



**CITY OF RATON, NEW MEXICO
RESOLUTION NO. 2016-45
Budget Adjustment #2 FY16**

WHEREAS, The City of Raton desires to complete and submit the following adjustments for the 2016- 2017 budget, and

	FROM	TO	INC/DEC
GENERAL FUND			
100-00-51207 Transfer In – Ins Fund	0.00	84,000.00	84,000.00
100-00-51213 Tsf In – Library Grants	0.00	5,000.00	5,000.00
100-00-51312 Tsf In – Multi Modal	0.00	200,000.00	200,000.00
100-00-52207 Transfer Out – Ins Fund	0.00	84,000.00	84,000.00
100-00-52213 Tsf Out – Library Grants	0.00	5,000.00	5,000.00
100-00-52312 Tsf Out – Multi Modal	0.00	200,000.00	200,000.00

Temporary Tsf from GF to Insurance Reserve Fund to insure there is never a deficit balance in this fund pending deposit of the monthly payroll deductions and deadlines for submission of monthly premium payment which have changed as a result of switching to CIGNA. Also temporary transfers to cover Library State Grants and Multi Modal Project pending grant reimbursements. Any funds transferred during fiscal year will be transferred back to General Fund before June 30.

SPECIAL REVENUE

INSURANCE RESERVE – FUND 207

207-00-51100 Tsf In – General Fund	0.00	84,000.00	84,000.00
207-00-52100 Tsf Out – General Fund	0.00	84,000.00	84,000.00

LIBRARY GRANTS - FUND 213

213-00-51100 Transfer In – General Fund	0.00	5,000.00	5,000.00
213-00-52100 Transfers Out – General Fund	0.00	5,000.00	5,000.00

CAPITAL PROJECTS

MULTI MODAL - FUND 312

312-00-51100 Tsf In – General Fund	0.00	200,000.00	200,000.00
312-00-52100 Tsf Out – General Fund	0.00	200,000.00	200,000.00

NOW, THEREFORE, BE IT RESOLVED that the governing body of the City of Raton hereby approves the attached adjusted budget and respectfully requests approval from the Local Government Division of the Department of Finance and Administration.
Done at Raton, New Mexico this 27th day of September 2016.

CITY OF RATON

(SEAL)

Sandra Mantz, Mayor

ATTEST:

Tricia Garcia, City Clerk

SUSANA MARTINEZ
GOVERNOR



DUFFY RODRIGUEZ
CABINET SECRETARY DESIGNATE

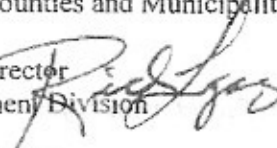
RICK LOPEZ
DIRECTOR

MICHAEL MARIANO
ACTING DEPUTY DIRECTOR

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION
Bataan Memorial Building • 407 Galisteo St. • Suite 202 • Santa Fe, NM 87501
PHONE (505) 827-4950 • FAX (505) 827-4948

MEMORANDUM #BFB-17-01

TO: New Mexico Counties and Municipalities

FROM: Rick Lopez, Director
Local Government Division 

DATE: September 19, 2016

SUBJECT: Fiscal Year 2016-2017 Updates

Section 6-6-2E NMSA 1978 requires the Department of Finance and Administration, Local Government Division (LGD) to certify a final budget for each local public body and further states that once approved, such budgets are binding upon all tax officials of the state. Therefore, the approved final budget stamped by the LGD as "Approved" or "Approved as Amended" is now the official budget document that must be entered into your financial system.

With the official budget documents filed in our office, it is imperative that such said document be managed carefully. To assistance in such management, the following is required:

BUDGETs

Beginning Cash

All beginning cash amounts listed on budget recap page and every financial quarterly report for the fiscal year *must remain the same throughout the remainder of the fiscal year.*

Budget Adjustments

Any fund increases, decreases and/or transfers must be approved by the LGD following governing body authorization via a Budget Adjustment Request (BAR). *Email submission* of the signed resolution AND the excel LGD prescribed BAR worksheet *is required* for processing and approval. (Please do not mail an additional copy of such request.)

FINANCIAL REPORTs

Monthly Financial Reporting

All entities whose final budget was "conditionally" approved or quarterly financial report is submitted with a negative cash balance in ANY fund *must submit monthly financial reports.* Notification of financial reports submission requirement change will be provided by the LGD in a letter to the governing body.

General Ledger Submission

All entries must submit the General Ledger (or Profit & Loss report) with the 2nd and 4th quarter financial report submission. Such submission must tie to each other.

AUDITS

Audit Corrective Action Plans

All entries must submit Audit Corrective Action Plans (plans developed to correct audit deficiencies) with the 2nd quarter financial report submission.

Audit Correcting Entries

Correcting entries required by the auditor should be reflected in the adjustments column in both the financial reports and the BAR excel worksheet.

TRAINING

LGD Training Sessions

LGD plans to begin conducting frequent training sessions on specific subject matters via conference calls, webinar, etc. as early as next month. Your budget analyst will notify you of such training sessions.

If you have any questions, contact your budget analyst or call the main number at (505)827-4975.

cc:

BFB Analysts

Sanjay Bhakta, Deputy State Auditor

Bill Fulginiti, NMML Executive Director

Steve Kopelman, NMAC Executive Director