



**STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
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**RYAN STEWART, ED.L.D.
SECRETARY DESIGNATE OF EDUCATION**

**MICHELLE LUJAN GRISHAM
GOVERNOR**

November 4, 2019

Mr. Travis Dempsey, Superintendent
Gadsden Independent School District
P.O. Drawer 70
Anthony, NM 88021

Dear Superintendent Dempsey:

State appropriated funding for Chaparral Middle School was allocated through the 2019 legislative session (Laws of 2019, Chapter 279, Section 60A {HB548}). The New Mexico Public Education Department (NMPED) has determined to award funding to Gadsden Independent School District. This funding will have a unique fund and revenue code specific to the allocation. The NMPED has determined funding in the amount of \$20,000.00 for Gadsden Independent School District. This funding is to be used specifically to support transportation costs and supplies for students/teachers at Chaparral Middle School to travel for extracurricular events, as identified beginning in the supplement section on page three of this award letter. This award is based upon reimbursable expenditures. Adherence to the requirements as detailed in the supplement and documentation supporting expenditures is required.

Please note the following New Mexico State Legislation appropriation information specific to this award:

Award Name: Chaparral Middle School Extracurricular Support
Funding Agency: NM Public Education Department, Special Appropriation Fund
Compliance Requirements: NM Procurement Code (1.4.1 NMAC), Procurement Code (13-1-28 through 13-1-99 NMSA 1978)
NM Department of Finance Administration Rules and Regulations
<http://nmdfa.state.nm.us/Forums.aspx>

The table below indicates Gadsden Independent School District state appropriation for extracurricular support for Chaparral Middle School. Please submit a Budget Adjustment Request (BAR) for this amount using fund code 27545 and revenue object code 43202 within the Operating Budget Management System (OBMS) located on the NMPED OBMS website. Please submit a separate BAR for each allocation.

Chaparral Middle School Extracurricular Support for BAR	\$20,000.00
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In OBMS, attach a copy of this award letter for each of the BARS and a district/charter generated worksheet reflecting how funds will be utilized within the allowable purchases described on the supplement page. The supporting documentation must be sufficient to ensure allowable uses of the funds under the funded program; failure to submit sufficient descriptions will delay approval of the BAR.

This award is effective for the fiscal year period July 1, 2019 through June 30, 2020 upon receiving NMPED approved budget authority in OBMS. The award amount must be fully expended by June 30, 2020. The last day to submit requests for reimbursement for FY20 will be July 7, 2020.

If you have fiscal questions, please contact your designated fiscal analyst within the Fiscal Grants Management Bureau, who will refer your questions to the appropriate level. If you have programmatic questions, please contact Yanira Vazquez, Math and Science Bureau Director, at 505-827-6555 or Yanira.vazquez@state.nm.us.

Respectfully,



Adán Delgado
Deputy Secretary, Finance and Operations

AD/GW/yv

Enc: (1) Supplement Page

cc: Gwen Perea Warniment, PhD, Deputy Secretary, Teaching, Learning, and Assessment
Yanira Vazquez, Director, Math and Science Bureau

NM Public Education Department's Math and Science Bureau (MSB) Extracurricular Support

SUPPLEMENT

This award is for the purpose to support transportation costs and supplies for students/teachers at Chaparral Middle School to travel for extracurricular events. Extracurricular events help to support and reinforce learning in the classroom and prepares students for college and careers in mathematics, engineering, science or technically related fields. As districts implement the Common Core State Standards for Mathematics, NM STEM Ready! Science Standards and newly adopted Computer Science standards, extracurricular activities have the potential to include community, families, and students in the learning.

DEFINITIONS

Extracurricular event

For the purpose of this award, extracurricular event mean events occurring outside of the normal school day, are aligned to state standards, and use best instructional practices to prepare students for college and careers in mathematics, engineering, science or technically related fields.

FUNDING

Funds may only be used as follows:

- Transportation Costs
 - Fuel for bus
 - Bus Driver
- Student subscriptions
- Stipends for teachers and/or coaches/mentors
 - To coach students attending extracurricular events
- Travel Supplies
 - Meals for students, teachers, and/or coaches/mentors

Indirect costs will not be an allowable purchase.

Fiscal documentation in the form of a detailed expenditure report, as required by the NMPED, must be submitted with each request for reimbursement that provides: 1) time/date; 2) original, adjustments and current budget amounts; 3) current and year-to-date expenditures; 4) budget balance (budget minus expenditures); 5) encumbrances; 6) budget balance that represents the budget, minus the expenditures, plus encumbrances; and 7) remaining budget balance percentage. Submissions should also include (as appropriate):

1. Pre-approved subcontracts and invoices with detailed breakdown of services provided; and
2. Supporting documentation: Receipts, packing slips, invoices, timesheets.

Items purchased or expenditures for deliverables must be traceable to line items included in the original, NMPED-approved budget.

- **NMAC 6.20.2.10 BUDGET MAINTENANCE STANDARDS:**

1. Budget adjustment requests shall be submitted on the most current form prescribed by the department. The school district shall maintain a log of all budget adjustment requests to account for status, numerical sequence, and timely approval at each level. The log is to be retained for audit purposes.
2. School districts shall submit budget adjustment requests for the operating budget to the department for budget increases, budget decreases, transfers between functional categories, and transfers from the emergency reserve account. Expenditures shall not be made by the school district until budget authority has been established and approval received from the department. Budget adjustments shall not be incorporated into the school district's accounting system until approval is received by the department.
3. School districts shall submit periodic financial reports to the department using the department-approved format. Reporting shall be either monthly or quarterly. Required reporting frequency may be changed by the department at any time during the year. Reports are due at the department by the last working day of the month following the end of the required reporting period, unless extended to a later date by the secretary of education.

[02-03-93, 11-01-97, 01-15-99; 6.20.2.24 NMAC - Rn, 6 NMAC 2.2.1.24, 05-31-01; A, 10-15-03; A, 11-30-06]