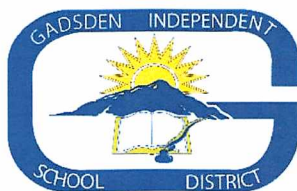


Efren Yturralde
Superintendent

Ludym Martinez
Interim Associate
Superintendent for Finance



4950 McNutt Road
Sunland Park, New Mexico

P.O. Drawer 70
Anthony, N.M. 88021
Phone: (575) 882-6243
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January 9, 2017

David Craig
New Mexico Public Education Department
300 Don Gaspar, Room 230
Santa Fe, NM 87501

Subject: Gadsden School District request for alternative plan for cash control standards

Dear Mr. Craig:

According to NM Administrative Code 6.20.2.14(C), money received and receipted shall be deposited in the bank within twenty-four (24) hours or one banking day. Gadsden Independent School District (GISD) is diligently following this regulation and as part of compliance, the Finance Department performs internal reviews of cash controls at each school site during fiscal year. Circumstances in which funds are not deposited within twenty-four hours or one banking day are closely reviewed and addressed to management for action and immediate resolution.

Despite the District's continuous efforts to meet this deadline, we have found through our internal review process that many times the deadline is not met due to circumstances that are difficult to manage. For instance, the 24 hour deadline is not met when deposits are receipted late in the school day. The District's mail carrier makes a stop at each school site during the school day. Receipting that takes place after the mail carrier's stop are not picked up for deposit until the following business day. For many of the school sites, the nearest banking location is a 25-40 minute drive, furthermore, deposit amounts are usually nominal (under \$50.00) in value.

The Gadsden Independent School District covers a vast geographical area of 1,400 square miles in the Doña Ana and southern Otero counties. Most of our school sites are in rural locations that do not have convenient access to banking locations. Several school sites are having difficulty reaching the District's nearest banking locations due to distance and time travel requirements. The District's mail carrier service is in-house, outsourcing a mail carrier to accommodate a rural District this size is not a financially viable option.

For this reason and after careful consideration, we respectfully request to extend the deposit deadline from 24 hours to 36 hours as an alternative plan for the District. This would allow us to ensure the timely deposit of cash receipted. This possibility will also eliminate the year after year reporting of this Audit Finding in Gadsden ISD Financial Statements. Even if this extension is granted, the direction given to schools of GISD will be to submit deposits strictly after the last mail carrier pickup, no exceptions.

Thank you in advance for your consideration to this request.

Sincerely,

Ludym Martinez
Gadsden Independent School District
Interim Associate Superintendent for Finance
(575) 882-6241

I, Maria E. Saenz (GISD School Board President), certify that this letter has been approved for submission to the New Mexico Public Education Department by the Gadsden Independent School District School Board on January 9, 2017.

Board President
Title

Maria E. Saenz
Name

Signature