



**CITY OF RATON, NEW MEXICO
RESOLUTION 2016-47**

APPROVAL OF SEPTEMBER 30, 2016 FINANCIAL REPORTS

WHEREAS, the finances for the City of Raton, have been prepared and reconciled through September 30, 2016;

WHEREAS, said financial reports were developed in accordance with requirements of the Local Government Division; and

WHEREAS, it is the majority opinion of this Governing Body that the prepared financial report is an accurate accounting of the City of Raton's activities as currently determined for fiscal year 2016-2017.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Governing Body of the Municipality of Raton, State of New Mexico, hereby approves the Financial Report for period ending September 30, 2016 and respectfully requests approval from the Local Government Division of the Department of Finance and Administration.

RESOLVED: In session this 25th day of October 2016.

**CITY COMMISSION
RATON, NEW MEXICO**

Sandra Mantz, Mayor

Mayor Pro-Tem James Neil Segotta, Jr.

Commissioner Chavez

Commissioner Giacomo

Commissioner Schuster

ATTEST:

Tricia Mascarenas, City Clerk

GENERAL FUND FINANCIAL SUMMARY AS OF September 30, 2016

General Fund Beginning Cash 7/1/16: \$ 1,386,716.75
YTD Revenues 1,042,790.94
YTD Expenses (1,202,979.68)
Net YTD Transfers IN/OUT (156,795.91)
Accrual Adj (14,884.70)

General Fund Ending Cash 9/30/16: \$ 1,054,847.40

Less Required 1/12th Reserve: (393,620.33)

Less Bal of Designated Street Improvement GRT (3,358.93)

\$189,843.95 designated GRT funds

- \$48,346 Tiger Dr. Match

- \$77,508.75 Maxwell Addition Chip Seal

- \$44,474.27 Tiger Dr. Change Order

- \$16,156.00 Pecos Ave Coop Match

AVAILABLE CASH 9/30/16 \$ 657,868.14

GROSS RECEIPTS RECAP YEAR TO DATE

Budgeted GF Gross Receipts FY16: \$ 2,781,659.00

Budgeted GRT thru Oct 2016 \$ 927,219.67

Collected GRT thru Oct 2016 \$ 1,021,058.16

10.1204% Increase YTD per budget 93,838.49

Additional Notes:

The Payroll reconciling issue reported last month with regards to the direct deposit being processed on the last day of the month but the posting to the G/L on 1st of September corrected itself in September and all bank accounts reconciled properly. As of September 30th all departments are operating within budget. Expenses ran higher than usual the 1st quarter because the City of Raton paid the first half of our insurance premiums due to NMSIF and we also had 7 pay periods in the 1st quarter. The Gross Receipts distribution received in October which reflects August business activity shows a 10.1204% increase per budget year to date. The City of Raton anticipates the November distribution to be high also due to good weather which has allowed local area construction to continue for a few more months. The 1st Quarter Report upon approval of the City Commission will be sent to DFA before the October 30th deadline. Enclosed in your packet is a copy of a memo received from DFA with regards to the required deadlines and consequences for not reporting timely.

Report Prepared by:

Michael Anne Antonucci

Treasurer

10/21/2016

tax rate effec 1-1-15		8.5208%		<u>STATE REPORT</u>				2014-2015
	STATE	MUNI	INFRA	ENV	WATER	GROSS	.DMIN/LOAN	TOTAL
JULY	120,206.94	122,084.63	24,422.44	6,103.87	97,691.69	370,509.57	(24,474.09)	346,035.48
AUG	121,799.87	123,912.83	24,785.81	6,195.16	99,144.27	375,837.94	(24,549.08)	351,288.86
SEP	119,370.35	121,403.57	24,302.62	6,073.53	97,216.94	368,367.01	(24,483.77)	343,883.24
OCT	114,990.26	117,069.49	23,414.64	5,852.35	93,662.02	354,988.76	(24,238.35)	330,750.41
NOV	123,525.83	106,225.20	24,448.05	6,109.58	97,789.41	383,096.47	(24,998.40)	358,098.07
DEC	116,165.32	118,204.03	23,651.39	5,910.25	94,606.91	358,537.90	(24,261.71)	334,276.19
JAN	106,443.25	107,949.89	21,590.71	5,396.01	86,365.72	327,745.58	(23,726.13)	304,019.45
FEB	131,804.98	134,959.10	26,845.42	6,708.05	107,388.91	407,706.46	(25,455.81)	382,250.65
MAR	101,277.39	122,829.41	20,618.20	5,152.63	82,475.37	332,353.00	(24,084.90)	308,268.10
ARP	105,251.16	126,457.26	21,416.61	5,349.62	85,667.76	344,142.41	(24,476.97)	319,665.44
MAY	112,647.97	136,714.51	22,925.25	5,728.88	91,705.37	369,721.98	(24,774.76)	344,947.22
JUN	120,607.25	143,817.36	24,556.11	6,137.07	98,226.46	393,344.25	(25,182.32)	368,161.93
	1,394,090.57	1,481,627.28	282,977.25	70,717.00	1,131,940.83	4,386,351.33	(294,706.29)	4,091,645.04

tax rate 8.5208%		<u>STATE REPORT</u>				2015-2016		
	STATE	MUNI	INFRA	ENV	WATER	GROSS	.DMIN/LOAN	TOTAL
JULY	124,268.01	150,361.44	25,231.66	6,304.95	100,931.27	407,097.33	(25,616.70)	381,480.63
AUG	126,151.18	153,811.26	25,686.59	6,418.07	102,747.81	414,814.91	(25,629.74)	389,185.17
SEP	139,104.55	169,154.58	28,315.40	7,070.91	113,268.43	456,913.87	(25,940.90)	430,972.97
OCT	112,004.94	136,383.33	22,773.80	5,683.59	91,094.07	367,939.73	(24,285.82)	343,653.91
NOV	105,527.65	128,401.56	21,484.59	5,364.37	85,941.82	346,719.99	(23,890.93)	322,829.06
DEC	101,197.71	123,106.03	20,592.11	5,138.04	82,384.16	332,418.05	(23,624.46)	308,793.59
JAN	97,883.43	118,836.39	19,846.07	4,953.44	79,389.41	320,908.74	(23,401.37)	297,507.37
FEB	167,855.74	204,812.19	34,214.54	8,546.70	136,858.85	552,288.02	(30,128.63)	522,159.39
MAR	99,848.25	121,783.32	20,308.93	5,065.99	81,240.08	328,246.57	(23,992.58)	304,253.99
ARP	95,264.25	116,202.42	19,385.62	4,840.00	77,557.22	313,249.51	(23,844.81)	289,404.70
MAY	119,770.94	145,830.64	24,390.13	6,095.01	97,562.49	393,649.21	(25,282.67)	368,366.54
JUN	103,721.43	126,317.16	21,119.60	5,279.62	84,478.95	340,916.76	(24,268.07)	316,648.69
	1,392,598.08	1,695,000.32	283,349.04	70,760.69	1,133,454.56	4,575,162.69	(299,906.68)	4,275,256.01

tax rate 8.5208%		<u>STATE REPORT</u>				2016-2017		
	STATE	MUNI	INFRA	ENV	WATER	GROSS	.DMIN/LOAN	TOTAL
JULY	117,986.45	143,903.59	24,033.01	6,008.48	96,132.69	388,064.31	(25,161.36)	362,902.95
AUG	136,741.89	166,736.29	27,868.57	6,966.45	111,474.36	449,787.56	(26,325.98)	423,461.58
SEP	155,854.50	187,232.96	31,759.73	7,939.40	127,039.97	509,826.56	(27,451.35)	482,375.21
OCT	122,524.55	149,356.92	24,952.23	6,238.02	99,809.08	402,880.80	(25,708.29)	377,172.51
	533,107.39	647,229.76	108,613.54	27,152.35	434,456.10	1,750,559.23	(104,646.98)	1,645,912.25

Comparison (based on gross amount:)

Total Gross YTD GRT Compared to last year July - October

YTD Oct 15	YTD Oct16	Inc./(Dec)	% Inc./(Dec)
1,646,765.84	1,750,559.23	103,793.39	6.30%

Total Gross YTD Raton Water Works GRT compared to last year July - Oct

YTD Oct 15	YTD Oct 16	Inc/(Dec)	% Inc/Dec
408,041.58	434,456.10	26,414.52	6.47%

FY 16-17 General	Fund Budget	July -Oct		
General Fund		Actual	Inc./(Dec)	%Inc./(Dec)
Budgeted GRT	4/12= .33%	GF GRT		
2,781,659.00	927,219.67	1,021,058.16	93,838.49	10.1204%

CITY OF RATON
UNAUDITED FINANCIAL STATEMENT
End of Fiscal Year September 30, 2016
1st QUARTER

DEPARTMENT	GENERAL FUND	ORIGINAL BUDGET	ADJ	FINAL BUDGET	3/12 BUDGET	ACTUAL AMOUNT	ACCURAL ADJUSTMENT	AMOUNT LESS ACCURAL	Favorable (Unfavorable)	3/12 = 25% of Budget
Revenue										
	Municipal Taxes	2,191,852.00	-	2,191,852.00	547,963.00	447,044.16		447,044.16	(100,918.84)	20.40%
	State Shared Taxes	1,485,252.00	-	1,485,252.00	371,313.00	416,817.17		416,817.17	45,504.17	28.06%
	License & Permits	23,750.00	-	23,750.00	5,937.50	4,684.00		4,684.00	(1,253.50)	19.72%
	Charges for Services	574,100.00	-	574,100.00	148,525.00	146,318.17		146,318.17	2,793.17	25.49%
	Fines & Forfeitures	32,000.00	-	32,000.00	8,000.00	9,666.13		9,666.13	1,666.13	30.21%
	Miscellaneous Rev.	51,700.00	-	51,700.00	12,925.00	5,569.60		5,569.60	(7,355.40)	10.77%
	Grants	246,160.00	-	246,160.00	61,540.00	12,691.71		12,691.71	(48,848.29)	5.16%
		4,604,814.00	-	4,604,814.00	1,151,203.50	1,042,790.94		1,042,790.94	(108,412.56)	22.65%
Expenditures										
10	Legislative	26,101.00	-	26,101.00	6,525.25	7,125.15	80.00	7,045.15	(99.90)	27.30%
11	Executive	695,155.00	-	695,155.00	173,788.75	181,868.03	390.91	181,267.14	(7,779.30)	26.12%
12	Judicial	94,967.00	-	94,967.00	23,741.75	22,390.36	39.00	22,351.36	1,351.39	23.58%
13	Building Maintenance	162,843.00	-	162,843.00	40,710.75	41,735.66	(562.80)	42,298.46	(1,024.91)	25.61%
21	Police	1,319,101.00	-	1,319,101.00	329,775.25	366,820.22	(10,516.23)	377,336.45	(37,044.97)	27.81%
22	Fire	1,144,341.00	-	1,144,341.00	286,085.25	316,171.82	26.30	316,145.52	(30,086.57)	27.68%
23	Dispatch	343,075.00	-	343,075.00	85,768.75	91,369.11	(3,864.86)	89,870.15	(5,600.36)	26.63%
31	Streets	551,590.00	-	551,590.00	137,939.75	86,005.29	(438.09)	89,870.15	51,934.46	15.99%
41	Animal Control	74,733.00	-	74,733.00	18,683.25	16,672.24		17,110.93	2,011.01	22.31%
50	Parks & Recreation	-	-	-	-	-	-	-	-	-
55	Library	211,871.00	-	211,871.00	52,967.75	61,678.36	(39.27)	61,717.63	(8,710.61)	29.11%
60	Zoning	45,621.00	-	45,621.00	11,405.25	6,490.93	925.00	5,565.93	4,914.32	14.23%
65	Economic/Community Dev.	21,027.00	-	21,027.00	5,256.75	62.55		62.55	5,194.20	0.30%
70	Airport	32,850.00	-	32,850.00	8,212.50	4,889.94	(834.06)	5,724.00	3,322.56	14.89%
		4,723,444.00	-	4,723,444.00	1,180,861.00	1,202,279.68	(14,884.20)	1,217,864.38	(22,118.68)	25.47%
Transfers In										
	Transfers In	363,940.00	289,000.00	652,940.00	163,235.00	48,204.09		48,204.09	115,030.91	7.38%
	Transfers Out	110,935.00	289,000.00	399,935.00	99,983.75	205,000.00		205,000.00	(105,016.25)	51.26%
		253,005.00	-	253,005.00	63,251.25	(156,795.91)		(156,795.91)	10,014.66	
Net Change in General Fund										
		134,375.00	-	134,375.00	33,593.75	(316,984.65)		(331,869.35)	(120,516.58)	
Beginning Cash Investments										
	Beginning Cash Investments	1,386,716.75	-	1,386,716.75	1,386,716.75	1,386,716.75		1,386,716.75		
Ending Cash										
	Ending Cash	1,521,091.75	-	1,521,091.75	1,420,310.50	1,069,732.10		1,054,847.40		

CITY OF RATON
UNAUDITED FINANCIAL STATEMENT
End of Fiscal Year September 30, 2016
1st QUARTER

FUND	REVENUES	ORIGINAL BUDGET	ADJ	FINAL BUDGET	3/12 BUDGET	REVENUES	Favorable (Unfavorable)	NET TRANSFER IN/OUT	Favorable (Unfavorable)
100	General Fund	4,604,814.00	-	4,604,814.00	1,151,203.50	1,042,790.94	(108,412.56)	(156,795.91)	(220,047.16)
Special Revenue									
201	Fire Grant	75,000.00	-	75,000.00	18,750.00	76,124.00	76,124.00	(5,000.00)	(3,750.00)
202	Fire	374,040.00	-	374,040.00	93,510.00	373,539.76	580,029.76	(82,032.00)	(61,523.00)
203	Recreation	229,254.00	-	229,254.00	57,313.50	70,080.36	12,766.86	60,000.00	(15,000.00)
204	Lodgers Tax Promo	340,750.00	-	340,750.00	85,187.50	159,694.11	74,506.61	(204,000.00)	(51,000.00)
205	Lodgers Tax Non-Promo	100.00	-	100.00	25.00	126.45	101.45	(119,566.00)	37,404.09
206	Law Enforcement	27,200.00	-	27,200.00	6,800.00	27,210.28	20,410.28	(20,665.00)	(15,498.75)
207	Insurance Reserve	1,034,361.00	-	1,034,361.00	258,590.23	162,315.92	(96,274.33)	-	-
208	Emergency Medical	35,550.00	-	35,550.00	8,396.50	12,213.74	4,817.24	-	-
209	Police Grants	154,685.00	(1,164.00)	153,521.00	38,671.25	38,671.25	38,671.25	8,055.00	2,013.75
210	Local Govt. Corrections	10,100.00	-	10,100.00	2,525.00	3,745.00	1,220.00	-	-
211	Library Building	2,000.00	-	2,000.00	500.00	462.98	(37.02)	-	-
212	Library Grants	24,107.00	-	24,107.00	6,026.75	2,362.22	(3,664.53)	-	-
213	Environmental	90,947.00	-	90,947.00	22,736.75	21,066.68	(1,670.07)	-	-
216	Street Improvement	538,823.00	-	538,823.00	134,705.75	235,521.72	88,817.97	-	-
218	Rec. Loan	100.00	-	100.00	25.00	65.79	40.79	-	-
219	Police Money Seizures	50.00	-	50.00	12.50	27.55	15.05	-	-
220	Law Enforcement Block Grant	-	-	-	-	-	-	-	-
221	Region IV Grant	-	-	-	-	-	-	-	-
222	Juvenile Justice Grant	145,124.00	-	145,124.00	36,281.00	20,787.79	(15,493.21)	(14,344.00)	(3,586.00)
223	ARRA QIP Grant	56,147.00	-	56,147.00	14,036.75	-	-	-	-
224	ARRA CWSRF	30,000.00	-	30,000.00	7,500.00	30,000.00	22,500.00	(30,000.00)	(22,500.00)
227	ENNRD Recycle Grant	-	-	-	-	-	-	-	-
229	NMEDDD Shutter Grant	12,500.00	(1,164.00)	11,336.00	3,125.00	98.77	(3,036.23)	(168,420.00)	(17,025.76)
Capital Project Funds									
300	Airport	676,400.00	-	676,400.00	169,100.00	-	(169,100.00)	-	(8,900.00)
301	Parks	42,720.00	-	42,720.00	10,680.00	-	(10,680.00)	-	(1,820.00)
302	Swimming Pool	571,692.00	-	571,692.00	142,923.00	164,439.60	21,516.60	(527,779.00)	(79,696.75)
305	NMDOT Projects	-	-	-	-	-	-	-	-
308	Historic Buildings	27,248.00	-	27,248.00	6,812.00	27,246.74	20,434.74	(27,248.00)	(20,434.74)
311	NMEDD Water Projects Fund	319,550.00	-	319,550.00	79,887.50	-	(79,887.50)	-	-
312	Depot Improvement Proj	717,967.00	-	717,967.00	179,491.75	142,038.41	(37,453.34)	(141,675.00)	(27,730.50)
313	Sanitation Project	767,794.00	-	767,794.00	195,948.50	11,167.79	(185,780.21)	-	-
Total CPF									
		3,143,371.00	-	3,143,371.00	785,842.75	344,897.54	(440,950.21)	(764,744.00)	(191,186.00)
Debt Services									
401	NMFA - Fire Equipment	200.00	-	200.00	50.00	43.96	(6.04)	-	-
402	NMFA - Street Improvement	-	-	-	-	-	-	-	-
403	NMFA - Welcome Center	150.00	-	150.00	37.50	94.91	57.41	-	-
404	NMFA - Landfill DS	-	-	-	-	-	-	-	-
405	USDA Loan - Wastewater	255,414.00	-	255,414.00	63,833.50	64,871.20	1,037.70	-	-
406	NMFA - Rec Center	750.00	-	750.00	187.50	611.57	424.07	-	-
407	NMFA - Rec Center	750.00	-	750.00	187.50	613.63	426.13	-	-
408	NMFA - WTB	-	-	-	-	-	-	-	-
409	ARRA CWSRF Debt Service	-	-	-	-	-	-	-	-
410	NMFA - WTB 235	40.00	-	40.00	10.00	-	(12.27)	-	-
411	NMFA Police Vehicles	800.00	-	800.00	200.00	301.18	101.18	-	-
412	NMFA Sanitation Loan	-	-	-	-	-	-	-	-
Total DSF									
		258,104.00	-	258,104.00	64,526.00	66,546.72	2,022.72	936,465.00	234,116.25
Enterprise									
500	Solid Waste	1,478,300.00	18,000.00	1,496,300.00	374,075.00	374,273.24	198.24	(40,861.59)	35,814.91
Trust & Agency									
700	Correction Fees	4,800.00	-	4,800.00	1,200.00	1,688.00	488.00	-	-
720	Firework Fund	3,171.00	-	3,171.00	792.75	3,205.24	2,412.49	-	-
725	Charity Fund	-	-	-	-	6.15	6.15	-	-
750	Coke Fund	100.00	-	100.00	25.00	0.00	(24.00)	-	-
Total T&A									
		8,071.00	-	8,071.00	2,017.75	4,899.99	2,882.24	-	-
Landfill Trust Assurance*									
800	Landfill Trust Assurance*	-	-	-	-	309.49	309.49	12,600.00	(8,179.50)
TOTAL CITY FUNDS									
		15,673,498.00	16,836.00	15,690,334.00	3,172,583.50	3,025,756.54	(147,136.45)	(25,696.75)	(0.00)

CITY OF RATON
UNAUDITED FINANCIAL STATEMENT
 End of Fiscal Year September 30, 2016
 1st QUARTER

FUND	EXPENDITURES	ORIGINAL BUDGET	ADJ	FINAL BUDGET	3/12 BUDGET	EXPENSE	Favorable (Unfavorable)
100	General Fund	4,723,444.00	-	4,723,444.00	1,980,861.00	1,302,979.68	(2,211,818.69)
	Special Revenue						
201	Fire Grant	135,452.00	-	135,452.00	33,863.00	31,050.27	2,812.73
202	Fire	450,961.00	-	450,961.00	112,740.25	47,241.54	65,498.71
203	Juvenile Recreation	314,407.00	-	314,407.00	78,601.75	86,176.56	(7,574.81)
204	Lodgers Tax 3%	176,000.00	-	176,000.00	44,000.00	35,270.76	8,729.24
205	Lodgers Tax 2%	161,107.00	20,000.00	181,107.00	45,276.75	33,646.48	11,630.27
206	Law Enforcement	10,544.00	-	10,544.00	2,626.00	532.00	2,104.00
207	Insurance Reserve	1,034,361.00	-	1,034,361.00	238,590.25	157,109.21	101,481.04
208	Emergency Medical	35,550.00	(1,164.00)	34,386.00	8,596.50	9,682.92	(1,086.42)
209	Police Grants	162,740.00	-	162,740.00	40,685.00	40,685.00	40,685.00
210	Local Govt. Corrections	16,000.00	-	16,000.00	4,000.00	1,935.00	2,065.00
211	Library Building	2,500.00	-	2,500.00	625.00	580.00	475.00
213	Library Grants	24,107.00	-	24,107.00	6,026.75	4,054.77	1,972.48
216	Environmental	258,228.00	-	258,228.00	64,557.00	45,886.30	18,670.70
217	Street Improvement	637,004.00	-	637,004.00	159,251.00	538,406.39	(179,155.39)
218	Rev. Loan	-	-	-	-	-	-
219	Police Money Seizures	20,050.00	-	20,050.00	5,012.50	196.00	4,816.50
220	Law Enforcement Block Grant	-	-	-	-	-	-
221	Region IV Grant	-	-	-	-	-	-
222	Juvenile Justice Grant	130,780.00	-	130,780.00	32,695.00	18,268.79	14,426.21
223	ARRA OJP Grant	56,147.00	-	56,147.00	14,036.75	-	14,036.75
224	ARRA CSWRF Project	-	-	-	-	-	-
227	EMNRD Recycle Grant	-	-	-	-	-	-
229	NMEDIID Shuler Grant	100,000.00	-	100,000.00	25,000.00	922.43	24,077.57
	Total SRF	3,725,938.00	18,836.00	3,744,774.00	936,193.50	810,528.92	125,664.58
	Capital Project Funds						
300	Airport	712,000.00	-	712,000.00	178,000.00	-	178,000.00
301	Parks	50,000.00	-	50,000.00	12,500.00	-	12,500.00
302	Swimming Pool	28,559.00	-	28,559.00	7,139.75	3,715.62	3,424.13
305	NMDOT Projects	-	-	-	-	-	-
308	Historic Buildings	-	-	-	-	-	-
311	Water Projects Fund	208,628.00	-	208,628.00	52,157.00	-	52,157.00
312	Depot Improvement Proj	576,292.00	-	576,292.00	144,073.00	19,711.41	124,361.59
313	Sanitation Project	287,794.00	-	287,794.00	196,948.50	11,077.79	185,780.71
	Total CPF	2,363,273.00	-	2,363,273.00	590,818.25	34,594.82	556,223.43
	Debt Services						
401	NMFA - Fire Equipment	82,032.00	-	82,032.00	20,508.00	-	20,508.00
402	NMFA - Street Improvement	-	-	-	-	-	-
403	NMFA - Welcome Center	50,434.00	-	50,434.00	12,608.50	-	12,608.50
404	NMFA - Landfill DS	1,586.00	-	1,586.00	396.50	-	396.50
405	USDA Loan - Wastewater	167,800.00	-	167,800.00	41,950.00	-	41,950.00
406	NMFA - Rec Center	352,802.00	-	352,802.00	88,200.50	-	88,200.50
407	NMFA - Rec Center	174,977.00	-	174,977.00	43,744.25	-	43,744.25
408	NMFA - WTB	10,000.00	-	10,000.00	2,500.00	-	2,500.00
409	ARRA CSWRF DS	30,000.00	-	30,000.00	7,500.00	-	7,500.00
410	NMFA - WTB 255	100,922.00	-	100,922.00	25,230.50	-	25,230.50
411	NMFA Police Vehicles	20,665.00	-	20,665.00	5,166.25	-	5,166.25
412	NMFA Sanitation Loan	113,047.00	-	113,047.00	28,261.75	-	28,261.75
	Total DSF	1,104,265.00	-	1,104,265.00	276,066.25	30,000.00	246,066.25
	Enterprise						
500	Solid Waste	1,293,685.00	22,500.00	1,316,185.00	354,046.25	334,586.59	19,459.75
	Trust & Agency						
700	Correction Fees	4,800.00	-	4,800.00	1,200.00	1,688.00	(488.00)
720	Firework Fund	3,171.00	-	3,171.00	792.75	-	792.75
725	Charity Fund	4,304.00	-	4,304.00	1,076.00	-	1,076.00
750	Coke Fund	335.00	-	335.00	83.75	-	83.75
	Total T&A	12,610.00	-	12,610.00	3,152.50	1,688.00	1,464.50
	Landfill Trust Assurance						
800	Landfill Trust Assurance	-	-	-	-	-	-
	TOTAL CITY FUNDS	13,223,215.00	41,336.00	13,264,551.00	3,341,137.75	2,414,377.92	956,759.83

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-17-02

TO: New Mexico Counties and Municipalities
FROM: Rick Lopez, Director
Local Government Division
DATE: October 12, 2016
SUBJECT: Financial Reports

Section 6-6-2F NMSA 1978 requires the Department of Finance and Administration (DFA), Local Government Division (LGD) to require periodic financial reports, at least quarterly, of local public bodies and Section 6-6-2G NMSA 1978 requires LGD to notify the secretary of DFA if a municipality or county has failed to submit two consecutive financial reports required by Sec 6-6-2F. Furthermore, Section 6-6-2K NMSA 1978 allows LGD to prescribe the form for all budgets, books, records accounts for local public bodies. Therefore, we are requesting the following:

NEW Required Supplemental Form:

Effective immediately, the "Financial Report Adjustment Schedule" is a required document to be included in all financial report submission. If the "Adjustment" column is utilized within the report's recap page, this supporting schedule **must be filled out**. Please note that a detailed explanation should collate with each type of adjustment and if the adjustment amount listed on the recap is a total of various adjustments, each sub-total must be broken out with its own explanation.

This new supplemental form is attached and can also be found on our webpage:
<http://www.nmdfa.state.nm.us/bfb-forms.aspx>

DEADLINES:

Financial reports are due 30 days after the reporting period ends. In the case of quarterly reports, the 1st quarter report is due October 30th, 2nd quarter – Jan 31st, 3rd quarter – April 30th and 4th quarter – July 31st. Monthly reporting will follow the same process.

PLEASE NOTE:

In efforts to standardize the management of the required financial reports, LGD hereby notifies of the following LGD procedures on late reporting notifications:

- Email notification to local financial contact– **1 day after report due**
- Letter notification to Mayor/Chair/Managers (cc:ing the State Auditor's Office)– **1 week after report due**

PLEASE NOTE: these notifications will occur regardless of pre-deadline extension requests, valid excuse for such occurrences, etc.

REVIEW RESULTS:

Following analysts review of the financial reports the following LGD procedures will occur:

Email notification including review checklist to local financial contact– **after finalization of report review –ALL ENTITIES WILL RECEIVE WITH EVERY REVIEW**

Letter notification to Mayor/Chair/Managers (cc:ing the State Auditor's Office)– **if analyst deems the report of concern (continually errors or serious issues present) – ENTITY SPECIFIC**

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

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