



New Mexico
**Department of Finance
and Administration**

Budget Boot Camp Module 3: Budget Management Documents

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Module Overview

Budget Management Documents

Documents that agencies prepare and submit to SBD during the fiscal year to adjust their budget per legislative and statutory authority

State Budget Submission System (NEW) – see separate training presentation for full information

Budget Adjustment Requests (BARs)

- Types and Authority
- How to submit a complete BAR
- Appropriate backup documentation

Budgeting Nonrecurring Appropriations

- OPBUD-4s and Allotment Forms

Special Cases

- Reauthorizations and Companions

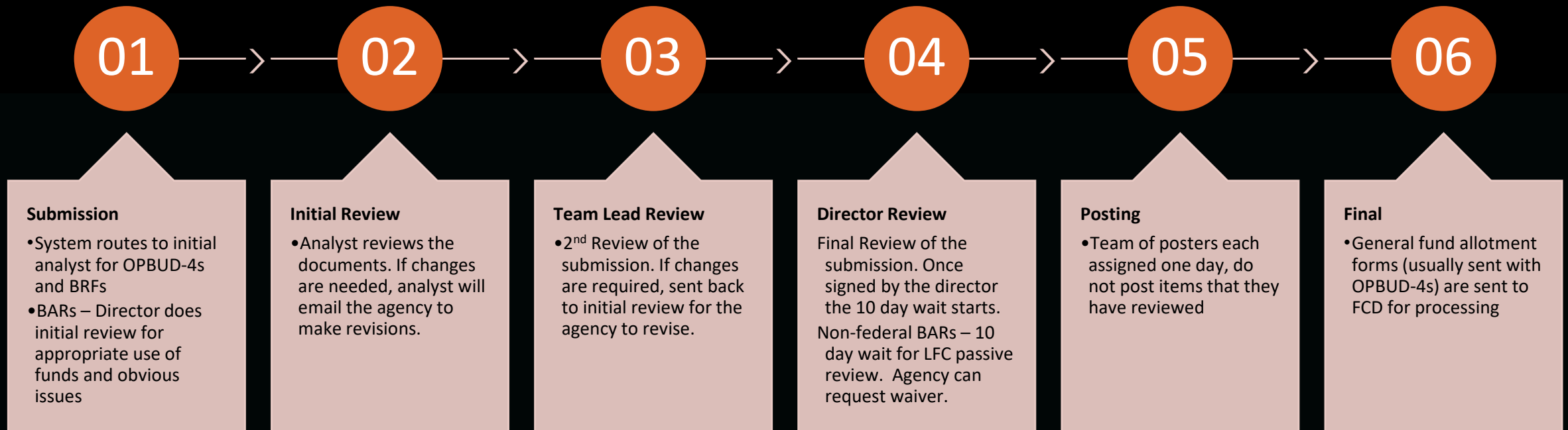
Adjusting Nonrecurring Appropriations

- Budget Reallocation Forms (BRFs)

Creating Budget Projections – UPDATED FOR FY25

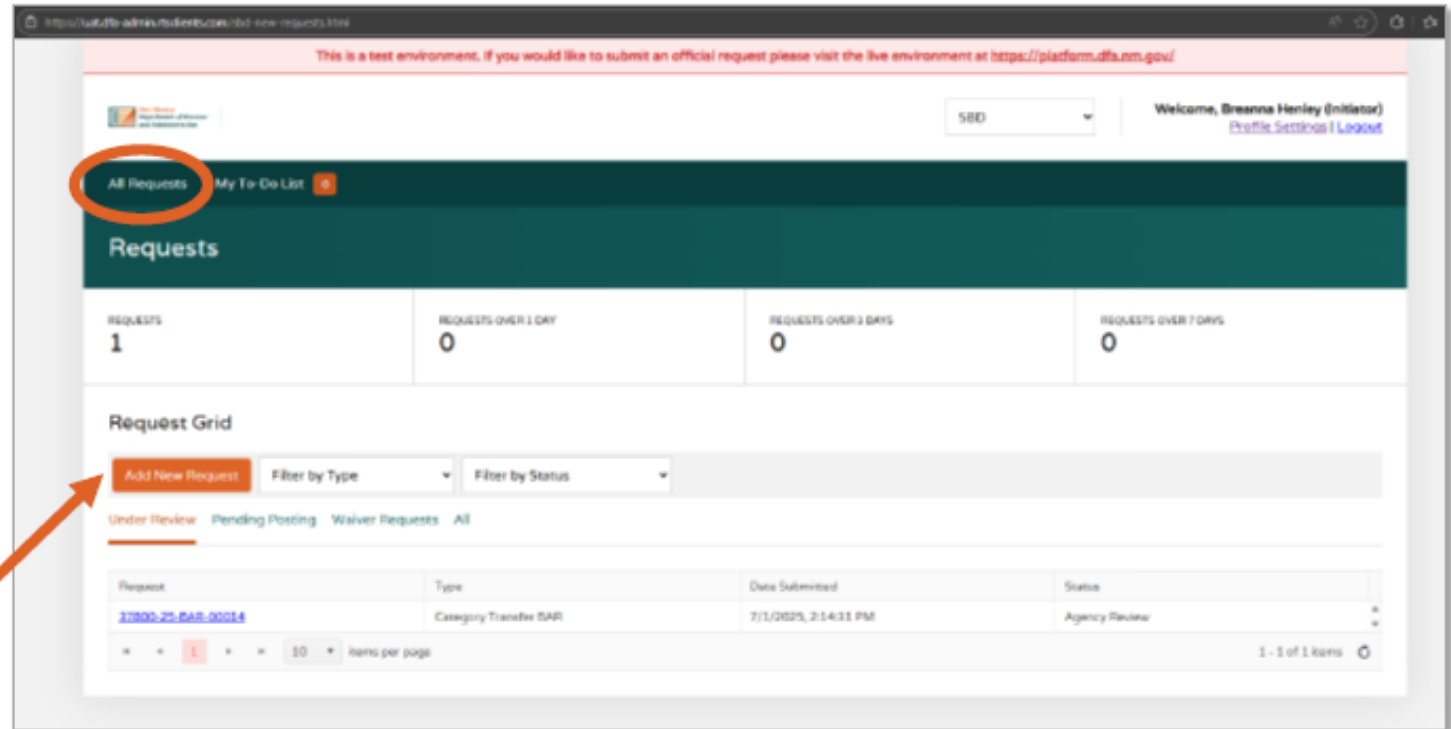
Supplemental Documentation

SBD Review Process



Navigating the SBD Submission System

- The “All Requests” page shows all requests, separated into categories:
 - Under Review: Requests in review by Agency Approvers and DFA SBD
 - Pending Posting: Requests that have completed the review stage and are pending posting
 - Waiver Requests: Requests with outstanding LFC waivers
 - All: All requests in any status
- “All Requests” is also where “Add New Request” is located for Agency Initiators



Navigating the SBD Submission System

- The “My To-Do List” page will only show requests pending the user *who is logged in*
- This is where:
 - Returns will show for Agency Initiators
 - Agency Approvers will see requests awaiting their review

The screenshot shows a web browser window with the URL <https://uat.dfa-admin/bcidents.com/sbd-dashboard.html>. A red banner at the top states: "This is a test environment. If you would like to submit an official request please visit the live environment at <https://platform.dfa.nm.gov/>".

The dashboard header includes the New Mexico Department of Public Safety logo, a dropdown menu set to "SBD", and a welcome message for "Breanna Henley (entity)" with links for "Profile Settings" and "Logout".

Below the header, there are two tabs: "All Requests" and "My To-Do List". The "My To-Do List" tab is selected and highlighted with an orange circle, showing a red badge with the number "1".

The main section is titled "Requests" and contains four summary cards:

REQUESTS	REQUESTS OVER 1 DAY	REQUESTS OVER 2 DAYS	REQUESTS OVER 7 DAYS
14	13	13	13

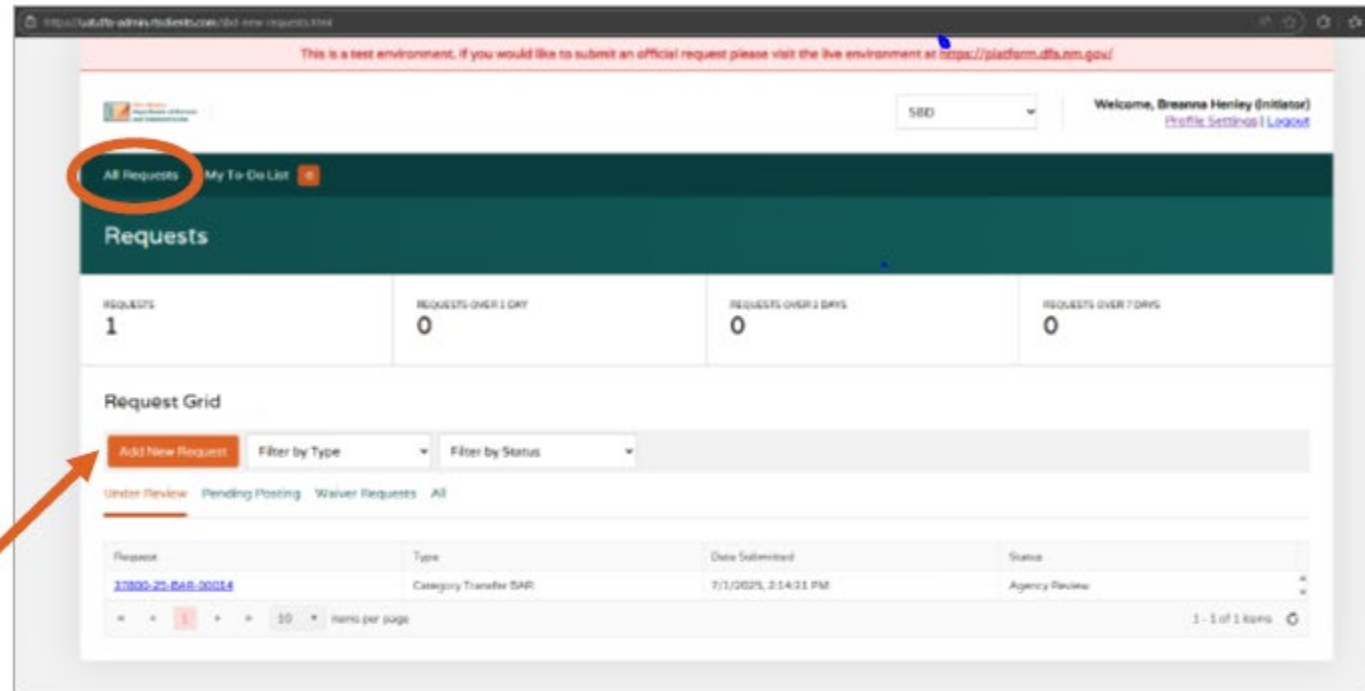
Below these cards is a "Request Grid" table:

Request	Type	Date Submitted	Status
37500-25-BAR-00014	Category Transfer BAR	7/1/2025, 2:14:31 PM	Agency Review

At the bottom of the grid, there is a pagination bar showing "10 items per page" and "1 - 1 of 1 items". Links for "Prev" and "Next" are also present.

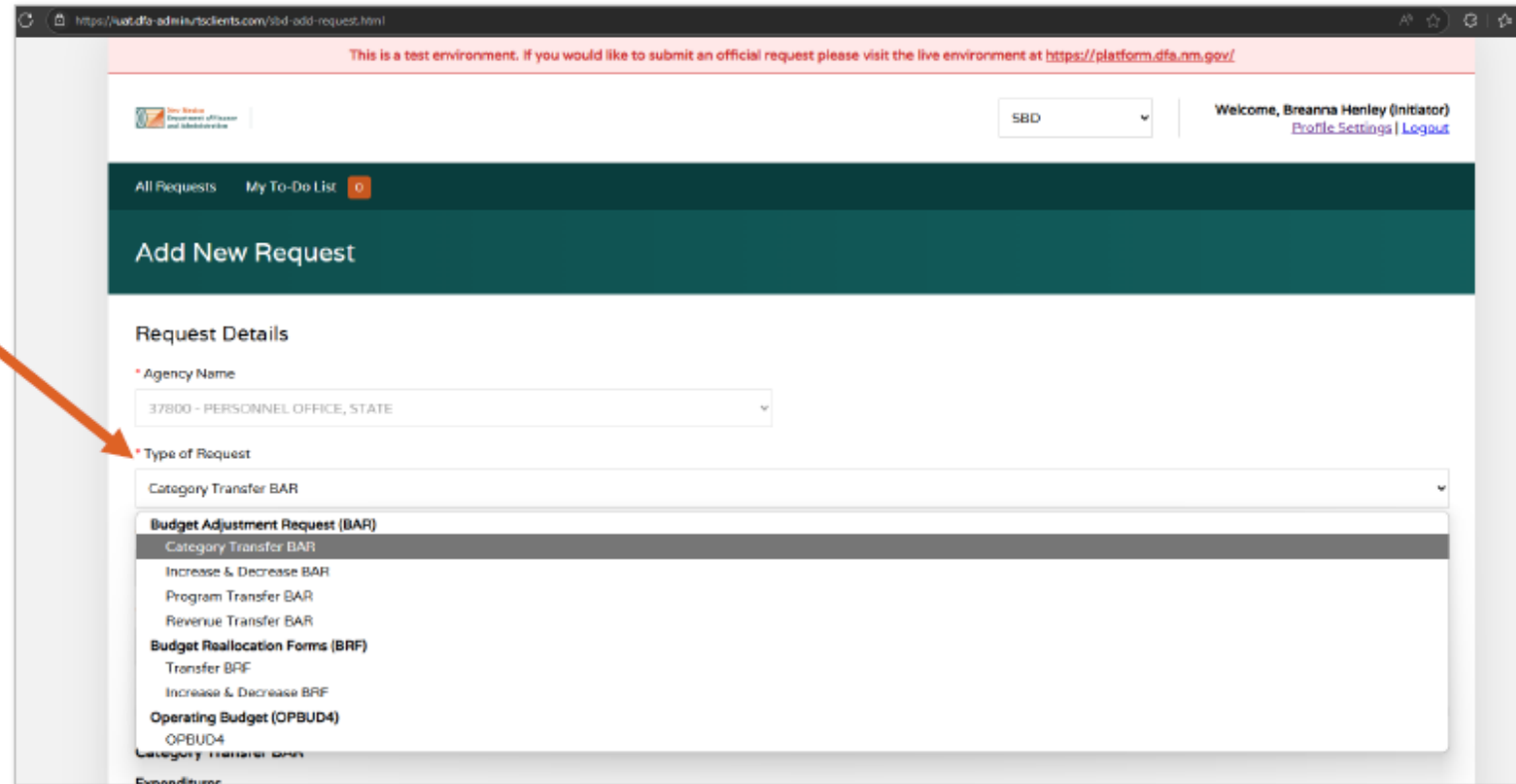
Creating Requests

- Agency Initiator can initiate a new request under “All Requests” by clicking “Add New Request”



Creating Requests

- Before completing the form, Agency Initiator is prompted to select the type of request from a dropdown menu



The screenshot shows a web application interface for creating requests. At the top, a red banner states: "This is a test environment. If you would like to submit an official request please visit the live environment at <https://platform.dfa.nm.gov/>". Below this, the user is logged in as "Breanna Henley (Initiator)" with links for "Profile Settings" and "Logout". The page has a dark green header with "All Requests" and "My To-Do List" (with a red notification badge). The main section is titled "Add New Request". Under "Request Details", the "Agency Name" is set to "37800 - PERSONNEL OFFICE, STATE". The "Type of Request" dropdown menu is open, showing options: "Category Transfer BAR", "Budget Adjustment Request (BAR)" (highlighted), "Category Transfer BAR", "Increase & Decrease BAR", "Program Transfer BAR", "Revenue Transfer BAR", "Budget Reallocation Forms (BRF)", "Transfer BRF", "Increase & Decrease BRF", "Operating Budget (OPBUD4)", "OPBUD4", "Category Transfer BAR", and "Expenditure".

AGENCY INITIATOR VIEW

Tracking SBD Review

- As requests are reviewed by SBD, agency users can track the request by viewing the “status” column of the requests grid
 - Initial Review: Request has been submitted to SBD
 - Awaiting Analyst 1 or 2: SBD Analyst(s) are reviewing the request
 - Pending LFC Review: Countdown for 10-day LFC review period
 - Pending Posting: Request is approved and pending posting
 - Posted: Request has posted
- Request History is viewable at the bottom of each request for review of actions/notes

Request Grid

Agency... Filter by Type Filter by Status

Under Review 8 Pending Posting 1 Waiver Requests All

Request	Type	Date Submitted	Status
37000-25-BAR-00016	Category Transfer BAR	7/1/2025, 4:36:24 PM	Pending LFC Review (3 Days Remaining)
37000-25-BAR-00015	Increase & Decrease BAR	7/1/2025, 3:53:05 PM	Pending LFC Review (3 Days Remaining)
37000-25-BAR-00014	Category Transfer BAR	7/1/2025, 2:14:31 PM	Pending LFC Review (3 Days Remaining)
50500-25-BAR-00011	Increase & Decrease BAR	6/12/2025, 1:34:56 PM	Awaiting Analyst 1
50500-25-BAR-00009	Increase & Decrease BAR	6/12/2025, 11:47:08 AM	Initial Review
50500-25-BAR-00007	Increase & Decrease BAR	6/12/2025, 11:07:17 AM	Initial Review
50500-25-BAR-00006	Category Transfer BAR	6/12/2025, 11:04:04 AM	Initial Review
50500-25-BAR-00005	Increase & Decrease BAR	6/12/2025, 10:25:58 AM	Initial Review

1 - 8 of 8 items

Request History

Changed On	Changed By	Status	Notes
7/1/2025, 4:37:54 PM	Ed Sweeney ed+sbdanalyst@rtsolutions.com	Moving to next approval step	
7/1/2025, 4:37:54 PM	Breanna Hanley (entity) breanna+entity@rtsolutions.com	Sent to LFC for review	
7/1/2025, 4:37:01 PM	Breanna Hanley (entity) breanna+entity@rtsolutions.com	Moving to next approval step	
7/1/2025, 4:36:24 PM	Breanna Hanley (Initiator) breanna@rtsolutions.com	New Request Created	

1 - 4 of 4 items

Generate Report of Posted Items - NEW

FIRST ANALYST Approved MARIO SEMIGLIA - 6/23/2026		SECOND ANALYST Approved DIEGO JIMENEZ - 6/23/2026	
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This request has been posted.

[Generate Report](#)

Request Details	23300-26-BRF-01383-journal_1
* Agency Name	23300 - THIRD JUDICIAL DISTRICT COURT
* Type of Request	Increase & Decrease BRF

23300-26-BRF-01383
Generated: 7/7/2026, 11:13:30 AM

Request Details

Status:	Posted
Posted Date:	6/24/2026, 9:59:09 AM
Request Type:	Increase & Decrease BRF
Class:	J0000
BudRef:	126
Approp Journal:	0003782539
Revenue Journal:	0003782540
Additional Journals:	
Appropriation Citation:	Laws of 2025, 1st session, Chapter 160, Section 13 (D)
Statutory Authority:	

Activity Logs

Changed On	Changed By	Action	Notes
6/24/2026, 10:00:23 AM	Nicole Macias nicole.macias@dfa.nm.gov	Request Posted	
6/24/2026, 8:50:08 AM	Andrew Miner andrew.miner@dfa.nm.gov	Review is complete and request is pending posting	

- Sort to status Posted, navigate to item you want, and click on Generate Report button for PDF of item materials including approval history

Budget Adjustment Requests (BARs)

- Requests by agency to adjust current-year recurring operating budget (Section 4) according to authority granted by legislature in GAA, either general to all agencies or specific to that agency
- Agencies may do “internal” BARs that adjust budgets lower than the P-code level independent of DFA review. Any adjustment to a P-code level budget must be submitted to DFA.
- LFC has 10-day passive review of all P-code BARs except those exclusively involving federal funds.
- **Note:** Because they have lump-sum budget authority in the GAA (not broken out by expenditure category), Courts submit BRFs where every other agency would submit a BAR.
- **Types of BARs**
 - **Budget Increase** – Request to increase budget according to granted authority (never GF).
 - **Budget Decrease** – Request to decrease budget. Used to align budget with expected revenue amounts.
 - **Category Transfer** – Request to transfer budget authority from one expenditure category to another.
 - **Program Transfer** – Request to transfer budget authority from one P-code to another. Usually limited to specific agencies and/or programs denoted in GAA. Must transfer both expenditure and revenue budget.

Statutory authority for BARs



BAR Statutes: 6-3-23 through 6-3-25 NMSA 1978

Special Revenue Fund Statutes

- It is important to refer to language establishing special revenue funds in statutes, as this language will often dictate authority the agency has to increase the budget from this fund outside of the GAA.
- “Money in the fund is appropriated to the department” = Agency has broad authority to submit increase BARs from this fund.
- “Money in the fund is subject to appropriation by the legislature” = Agency does not have authority to request increases beyond those allowed specifically in the GAA.
- Some funds do not have clear language. In such a case please consult your SBD analyst.

GAA Authority for BARs

*Note: Section labels may change slightly from year to year. Consult current authority document on SBD website.

Section 3 (I)

- Allows agencies with excess revenue from board of finance loans, other acts of the legislature, gifts, grants, donations, bequests, insurance settlements, refunds or payments into revolving funds to request budget increases
- General authority used for federal grant increases

Current FY BAR Authority section (2026 GAA = Section 12)

- Denotes specific authority to certain agencies to request budget adjustments for remainder of current FY. In this year's GAA, this was for the remainder of FY26 so this section is now expired.

L. the board of veterinary medicine may request budget increases up to one hundred thousand dollars (\$100,000) from other state funds to make disbursements from the animal care and facility fund to qualifying animal shelters;

GAA Authority for BARs

*Note: Section labels may change slightly from year to year. Consult current authority document on SBD website.

Next FY BAR Authority section (2026 GAA – Laws 2026, Chapter 67, Section 13)

- Establishes general authority granted to all agencies to request budget adjustments in next FY as well as specific authority granted to certain agencies
- Subsection C: Authority for category transfers among PSEB, Contracts, and Other (not 500 category)
- Subsection D: Authority for agencies with appropriations from Other State Funds or Transfers to request increases up to 5% of amount budgeted in Section 4.
 - Agencies that don't have broad authority to request increases from special revenue funds must follow this limit
 - Remember that OSF and Fund Balance are grouped together under OSF in GAA
 - If you have both OSF and Transfers, 5% authority is limited to each source separately, not combined (cannot use Transfers budget to increase OSF & vice versa)
- Subsection E: list of authority granted to certain agencies by fund, program and/or purpose
- Note that blanket program transfer authority to all agencies is rare and, for now, extinct

Requesting BAR Authority



REQUEST FOR BUDGET ADJUSTMENT REQUEST, SECTION 4 OR SECTION 7 LANGUAGE					
<i>(Prepare separate forms for each request)</i>					
Business Unit Code:					
Agency:					
Program:					
Agency Contact/Phone:					
REQUEST TYPE					
FY20 BAR Language	FY21 BAR Language	Section 4 Language	Section 7 Language		
Language requested for inclusion in General Appropriations Act <i>(Please Follow Legislative Bill Drafting Conventions - See Instructions)</i>					

- DFA issues guidance to agencies in the fall for submitting BAR authority requests to be considered for inclusion in next session's GAA (likely due Oct 1)
- Submit language requests with short justification to both DFA and LFC in BFM
- DFA and LFC recommend BAR authority for inclusion, LFC drafts bill.
- **Note:** Program transfer authority, even if specific, is difficult to get approved
- Offering a maximum amount can help increase odds of language approval

Components of a Complete BAR



Completed Fields in the State Budget Submission System. CFO certification.

Budget Journals (copies from SHARE, convert to PDF)

BAR Narrative (create in Word, convert to PDF)

Backup documentation depending on type of BAR, possibly including:

- Copy of specific statutory authority (copy of general authority not needed – just citation)
- Federal grant award and budget worksheet
- 5% worksheet
- SHARE reports showing budget availability for category decrease
- Budget projections

Utilize BAR Checklist on SBD's website to ensure complete submission

Completing the BAR Fields

* Type of Request

Increase & Decrease BAR

* Class

J0000

* BudRef

126

* Expense Journal

0003626185

* Approp Journal

0003626184

Increase & Decrease BAR

Expenditures

Expenditure Category	Fund	P/S Code	Revenue Source	Increase Amount	Decrease Amount
200 - Personal Services {	06100	P003	Internal Serv Funds/In	\$528,400.00	\$0.00
300 - Contractual Serv	06100	P003	Internal Serv Funds/In	\$1,143,800.00	\$0.00
400 - Other	06100	P003	Internal Serv Funds/In	\$61,800.00	\$0.00

Revenues

Revenue Account	Revenue Account Name	Fund	P/S Code	Increase Amount	Decrease Amount
Choose Account	Federal Contract	06100	P003	\$1,734,000.00	\$0.00

- Use Budref and Class for Section 4 budget for that FY (FY27: budref 127, class K0000)
- Fill out all fields as required, add new lines as necessary
- Expenditures and revenues must balance on an increase or decrease BAR
- Don't round or truncate numbers
- Include positive and negative lines in transfer BARs – must balance to zero
- Don't forget the correct journal numbers (no revenue journal for category transfers)
- Include appropriate statutory authority and CFO certification
- Upload all necessary attachments in the fields below the lines

Completing the BAR Narrative

Use correct narrative for type of BAR: Budget Increase, Budget Decrease, or Category Transfer (can be adapted for program transfers)

Narrative justification of why BAR is necessary – complete thoroughly and accurately. Be specific about what funds are being used for.

- Especially important for category transfers such as requests to move budget into or out of the 200 category
- Keep in mind that the Budget Director reviews BARs for appropriateness and the LFC will review later and may have questions

Make sure information provided on narrative matches that on form, backup documents, etc.

Examples of completed BARs with narratives will be posted on Boot Camp Training website



Completing the BAR Journals

- Budget Entry Type: BARs are always Adjustments, even if setting up a “new” budget for a federal grant
- Entry Type is always BAR. Use budref (127) and class code (K0000) consistent with that FY’s Section 4 operating budget
- Ensure that budget increases and decreases have a REVENUE and APROP_P journal
- Ensure that a transfer BAR is created as a Budget Transfer journal
- Ensure that journals have been approved at all agency levels to be routed to DFA
- Department-level decrease journals for transfer BARs
 - Cannot be done as a transfer – must be done separately (first decrease, then increase)
 - Create and post department level decrease journal (Entry Type = AGY) before submitting BAR to DFA, include copy of posted journal in backup
 - After DFA posts BAR, create and post department level increase journal (otherwise it will error out – child exceeds parent budget)



Backup for Federal Increase BARs

- **Copy of grant award** that details available funding amount and period of award
- **Completed grant recon sheet** showing any previous established budget and this BAR
- May consolidate more than one award into one BAR but need recons for each

Federal Grant Number: <u>1254.11</u>			
(Enter Data in Boxed Cells Only)			
Start	Total Grant Award from date of award to BAR date:		500,000
Less		-	
	Balance	=	500,000
Less	Amount Budgeted in Current FY OpBud:	-	100,000
	Balance	=	400,000
Less	Amount of previous BAR processed (BAR No. <u>220</u>):	-	200,000
	Balance	=	200,000
Total	AMOUNT AVAILABLE FOR THIS BAR:	=	200,000
Total	AMOUNT OF THIS BAR (NO. <u>221</u>):	-	150,000
Balance	Amount Remaining:	=	50,000

Backup for Other Increase BARs

- **Special revenue fund statutes** detailing authority to increase (if applicable to that fund)
- **Copy of fund trial balance report** showing available fund balance and correct equity code as well as fund balance reconciliation sheet
- **Copy of MOU or similar document** if receiving funds from other entity
- **Completed 5% worksheet** if using that authority to increase

P717 Conservation Services

5% Worksheet

List all BARs in the P-Code for this fiscal year to show cumulative use of 5% increase and remaining balance available..

BAR #	Other State Funds Appropriation	5% limit	Amount used in BAR	Balance Remaining
START	10,000,000	500,000		
BAR 1			250,000	250,000
BAR 2			50,000	200,000
BAR 3				200,000
BAR 4				200,000

Backup for Transfer BARS

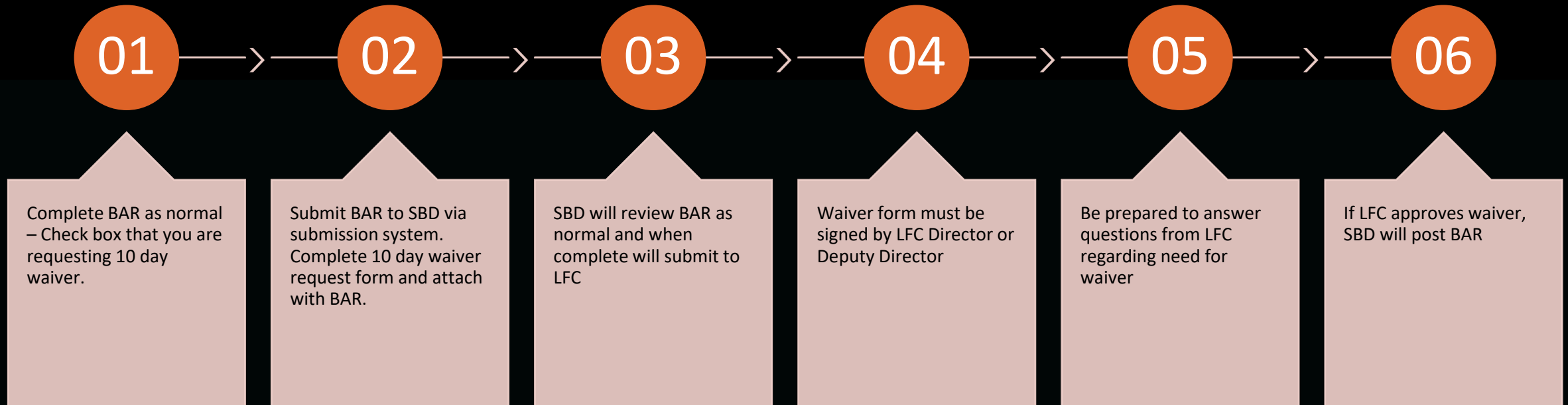
- Up-to-date budget projections for P-code showing need for BAR
- Copy of **posted** department-level decrease journal (if your agency budgets at dept level)
- Copy of SHARE budget status report showing sufficient budget in requested category to decrease

Budget Overview Results										Personalize Find View All [Icons]		First	1-4 of 4	Last
		Fund▲	Dept▲	Account▲	Bud Ref	Class	Budget	Expense	Encumbrance	Available Budget*				
[Icon]	[Icon]	18800	P549	200	121	E0000	796,400.00	0.00	0.00	796,400.00				
[Icon]	[Icon]	18800	P549	300	121	E0000	504,100.00	0.00	504,100.00	0.00				
[Icon]	[Icon]	18800	P549	400	121	E0000	14,831,700.00	0.00	5,375,000.00	9,456,700.00				

Guidelines for BAR consolidation

- Each BAR may only contain actions of one type: Budget Increase, Budget Decrease, Category Transfer, or Program Transfer.
- Multiple actions of the same type may be included on the same BAR, including from different funds and program codes. Each specific action on the BAR must be allowed by appropriate statutory authority.
- Every BAR involving exclusively federal funds and thus exempt from the LFC's ten-day review period must be separated from BARs of other revenue types. Multiple federal actions (of the same type) may be included on the same BAR.
- BARs with multiple actions may combine them on SHARE journals. For example, a category transfer BAR with 5 actions need only have one category transfer journal. A federal increase BAR with 5 grants may combine them on one revenue and one appropriation journal.
- Each action on a BAR must be clearly identified and justified on the BAR narrative. Appropriate backup documentation must also be provided for each.

BAR 10-Day Waiver Process



Budgeting Non-Recurring Appropriations: OPBUD-4

- Most commonly budgeting items from Sections 5, 6, 7 and 9 of GAA. Occasionally other legislation such as junior budget bills. Not subject to 10-day review by LFC.
 - Note that all FY27 appropriations from Sections 5, 9 and 10 of the 2026 GAA were budgeted by SBD through the operating budget process, effective 7/1/26
- Lump-sum: Agencies have authority to establish budget in different expenditure categories as needed, according to fulfilling the purpose of the appropriation.
 - Exception: May not establish budget in 500 category unless specifically directed by appropriation
- Table of Budget Codes
 - Produced by SBD after every legislative session, posted on SBD website
 - Establishes Z-codes, class codes, and budrefs for all nonrecurring appropriations in GAA and other legislation. Consult and include copy of relevant line when submitting OPBUD-4s

Sec	Item	Code	Agency	Z-Code	Class Code	Bud Ref	Description	End Date	FY	Purpose	Source of Funding	Appropriation Amount
5	4	218	ADMINISTRATIVE OFFICE OF THE COURTS	ZE5004	E5004	92024	L20, 2S, C83-S005-I004	6/30/2021	20-21	To upgrade information technology systems at district courts.	GF	\$ 500.0
5	5	218	ADMINISTRATIVE OFFICE OF THE COURTS	ZE5005	E5005	92024	L20, 2S, C83-S005-I005	6/30/2021	20-21	For a unified appropriation to the administrative office of the courts for equipment and vehicles at the district courts.	GF	\$ 200.0

Components of a Complete OPBUD-4

Completed fields in Submission System. CFO certification.

Budget Journals – REVENUE and APROP_P

- Budget Entry Type: Original (establishing new appropriation budget)
- Entry Type: OPBUD-4

Copy of appropriation line from Table of Budget Codes

Backup dependent on type of appropriation:

- Complete, signed allotment form if appropriation is from general fund, computer systems enhancement fund (Section 7), or tobacco settlement fund
- Copy of PCC certification letter if budgeting Section 7 IT appropriation, with certified amount matching what is being budgeted
- Trial balance report if appropriation is from fund balance
- Documentation that any contingencies in the appropriation have been met

Completing the OPBUD-4 Fields

OPBUD4

Expenditures

Expenditure Category	Class	BudRef	Fund	S/Z Code	Revenue Source	Increase Amount	Decrease Amount
300 - Contractur: ▾	J5034	92524	17200	ZJ5034	General Fund ▾	\$5,000,000	\$0.00

Revenues

Revenue Account	Revenue Account Name	Class	BudRef	Fund	S/Z Code	Increase Amount	Decrease Amount
Choose Account ▾	General Fur	J5034	92524	17200	ZJ5034	\$5,000,000	\$0.00

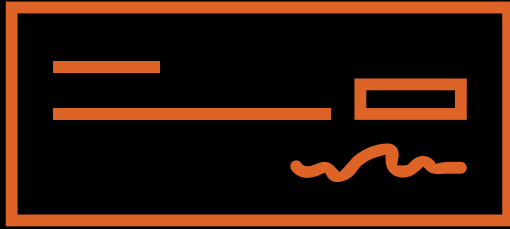
The amounts between expenditures and revenues must balance: \$0.00

Upload Copies of the Journals

Document Name	Upload	Action
33300-25-OPBUD4-00021-journal_1	View File	

Completing the OPBUD-4 Fields

- Use corresponding info from Table of Budget Codes, including statutory citation
- Set up expenditure category budget as desired to fulfill purpose of appropriation
- Use correct 6-digit revenue code (499105 for General Fund)
- Be sure to include both journal numbers
- CFO Certification: **Only check box** if appropriation is from Section 6 of the GAA, denoting an appropriation to fill a budget shortfall in the current or previous fiscal year
- Ensure all info on the budget journals matches the OPBUD-4 form
- Can submit multiple appropriations on one OPBUD-4, ensure that revenues = expenditures for each appropriation. Only need one APROP and REVENUE journal for entire submission.



Completing the Allotment Form

- **Funding Source:** If not GF, specify Computer Systems Enhancement Fund or Tobacco Settlement Fund
- **Allotment Distribution Type:** Accelerated (get all money at once)
- Otherwise use same info from bill and OPBUD-4 Form
- **Do not** include allotments from fund balance or your agency's own funds

ALLOTMENT REQUEST FORM- SPECIAL APPROPRIATIONS (OPBUD4)								
<i>Show amounts in whole dollars. For example: If the bill lists the appropriation as \$1.3, it should be shown as \$1,300</i>								
AGENCY NAME		BUSINESS UNIT (Agency)	FISCAL YEAR	DATE				
Department of Cultural Affairs		50500	2021	9/2/2020				
FUNDING SOURCE				ALLOTMENT DISTRIBUTION TYPE				
☒ GENERAL FUND				☐ REGULAR				
☐ OTHER				☒ ACCELERATED				
IF OTHER/SOURCE _____								
BILL SHORT TITLE		LAWS, CHAPTER SECTION, SUBSECTION, ITEM	ITEM DESCRIPTION	FUND	DEPARTMENT CODE	CLASS CODE	BUD-REF CODE	AMOUNT
2020 GAA (HB2)	Laws 2020 Ch 83 Section 5 Item 55	To renovate the Museum of Natural History and Science	19300	ZE5055	E5055	92024	\$	100,000.00

Special Appropriation Reauthorizations

- If a nonrecurring appropriation is not spent entirely by its original end date, an agency can request an extension, typically granted for one additional fiscal year.
- Budgeted via normal OPBUD-4 process after original budget period is over
- Use same Z-code as original appropriation but new class code and budref per the Table of Budget Codes
- Budget must be for remaining balance of appropriation – include SHARE report showing balance as of last day (6/30) of original period
- Do not include allotment form – money was already sent
- **Create APROP journal that eliminates remaining budget under prior class code**

7	8	341	DEPARTMENT OF FINANCE AND ADMINISTRATION	Use prior Z- code	E7008	921	L20, 2S, C83-S007-I008	6/30/2021	21	The period of time for expending the one million two hundred fifty thousand dollars (\$1,250,000) appropriated from the computer systems enhancement fund in Subsection 8 of Section 7 of Chapter 73 of Laws 2018 to implement an enterprise budgeting system is extended through fiscal year 2021.
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Companion BARs and OPBUD-4s

- Two possible use cases
 - Agency transfers funds from special revenue fund into operating budget and wants to increase OSF budget, thereby also increasing special revenue fund transfer. May even come from another agency in limited circumstances
 - Agency received nonrecurring appropriation from another agency's special revenue fund and therefore needs to receive transfer from that agency before it can spend the money. Agencies will need to coordinate.
- Procedure: 2 BARs or OPBUD-4s required (companions)
 - Budget with transfer revenue and expenditures in 200/300/400 as desired
 - Budget with original revenue (OSF or fund balance) and 500 category expenditure

Sec	Item	Code	Agency	Z-Code	Class Code	Bud Ref	Description	End Date	FY	Purpose
5	61	521	ENERGY, MINERALS AND NATURAL RESOURCES DEPARTMENT	ZE5061	E5061	92024	L20, 2S, C83-S005-I061	6/30/2021	20-21	For the Carlsbad brine well remediation fund for expenditure in fiscal years 2020 and 2021 contingent on one million six hundred thousand dollars (\$1,600,000) of matching funds from the city of Carlsbad., Eddy county or other sources. The other state funds appropriation is from the corrective action fund.

Budget Reallocation Forms (BRFs)

Used for two purposes:

- Changes to established nonrecurring appropriations. Usually a category transfer. Increases are only allowed for federal funds.
- Courts use BRFs as BARs since GAA gives them lump-sum Section 4 appropriations (can set up expenditure categories as they wish)

Not subject to 10-day LFC review

Components of a complete BRF

- Completed fields in submission system.
- CFO BRF authorization
- Budget journal(s). Budget Entry Type: Adjustment. Entry Type: BRF. Create Budget Transfer journal for category transfer BRFs.
- Documentation of federal funding availability if applicable
- SHARE report showing available budget for category transfer
- Courts submitting BRFs for Section 4 budgets should provide same documentation as required for a BAR of that type (increase, category transfer, etc.)

Completing the BRF Fields

- Use relevant Z-code, class, budref for the nonrecurring appropriation
- Courts – Use your P-code, class and budref for that FY's recurring budget if adjusting Section 4 budget
- Include brief justification for change to nonrecurring appropriation

* Type of Request					
Transfer BRF					
* Class			* BudRef		
IB001			926		
* Approp Journal			Revenue Journal		
0003631861			0000000000		
* Appropriation Citation					
L24, 2S, C69, S9, IB1					
Transfer BRF					
Expenditures					
Expenditure Category	Fund	P/S/Z Code	Revenue Source	Increase Amount	Decrease Amount
400 - Other	20790	ZI9B001	Other State Funds	\$0.00	-\$5,000,000.00

Completing Budget Projections

FY27 template available on SBD website under the Budget Adjustment Requests tab

Updated every fiscal year with new account codes (Longevity Pay: 520710) and number of salary hours (FY27: 2,088)

Use for budget management and planning during the fiscal year. Track revenue and potential shortfalls.

Submit to DFA as BAR backup (showing need/effect of BAR) and budget availability for HR actions such as raises or upward reclasses of positions

Complete one projection packet per P-code, and different tabs for each funding source within that P-code

Category tab is a summary rollup and copies from detail tabs – shouldn't need to hard type any numbers here

Budget Projections: Detail Tab

General Fund Transfers Detail			Business Unit Number and Agency Name Based on NMS Budget Vs Actuals Report by Pcode dated MM/DD/YYYY Pcode Number and Program Name FY25								07/01/24 02:24 PM	
			C:\Users\meriam\Downloads\FY25-Budget-Projections-Template.xlsxDetail General Fund Transfers									
			A	B	C	D	E	F	G	H	I	J
			FY24	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25
CHARTFIELD	DESCRIPTION	SHARE CHART FIELD	PRIOR YR ACTUAL EXPENSES	ORIGINAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	EXPENDED YEAR TO DATE¹	ENCUMBRANCES YEAR TO DATE¹	TOTAL OBLIGATIONS	UNOBLIGATED BALANCE	PROJECTED EXPENDITURES TO YEAR END²	BALANCE AVAILABLE
Exempt Perm Positions P/T&F/T		520100				0.00		0.00	0.00	0.00	0.00	0.00
Term Positions		520200		1,000,000.00		1,000,000.00		0.00	0.00	1,000,000.00	93,000.00	907,000.00
Classified Perm Positions F/T		520300		1,000,000.00		1,000,000.00		0.00	0.00	1,000,000.00	86,000.00	914,000.00
Classified Perm Positions P/T		520400				0.00		0.00	0.00	0.00	0.00	0.00
Temporary Positions F/T & P/T		520500				0.00		0.00	0.00	0.00	0.00	0.00
Paid Unused Sick Leave		520600				0.00		0.00	0.00	0.00	0.00	0.00
Overtime & Other Premium Pay		520700		100,000.00		100,000.00		0.00	0.00	100,000.00	100,000.00	0.00
Annl & Comp Paid At Separation		520800				0.00		0.00	0.00	0.00	0.00	0.00
Differential Pay		520900				0.00		0.00	0.00	0.00	0.00	0.00
Group Insurance Premium		521100		25,000.00		25,000.00		0.00	0.00	25,000.00	13,702.50	11,297.50
Retirement Contributions		521200		75,000.00		75,000.00		0.00	0.00	75,000.00	53,679.60	21,320.40
F I C A		521300		25,000.00		25,000.00		0.00	0.00	25,000.00	21,343.50	3,656.50
Workers' Comp Assessment Fee		521400		4,000.00		4,000.00		0.00	0.00	4,000.00	2,000.00	2,000.00
GSD Work Comp Insur Premium		521410				0.00		0.00	0.00	0.00	0.00	0.00
Unemployment Comp Premium		521500				0.00		0.00	0.00	0.00	0.00	0.00
Employee Liability Ins Premium		521600				0.00		0.00	0.00	0.00	0.00	0.00
RHC Act Contributions		521700		10,000.00		10,000.00		0.00	0.00	10,000.00	5,580.00	4,420.00
Other Employee Benefits		521900				0.00		0.00	0.00	0.00	0.00	0.00
COVID Related Admin Leave		523000				0.00		0.00	0.00	0.00	0.00	0.00
COVID Related EFMLA		523100				0.00		0.00	0.00	0.00	0.00	0.00
COVID Related Time Worked		523200				0.00		0.00	0.00	0.00	0.00	0.00
Payroll N/A		529999				0.00		0.00	0.00	0.00	0.00	0.00
Total Personal Services	200		0.00	2,239,000.00	0.00	2,239,000.00	0.00	0.00	0.00	2,239,000.00	375,305.60	1,863,694.40
Medical Services		535100				0.00			0.00	0.00		0.00
Professional Services		535200		3,000,000.00		3,000,000.00		1,400,000.00	1,400,000.00	1,600,000.00	1,600,000.00	0.00
Professional Svcs - Interagenc		535209				0.00			0.00	0.00	0.00	0.00
Other Services		535300		300,000.00		300,000.00		150,000.00	150,000.00	150,000.00	125,000.00	25,000.00
Other Services - Interagency		535309				0.00			0.00	0.00	0.00	0.00
Other Services - CU		535310				0.00			0.00	0.00	0.00	0.00
Audit Services		535400		250,000.00		250,000.00			0.00	250,000.00	250,000.00	0.00
Attorney Services		535500		150,000.00		150,000.00			0.00	150,000.00	100,000.00	50,000.00
IT Services		535600		500,000.00		500,000.00			0.00	500,000.00	500,000.00	0.00
IT Services- Interagency		535609				0.00			0.00	0.00	0.00	0.00
Capital Professional Contracts		535800				0.00			0.00	0.00		0.00
Total Contractual Services	300		0.00	4,200,000.00	0.00	4,200,000.00	0.00	1,550,000.00	1,550,000.00	2,650,000.00	2,575,000.00	0.00

Pulled from salary tab

Manual entry

- Populate column B with line item budgets, column C with BAR and revenue adjustments (more on this in a bit)
- Populate columns E and F with actual expenditures / encumbrances from SHARE reports at detail level (trial balance, GL, budget vs. actuals)
- Column I (projected expenditures) in the 200s (PSEB) will populate from data entered on Salary Projections tab. Manual entry required for 300s, 400s, 500s

Salary Projections tab

- Complete each field with current HR data
- Class = Exempt, Term, Exempt, Perm F/T, Perm P/T, Temp
- Obj Code = job classification
- Enter annual salary, hourly wage will autopopulate
- Enter remaining pay hours based on current data and payroll schedule tab
- Enter insurance costs per pay period dependent on employee's insurance plan and salary
- Projected remaining costs for each line item will calculate in column S > used for PSEB projections on Detail tab
- 2088 hours in FY27

Vacant Positions

- Enter **remaining work hours** based on when you plan to fill position
- Enter zero if no plans to fill position
- Enter salary based on estimate of what you plan to pay position, use midpoint of salary range if unsure
- Use single coverage to estimate insurance costs

Budget Projections: PSEB

Budget Projections: PSEB

Business Unit Number and Agency Name												07/01/24			
Based on NMS Budget Vs Actuals Report by Pcode dated MM/DD/YYYY												02:05 PM			
Pcode Number and Program Name															
FY25															
General Fund Salary Projections															
ads\FY25-Budget-Projections-Template.xlsx\Detail General Fund Transfers															
POSITION NO.	FTE	CLASS	OBJ CODE	NAME	RANGE	ANNUAL SALARY @ 2088 hrs	HOURLY WAGE	REMAINING PAY HOURS FY25	REMAINING SALARY FY25	INSURANCE Per Pay Period	REMAINING Insurance Costs	ANNIV INCREASE	PERSONAL SERVICES & BENEFITS SUMMARY		
FY25															
FY25															
OBJ CDE													DESCRIPTION		
TOTAL SALARY													Exempt		
00001234	1.00	Term		Jane Smith	80	93,000	44.540	2088	93,000.00	350.00	9,135.00		0.00	93,000.00	0.00
00001235	1.00	Perm F/T		Jim Smith	75	86,000	41.188	2088	86,000.00	175.00	4,567.50		0.00	0.00	86,000.00
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Amount remaining transfers to detail tab

Any non-GF revenue source

			A	B	C	D	E	F	G	H	I	J
			FY24	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25
CHARTFIELD	DESCRIPTION	SHARE CHART FIELD	PRIOR YR ACTUAL EXPENSES	ORIGINAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	EXPENDED YEAR TO DATE¹	ENCUMBRANCES YEAR TO DATE¹	TOTAL OBLIGATIONS	UNOBLIGATED BALANCE	PROJECTED EXPENDITURES TO YEAR END²	BALANCE AVAILABLE
Exempt Perm Positions P/T&F/T		520100				0.00			0.00	0.00	0.00	0.00
Term Positions		520200		1,000,000.00	(250,000.00)	750,000.00			0.00	750,000.00	72,000.00	678,000.00
Classified Perm Positions F/T		520300		1,000,000.00		1,000,000.00			0.00	1,000,000.00	89,000.00	911,000.00
Classified Perm Positions P/T		520400		150,000.00		150,000.00			0.00	150,000.00	0.00	150,000.00
Temporary Positions F/T & P/T		520500				0.00			0.00	0.00	0.00	0.00
Paid Unused Sick Leave		520600				0.00			0.00	0.00	0.00	0.00
Overtime & Other Premium Pay		520700				0.00			0.00	0.00	0.00	0.00
Annl & Comp Paid At Separation		520800				0.00			0.00	0.00	0.00	0.00
Differential Pay		520900				0.00			0.00	0.00	0.00	0.00
Group Insurance Premium		521100		400,000.00		400,000.00			0.00	400,000.00	13,050.00	386,950.00
Retirement Contributions		521200		400,000.00		400,000.00			0.00	400,000.00	30,976.40	369,023.60
F I C A		521300		100,000.00		100,000.00			0.00	100,000.00	12,316.50	87,683.50
Workers' Comp Assessment Fee		521400				0.00			0.00	0.00	0.00	0.00
GSD Work Comp Insur Premium		521410				0.00			0.00	0.00	0.00	0.00
Unemployment Comp Premium		521500				0.00			0.00	0.00	0.00	0.00
Employee Liability Ins Premium		521600				0.00			0.00	0.00	0.00	0.00
RHC Act Contributions		521700		15,000.00		15,000.00			0.00	15,000.00	3,220.00	11,780.00
Other Employee Benefits		521900				0.00			0.00	0.00	0.00	0.00
COVID Related Admin Leave		523000				0.00			0.00	0.00	0.00	0.00
COVID Related EFMLA		523100				0.00			0.00	0.00	0.00	0.00

Budget Projections: Revenue Adjustments

- All non-general fund revenues should be estimated at least quarterly
- In column C of the applicable revenue detail tab (federal, transfers, other revenue, fund balance) adjust the revenues so the projections reflect actual estimated revenues
- Column D, adjusted budget, will show the adjusted total
- BARs/BRFs can also be adjusted in column C



Module 3
Complete