Copies of all grant award letters in effect for FY 2015.	Upon request	Barb Doe	Available
4. A schedule of deferred revenues for monies received in advance as of June 30, 2015.	10/1/2015	Vince Doe/ Barb Doe	10/1/2015
5. A final schedule of expenditures of federal awards.	10/1/2015	Barb Doe	10/1/2015
6. Aged accounts receivable for all federal receivables by fund and program.	10/1/2015	Vince Doe/ Barb Doe	10/1/2015
7. Evidence of subsequent receipt or collectability for any federal receivables greater than \$_____.	10/1/2015	Vince Doe/ Barb Doe	10/1/2015
8. A summary & detail (by voucher) of accounts payable for federal programs (total and federal share).	10/1/2015	Vince Doe/ Barb Doe	10/1/2015
9. Identify amounts of unbilled receivables for grants, contracts and adjusting entries to be booked.	10/1/2015	Vince Doe/ Barb Doe	10/1/2015
11. A listing of all sub-recipients including expenditures by grant for FY 2015.	10/1/2015	Vince Doe/ Barb Doe	9/28/2015
12. A reconciliation of federal revenues posted to the trial balance to the schedule of expenditures of federal awards.	10/1/2015	Vince Doe/ Barb Doe	10/1/2015
Q. Costs Allocation			
1. The cost allocation and random moment sample plan & any amendments or updates for FY 2015.	8/27/2015	Vince Doe	9/24/2015
2. The FY 2015 "Chart of Accounts".	8/27/2015	John Doe	7/19/2015
R. Fund Balance			
1. Reconciliation of prior year audited fund balance to beginning balance in the current year financial statements.	10/1/2015	John Doe	9/30/2015
2. Explanations, including state statute, for any unreverted funds that are reserved for.	10/1/2015	John Doe	10/4/2015
3. Detail of any fund balance activity during the FY 2015.	10/1/2015	John Doe	9/30/2015
S. Contingencies			
1. A listing of irregularities, illegal acts, and fraud which have been identified or suspected involving the agency's personnel or property.	10/1/2015	OGC/OIG	10/21/2015
2. The status of any pending legal cases (please list who is handling litigation).	10/1/2015	OGC/OIG	10/4/201
T. Confirmations			
1. Please provide the typed confirmations. (Accts Payable & Grantor Confirmations)	8/27/2015	Barb Doe/ John Doe	8/27/2015
U. Audit			
1. Copies of any internal audit reports submitted by the Inspector General from July 1, 2015 through the end of fieldwork.	8/27/2015	OGC/OIG	10/11/2015
2. Copies of any audit reports, management reviews, etc. submitted by federal or state agencies (i.e. LFC) from July 1, 2015 through the end of fieldwork.	8/27/2015	Vince Doe/ Barb Doe	9/24/2015
3. The current 'Audit Report Review and Fiscal Site Review Procedures'.	8/27/2015	Kane Doe	8/30/2015
4. The status and contact for any ongoing investigations.	8/27/2015	OGC/OIG	10/21/2015
5. Communication of audits from federal agencies including ongoing reviews.	8/27/2015	OGC/OIG	8/27/2015
V. Financial Statements			
1. Draft of the financial statements and MD&A.	11/5/2015	John Doe	11/5/2015

State Agency
Audit Plan and Prepared by Client Listing
June 30, 20xx

		Completion Date	Requested From	Date Delivered
W. Internal Controls				
1	Please update internal control questionnaires.	9/5/2015	Barb Doe/ John Doe	8/26/2015

ATTACHMENT P – Blank

Left Blank

ATTACHMENT Q – AGENCY HEAD AUTHORIZATION FORM

State of New Mexico
Department of Finance and Administration
Financial Control Division
AGENCY HEAD AUTHORIZATION FORM

Business Unit Name _____
Business Unit Number _____
Agency CFO _____
Name of Purchase Order Signatory _____
Agency Head Email Address _____

SIGNATURE IN BLACK INK AS IT WILL APPEAR ON PURCHASE ORDER

Note: If the signature above is someone other than the Agency Head, then the Agency Head must delegate the authority.

The Agency Head authorizes the individual above to be the authorized signor whose facsimile signature will appear on all purchase orders for the agency.

Signature: _____
Agency Head (Delegating Authority-DFA Rule 78-5)

Title: _____ Date: _____

DFA/FCD (3/2012)

ATTACHMENT R – AUTHORITY TO ISSUE WARRANTS FORM

State of New Mexico
Department of Finance and Administration
Financial Control Division
AUTHORITY TO ISSUE WARRANTS

Check the appropriate policy request:

New Authority:

Exemption Authority:

State why efficiency or economy will be better achieved by state agency issuing warrants or waiving the prior submission requirements: (if additional space is needed, please attach a continuation sheet).

Attach a detailed report outlining agency compliance with the conditions and standards in NMAC 2.20.6, *Authority to Issue Warrants*. The report must be in the format prescribed on the following pages.

Fund Code

Business Unit

Department

Fiscal Year Authority Requested for:

Signed by Requesting Authority:

Date:

(Cabinet Secretary/Agency Director)

For FCD Use Only:

Approved by:

Date:

Cash Control Unit Representative

Approved by:

Date:

Financial Control Division Director

Approved by:

Date:

DFA Cabinet Secretary

Expiration Date:

**Report on Meeting the Conditions and Standards in NMAC 2.20.6 for the Period
January 1 through December 31**

SECTION NUMBER	STEP	DESCRIPTION
1	Internal Control Structure	
	1	How does management convey that integrity cannot be compromised?
	2	How does management convey a positive control environment whereby there is an attitude of control consciousness throughout the organization?
	3	How does management consider the potential effects of taking unusual risks?
	4	Explain how the organization maintains an up-to-date policies and procedures manual.
	5	Explain how the organization documents the internal control structure.
	6	Explain how management assesses risk and implements controls to mitigate risk to a reasonable level.
	7	Explain the selection criteria for determining personnel authorized to sign warrants/checks, how the authorized signature list is communicated and confirmed by the bank and how the authorized signature list is maintained within your agency and the bank.
	8	Explain how management ensures that information that adequately supports all entries in the state general ledger is maintained.
2	Transactions are Recorded Daily in the Accounting Records	
	1	Explain how pertinent supporting documents are distributed to the assigned accounts receivable, accounts payable, and general ledger personnel.
	2	Explain the supervisory review process to ensure that transactions are recorded timely.
3	Transactions are Properly Classified in the Agency's Records	
	1	Explain how staff applies U.S. Generally Accepted Accounting Principles (GAAP) when classifying transactions.
	2	Explain the supervisory review process to ensure the correct use of GAAP when classifying transactions.
	3	Explain the review process to determine if transactions have been recorded correctly.
4	Reconciliation of Cash Account Records	
	1	Explain the review process to ensure that cash transactions have been properly recorded.
	2	Explain how staff follows up on existing or current cash reconciling items.

**Report on Meeting the Conditions and Standards in NMAC 2.20.6 for the Period
January 1 through December 31**

SECTION NUMBER	STEP	DESCRIPTION
5	Transactions Comply with Federal and State Law	
	1	Explain what process management has implemented to ensure compliance with laws, contracts, and grant agreements pertinent to the organization's activities.
	2	Explain the training process for new management as it relates to understanding laws, contracts, and grant agreements pertinent to the organization.
	3	Explain the training process for staff (both new and existing) as it relates to understanding laws, contracts, and grant agreements pertinent to the organization.
6	Expenditures are for Public Benefit or Purpose	
	1	Explain the review process to ensure that expenditures are for public benefit, consistent with appropriation and expenditure authority, and are necessary.
	2	Explain the review process to ensure that all expenditures have been properly recognized.
7	Accounting Systems Record Transactions Timely, Completely and Accurately	
	1	Explain the review process to ensure subsidiary systems have been reconciled to the general ledger.
	2	Explain how management determines that transactions accurately reflect the result of the organization for each accounting period i.e., timeliness, correctness, and completeness.
	3	Explain how staff is trained to ensure that transactions are recorded timely, accurately, and completely.
8	Payments to Vendors/Payee are Accurate and Timely	
	1	Explain the authorization process for payments to vendors/payee
	2	Explain the process to certify goods and services receipt
	3	Explain how management conducts procurement code training for its staff or ensures that its staff is properly trained.
9	Information Requested by the Financial Control Division is Timely and Accurate	
	1	Explain how the condition or standard has been met.

**Report on Meeting the Conditions and Standards in NMAC 2.20.6 for the Period
January 1 through December 31**

SECTION NUMBER	STEP	DESCRIPTION
10	Reporting of Financial Information to Management and Oversight Agencies is Timely, Complete, and Accurate	
	1	Explain how the condition or standard has been met.
11	Audit of Agency Financial Statements is Completed by Established Deadline	
	1	Explain how the condition or standard has been met.

ATTACHMENT S – CFO ASSIGNMENT LETTER

SAMPLE
ATTACHMENT S
AGENCY ASSIGNMENT OF CHIEF FINANCIAL OFFICER DUTIES
TO BE PRINTED ON AGENCY LETTERHEAD

June 1, 20XX

Director/State Controller
State of New Mexico
Department of Finance and Administration
Financial Control Division
407 Galisteo Street
Bataan Memorial Building, Room 166
Santa Fe, NM 87501

Re: Agency xxxxx CFO Assignment
Fiscal Year xxxx

Dear State Controller:

In accordance with 2.20.5.8.B NMAC, I am submitting for your approval (name of individual) to be designated as the Chief Financial Officer for (agency name) the (year) fiscal year. Mr./Ms. (name of individual) has the educational background, knowledge, and experience necessary to supervise, monitor, and control the (Department's Name)'s accounting function.

(name of individual)'s contact information is as follows:

By Mail:

By Phone:

By Email:

If there are any questions, please contact me at (Phone Number).

Sincerely,

(Agency Head)
(Title)
(Contact Information – email, phone, mailing address)

Attachment: CFO Resume

ATTACHMENT T – SUBSEQUENT EVENTS LETTER

SAMPLE
ATTACHMENT T
SUBSEQUENT EVENTS LETTER

March 25, 20XX

Director/State Controller
State of New Mexico
Department of Finance and Administration
Financial Control Division
407 Galisteo Street
Bataan Memorial Building, Room 166
Santa Fe, NM 87501

Re: Business Unit Name and Number
Fiscal Year XXXX
Subsequent Events

In response to your request for disclosure of events or transactions that affect our agency subsequent to the date of our audit report for the fiscal year ended June 30, 20XX to the date of this letter, we disclose the following:

Board Minutes:	Attached
Asset impairment:	List Details
Debt Issued:	List Details
Debt Authorized:	List Details
Advance Redemption of Debt:	List Details
Contingent Liability:	List Details
Litigation:	List Details
Risk Management:	List Details
Other significant liabilities:	List Details
Change in Custodial Arrangements for Deposit Or Investments:	List Details

I have confirmed, to the best of my knowledge, that all subsequent events or transactions as listed above represent all matters that affect our agency from the date of our agencies audit report for the fiscal year ended June 30, 20XX to the date of this letter.

Signed: _____
Agency Chief Financial Officer

ATTACHMENT U – PRIOR PERIOD ADJUSTMENT RECONCILIATION FORM

SoNM

2018 CAFR

Prior Period Adjustment

Government-wide Statements

GOVERNMENTAL AMOUNT

BUSINESS-TYPE AMOUNT

(Credit)

(Debit)

(Credit)

(Debit)

Increase

Decrease

Increase

Decrease

BU

Explanation

Fund Balance

Fund Balance

Fund Balance

Fund Balance

For Demonstration Purposes Only

Total PPA

-

-

-

-

SofNM
2018 CAFR
Prior Period Adjustment
Governmental Funds

[illegible]

ATTACHMENT V – AGENCY POINT OF CONTACT

**STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
FINANCIAL CONTROL DIVISION
AGENCY POINT OF CONTACTS**

BUSINESS UNIT: _____ **AGENCY NAME:** _____ **BUDGET FISCAL YEAR:** _____

Print Name	Phone Number	Email Address	Title	Vendor Relations- W-9 Processing	Payment Vouchers	Purchase Orders	Operating Transfer/ Journal Entries	Warrant Cancellation	Payroll
			CFO	X	X	X	X	X	X

DFA/FCD (11/2015)

SIGNATURE: _____ **DATE:** _____
CFO

*****SUBMIT TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION, DIRECTOR OF FINANCIAL CONTROL DIVISION*****

FCD will allow agencies to provide an alternative point of contact for the specified documents processed through FCD. The CFO is still the agency's point of contact for all communications from FCD; however, in the event the CFO can't be contacted, each agency will be allowed to designate one (1) additional person for each document. Ultimately, the CFO is still responsible for the agency's financial activities as outlined in Subsection C of 2.20.5.8 NMAC.

ATTACHMENT W – ITEMIZED STATEMENT OF TRAVEL EXPENSES FORM

ATTACHMENT X – PETTY CASH REIMBURSEMENT FORM



STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
FINANCIAL CONTROL DIVISION
NON-TRAVEL REIMBURSEMENT

Business Unit/Name

Employee Name

Address

Supplier Number _____

Invoice Number _____

(YYYYMMDD Activity)

Invoice Date _____

(Last signature date)

I, _____, certify that the following receipts for expenses are correct and that payment therefore has not been received.

Date	Account Code	Receipts Attached? Yes or No	Description	Amount
			Total	0.00

Employee Signature

Date _____

Agency Head Signature or CFO

Date _____

Notes: A letter justifying why it was necessary for the employee to make the disbursement out of his or her personal funds **must** accompany this request for reimbursement. If this reimbursement exceeds the amount FCD has authorized your agency to disburse out of petty cash, this reimbursement relates to an unauthorized transaction which is a reportable condition in your audit report.

ATTACHMENT Y – AFFIDAVIT OF LOST RECEIPTS

Limit per item/purchase _____

\$ _____ incurred doing business for the State of New Mexico.

[illegible]

Date _____

ATTACHMENT Z – NON-TRAVEL REIMBURSEMENT FORM

DEPARTMENT OF FINANCE AND ADMINISTRATION
AFFIDAVIT FOR LOST, DAMAGED OR INCOMPLETE RECEIPTS
Travel and Per Diem

I, _____ certify that actual receipts for expenses in the amount of
(print name and business unit)

\$ _____ incurred while in the conduct of business for the State of New Mexico, were lost,
damaged or incomplete.

Travel Dates (date & times of expenses incurred)	Lodging Expenses (name of vendor, actual dollar amounts incurred & description)	Meal Expenses (name of vendor, actual dollar amounts incurred & description)	Other Expenses (name of vendor, actual dollar amounts incurred & description)

Employee Signature

Date

Agency Head Signature

Date