

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 561-000-1617-0023-D

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Decrease

Fiscal Year: 2016-2017

Entity Name: Technology Leadership

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Yolanda M Tafoya, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-338-2266

Email: tafoya@techabq.org

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2016 12:00AM	To: Jun 30 2017 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 11000.0000.43101 (\$19,033)

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000	2600 Operation & Maintenance of Plant	544 14 Other Energy (Buildings)	0000 No Program	0000 No Job Class	\$116,720	(\$19,033)	\$97,687	
Sub Total						(\$19,033)		
Indirect Cost								
DOC. TOTAL						(\$19,033)		

Justification:

Fiscal Year 2017 Cash Balance Credit Amount CS/SB 114(Laws 2017 Chapter 3)

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.



STATE OF NEW MEXICO
 PUBLIC EDUCATION DEPARTMENT
 300 DON GASPAR
 SANTA FE, NEW MEXICO 87501-2786
 Telephone (505) 827-5800
www.ped.state.nm.us

HANNA SKANDERA
 SECRETARY OF EDUCATION

SUSANA MARTINEZ
 GOVERNOR

March 13, 2017

MEMORANDUM

TO: Kara Cortazzo, Charter Representative
 Yolanda Tafoya, Business Manager

FROM: David Craig, Director, School Budget and Finance Analysis Bureau

RE: Fiscal Year 2017 Cash Balance Credit Amount (Laws 2017 Chapter 3)

Pursuant to the recent passage and signature of CS/SB 114 (being Laws 2017 Chapter 3) during the 2017 Regular Session, this memorandum serves as prompt notification of your entity's cash balance credit amount. This credit will be taken evenly against your remaining four State Equalization Guarantee (SEG) distributions in fiscal year 2017 (FY17). This amount may change if your entity's audited financial statements were unavailable as of the date of this letter and the final audited Operational Fund cash, as determined by the Public Education Department (PED), is different from those amounts reported to PED. Please keep a copy of this for your records.

FY17 Cash Balance Credit
\$19,033.07

Please note the language in CS/SB 114 (being Laws 2017 Chapter 3) requiring "a school district or charter school whose distribution is accordingly reduced shall apply in the amount of that credit its audited fiscal year 2016 operational fund cash balance toward the school district's or charter school's fiscal year 2017 operations." To execute this requirement we are requiring you to certify that any decrease Budget Adjustment Request (BAR) associated with the decrease in SEG revenues will be offset with a decrease (BAR) in projected expenditure line items that reflect amounts where cash carryover was budgeted during FY17 Operating Budget development. Please note the restrictions on the use of cash balance carry forward for salaries and benefits provided in 6.20.2.9 NMAC 1978 Subsection E.

The school district/charter school certifies that any budget adjustments related to the cash balance credit amount will be identified as such, and will only decrease budget expenditure line items reflecting FY 16 cash carryover.

Superintendent/Head Administrator (Or Designee)
<i>Kara Cortazzo</i>

Please retain a copy of this memorandum for your records. Please also fax, or scan and email, a signed copy of this form to your assigned Executive Budget Analyst, Veronica Chavez at (505) 827-3855.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
 300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 561-000-1617-0024-IB
 Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Initial Budget

Fiscal Year: 2016-2017

Entity Name: Technology Leadership

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Yolanda M Tafoya, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-338-2266

Email: tafoya@techabq.org

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2016 12:00AM	To: Jun 30 2017 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 31700.0000.43202 \$2,644

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31700 Capital Improvem ents SB-9	4000 Capital Outlay	57332 Supply Assets (\$5,000 or less)	0000 No Program	0000 No Job Class		\$2,644	\$2,644	
Sub Total						\$2,644		
Indirect Cost								
DOC. TOTAL						\$2,644		

Justification:

To budget award.

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

HANNA SKANDERA
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

March 15, 2017

Ms. Kara Cortazzo, Director
Technology Leadership
10500 Research Rd., SE
Albuquerque, NM 87123

Dear Ms. Cortazzo:

Pursuant to 22-25-9 NMSA 1978, the secretary shall distribute a state match distribution to any school district that has imposed a tax under the Public School Capital Improvements Act. The 2016-2017 state match amount to be distributed to your school district/charter school is **\$2,644.00**.

In order to budget the award, please submit an electronic budget adjustment request through the Operating Budget Management System (OBMS). Utilize **fund code 31700 and revenue code 43202**, and include this award letter as your supporting documentation. The funds will be available on a reimbursement basis. All expenditures must be submitted for reimbursement in OBMS in the fiscal year in which they were incurred. The final date to submit a Request for Reimbursement (RfR) for FY 2016-17 is July 7, 2017.

The following documents are required when submitting an RfR into OBMS:

1. Reimbursement Request Form (<http://ped.state.nm.us/ped/CapitalOutlaydraw.html>)
2. Invoice(s)
3. Proof of payment – copy of check or bank statement
4. General Ledger Expenditure report

All recipients are advised to expend these awarded funds, as well as past award balances, in a timely manner. Review the enclosed copy of 22-25-2 NMSA 1978 which provides definitions of the allowable uses for this funding. Congratulations and best wishes as you continue your work to provide the best possible education to the children of New Mexico.

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 561-000-1617-0025-I
Fund Type: Flowthrough
Adjustment Type: Increase

Fiscal Year: 2016-2017

Entity Name: Technology Leadership

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Yolanda M Tafoya, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-338-2266

Email: tafoya@techabq.org

FLOWTHROUGH ONLY	
Budget Period: 07/01/2016	To: 06/30/2017
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 24101.0000.44500 \$47,810

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24101 Title I - IASA	1000 Instruction	51100 Salaries Expense	0000 No Program	1416 Teachers- Other Instruction	\$25,050	\$12,536	\$37,586	
24101 Title I - IASA	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$3,482	\$1,851	\$5,333	
24101 Title I - IASA	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$501	\$267	\$768	
24101 Title I - IASA	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class	\$1,390	\$853	\$2,243	
24101 Title I - IASA	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$326	\$199	\$525	
24101 Title I - IASA	1000 Instruction	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$520	\$106	\$626	
Sub Total						\$15,812		
Indirect Cost								
DOC. TOTAL						\$15,812		

Justification:

To budget 15-16 carryover \$35,402. FY 16-17 final allocation \$12,408

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

HANNA SKANDERA
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

March 22, 2017

Ms. Kara Cortazzo, Director
Technology Leadership High School
10500 Research Rd., SE
Albuquerque, NM 87123

Dear Director Cortazzo:

The New Mexico Public Education Department (PED) has granted Technology Leadership High School its final FY16-17 subaward and any carryover and/or other additional distribution for funding through Title I (24101). In accordance with federal regulations at 2 C.F.R. § 200.331(a), please note the following federal award identification information specific to this subaward Technology Leadership High School is receiving through PED:

<u>Subrecipient's name</u>	<u>Technology Leadership High School</u>
<u>Subrecipient's DUNS number</u>	<u>08-025-4950</u>
<u>Federal Award Identification Number (FAIN)</u>	(a) S010A140031-14B (b) S010A150031-15A (c) S010A160031-16A
<u>Federal award date</u>	(a) 2/20/2015 (b) 10/01/2015 (c) 10/03/2016
<u>Subaward period of performance Start and end dates</u>	(a) 7/01/2014 – 9/30/2015 (b) 7/01/2015 – 9/30/2016 (c) 7/01/2016 – 9/30/2017
<u>Amount of federal funds obligated by this subaward</u>	\$47,680.00
<u>Total amount of federal funds obligated to Technology Leadership High School</u>	<u>\$47,680.00</u>
<u>Total amount of the federal award</u>	(a) \$110,510,722.00 (b) \$116,035,208.00 (c) \$113,081,364.00

<u>Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)</u>	Title I Part A Basic Grants to LEAs
<u>Federal awarding agency</u>	US Department of Education
<u>Contact information for awarding official</u>	Ann Whalen, Assistant Secretary 400 Maryland Ave., SW Washington, DC 20202 (202) 401-0113
<u>CFDA number and name</u>	84.010A Title I Grants to Local Education Agencies
<u>Research and development (R&D) award (Yes/No)</u>	No
<u>Indirect cost rate for federal award</u>	http://ped.state.nm.us/ped/FiscalGrantsMgmtDocs/FY%2016-17%20Indirect%20Cost%20Rates-Districts_Charters_REC.pdf

Based on the available USDE funding, final FY16-17 subawards are listed below. Please review Technology Leadership High School's current budget in the Operating Budget Management System (OBMS) and submit an electronic Budget Adjustment Request (BAR), using the PED OBMS website. Please consider Technology Leadership High School's currently pending budget adjustments to ensure the necessary adjustments to reflect 100 percent of the awards as listed below:

FY15-16 Carryover	\$35,402.00
FY15-16 Redistribution	\$0.00
FY15-16 MOE Reduction	\$0.00
FY16-17 Part A Allocation	\$47,680.00
FY16-17 Part D Allocation	\$0.00
FY16-17 Final Allocation	\$47,680.00
Total District Budget	\$83,082.00
FY16-17 Approved Budget	\$35,272.00
Total Amount of BAR	\$47,810.00

The following requirements apply to this subaward:

- 2 C.F.R. Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards¹
- 2 C.F.R. Part 3474: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 C.F.R. Part 3485: Nonprocurement Debarment and Suspension

¹ The regulations at 2 C.F.R. Part are located online at: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

Reporting Requirements

Please submit a BAR through OBMS for the award amount using **fund code 24101** and **revenue object code 44500**. Please adhere to the following timelines required for obligation, liquidation and RfR submission:

- **Submit your BAR** and a copy of this letter through OBMS by **April 15, 2017**.
- The FY 15-16 redistribution and carryover amounts indicated above must be **obligated by June 30, 2017** and **expended by September 30, 2017**.

Indirect Cost Rate

As required by 2 C.F.R. § 200.331(a)(4), PED recognizes the indirect cost rate between PED and Technology Leadership High School as calculated by PED and located on the PED website: [http://ped.state.nm.us/ped/FiscalGrantsMgmtDocs/FY%2016-17%20Indirect%20Cost%20Rates-Districts Charters RECs.pdf](http://ped.state.nm.us/ped/FiscalGrantsMgmtDocs/FY%2016-17%20Indirect%20Cost%20Rates-Districts%20Charters%20RECs.pdf)

Access to Records and Financial Statements

In addition, pursuant to 2 C.F.R. § 200.331(a)(5), Technology Leadership High School must permit PED and auditors access to Technology Leadership High School records and financial statements as necessary.

Closeout Procedures

- The **final day to submit request for reimbursements** for FY 16-17 is **July 7, 2017**.

Best regards,



Hipolito "Paul" Aguilar
Deputy Secretary, Finance and Operations

HA/MR/sgl

cc: Local Program Project Director, Technology Leadership High School
Yolanda Tafoya, Finance Director, Technology Leadership High School