



BRANCH CAMPUS

FISCAL YEAR-END REPORT OF ACTUALS

NMHED and the Office of Planning, Budget & Analysis Checklists



Date Issued/Rev: 7/20/2010

General Description: This procedure provides Branch Campus personnel with a checklist for use in preparing the New Mexico Higher Education Department (NMHED) Report of Actuals document. It also details what data and Exhibits are reviewed by the Office of Planning, Budget and Analysis (OPBA) and includes instructions for what to submit to NMHED.

Responsible Manager: Office of Planning, Budget and Analysis (OPBA)

Checklist for Branch Campuses when preparing the Fiscal Year-End Report of Actuals document

1. Use the Hyperion Branch Campus Fiscal Year-End Report of Actuals-Detail to export data to an Excel file. (See instructions for running this report on the OPBA web page, SOP's tab, Branch Reporting section).
2. Sort the data in the Excel file as needed to prepare each schedule.
3. Input amounts from the Excel file into the appropriate Actuals Columns on all schedules in the Report of Actuals document.
 - FTE information is **not** in the Hyperion Report and will be provided by the OPBA when the information becomes available.
 - When preparing the Report of Actuals document, the information on the following pages should be used as a checklist to ensure the accuracy of the Report that will be submitted to the NM Higher Education Department.

Branch Campus Fiscal Year-End Report of Actuals Checklist

4. Operating & Revised Budget Columns

- The Operating & Revised Budget Columns must be the same as what was submitted to the NMHED on the May 1 document. There should be no changes to the amounts in these columns for the Report of Actuals submission.
- In this example, the Operating & Revised Budget Columns are referred to as the Approved & Adjusted Budgets.

2008-09 May Document								2008-09 Report of Actuals								Input column	
		Approved Budget FY08-09		Adjusted Budget FY08-09		Operating Budget FY09-10				Approved Budget FY08-09		Adjusted Budget FY08-09		Actuals 08-09			
University of New Mexico Taos Campus		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted		
I REVENUES																	
Instruction and General (EXH. 2)	2	5,446,025	644,671	5,618,902	644,671	4,916,977	670,279	5,446,025	644,671	5,618,902	644,671	5,520,019	809,042				
Stu. Soc. & Cult. Devel. Act. (EXH. 15)	3	50,000		50,000		50,000	0	50,000		50,000		64,714	13,435				
Research (EXH. 16)	4											0	0				
Public Service (EXH. 17)	5	145,000	237,891	145,000	237,891	155,000	237,891	145,000	237,891	145,000	237,891	128,507	357,358				
Internal Service Dept. (EXH. 18)	6																
Stu. Aid Grants & Stipends (EXH. 19)	7		0	0	0	0	0		0	0	0	100					
Auxil. Enterprises (EXH. 20)	8	200,000		200,000		200,000	0	200,000		200,000		209,809	3,561				
Intercol. Enterprises (EXH. 21)	9																
Independent Operations (EXH. 22)	10																
Sub-Total Current Funds	11	5,841,025	882,562	6,013,902	882,562	5,321,977	908,170	5,841,025	882,562	6,013,902	882,562	5,923,149	1,183,396				
Capitol Outlay (EXH I)	12																
Renuals & Replacements (EXH II)	13																
Retirements of Indebtness (EXH III)	14																
TOTAL REVENUES	15	5,841,025	882,562	6,013,902	882,562	5,321,977	908,170	5,841,025	882,562	6,013,902	882,562	5,923,149	1,183,396				
II BEGINNING BALANCES																	
Instruction and General (EXH. 2)	17	159,808		307,089		352,359		159,808		307,089		307,089					
Stu. Soc. & Cult. Devel. Act. (EXH. 15)	18	130,527		146,101		94,686		130,527		146,101		145,101					
Research (EXH. 16)	19									0		0					
Public Service (EXH. 17)	20	3,818		8,392		24,772		3,818		8,392		8,393					
Internal Service Dept. (EXH. 18)	21																
Stu. Aid Grants & Stipends (EXH. 19)	22	3,646		9,747		9,429	0	3,646		9,747		9,747	0				
Auxil. Enterprises (EXH. 20)	23	(16,302)		(5,408)		2,592	0	(16,302)		(5,408)		(5,408)	0				
Intercol. Enterprises (EXH. 21)	24																
Sub-Total Current Funds	26	281,497		465,921		483,838		281,497		465,921		465,922					
Capitol Outlay (EXH I)	27			0						0							
Renuals & Replacements (EXH II)	28																
Retirements of Indebtness (EXH III)	29																
Total Begining Balances	30	281,497	0	465,921	0	483,838	0	281,497	0	465,921	0	465,922	0				
III TOTAL AVAILABLE																	
Instruction and General (EXH. 2)	34	5,605,833	644,671	5,925,991	644,671	5,269,336	670,279	5,605,833	644,671	5,925,991	644,671	5,827,108	809,042				
Stu. Soc. & Cult. Devel. Act. (EXH. 15)	36	180,527		196,101		144,686	0	180,527		196,101		210,815	13,435				
Research (EXH. 16)	37			0		0	0			0		0	0				
Public Service (EXH. 17)	38	148,818	237,891	153,392	237,891	179,772	237,891	148,818	237,891	153,392	237,891	136,900	357,358				
Internal Service Dept. (EXH. 18)	39																
Stu. Aid Grants & Stipends (EXH. 19)	40	3,646	0	9,747	0	9,429	0	3,646	0	9,747	0	9,847	0				
Auxil. Enterprises (EXH. 20)	41	183,698		194,592		202,592	0	183,698		194,592		204,401	3,561				
Intercol. Enterprises (EXH. 21)	42																
Independent Operations (EXH. 22)	43																
Sub-Total Current Funds	44	6,122,522	882,562	6,479,823	882,562	5,805,815	908,170	6,122,522	882,562	6,479,823	882,562	6,389,071	1,183,396				
Capitol Outlay (EXH I)	45																
Renuals & Replacements (EXH II)	46																
Retirements of Indebtness (EXH III)	47																
Total Available	48	6,122,522	882,562	6,479,823	882,562	5,805,815	908,170	6,122,522	882,562	6,479,823	882,562	6,389,071	1,183,396				

Branch Campus Fiscal Year-End Report of Actuals Checklist

5. Revenues

- State Appropriations need to equal exactly what was received.
- Reimbursed Expenses (06XX account codes) should be classified as a reduction to Expenditures and NOT as Revenue.
- Verify that the revenue sources reported in your various Exhibits equal the revenue sources reported in Exhibit a.

EXHIBIT 15--Summary of Student Social and Cultural Development Activities													EXHIBIT a --Summary of Current Funds Revenue by Source					
University of New Mexico Valencia Campus													University of New Mexico Valencia Campus					
	Original Budget FY08-09				Revised Budget FY08-09				Actuals FY08-09				Original Budget FY08-09		Revised Budget FY08-09		Actuals FY08-09	
	FTE	Unrestricted	FTE	Restricted	FTE	Unrestricted	FTE	Restricted	FTE	Unrestricted	FTE	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
REVENUES (EXH 1)																		
Tuition & Fees		24,126			24,126				26,906									
Federal Gov't Appropriations																		
State Gov't Appropriations																		
Local Gov't Appropriations																		
Federal Gov't Grants & Contracts																		
State Gov't Grants & Contracts																		
Local Gov't Grants & Contracts																		
Private Gifts, Grants & Contracts																		
Endowment, Land & Perm Fnd Incom																		
Sales & Services																		
Other Sources		500			500				1,841									
Total Revenue		24,626			24,626				28,747									
BEGINNING BALANCE (EXH 1)		17,466			22,284				22,284									
TOTAL AVAILABLE (EXH 1)		42,092			46,910				51,031									
EXPENDITURES																		
Faculty Salaries																		
GA/TA Salaries																		
Professional Salaries																		
Support Staff Salaries																		
Technician Salaries																		
Student Salaries-- Reg, Fed & State																		
Other Salaries									1,689									
Supplies and Expenses		24,126			24,126				17,420									
Travel		500			500				859									
Equipment																		
Other~									56									
State Work Study																		
Federal Work Study																		
Total Expenditures		24,626			24,626				20,025									
TRANSFER TO OR (FROM)																		
I & G (EXH 1A)		17,466			22,284				31,006.88									
ENDING BALANCE (EXH 1)																		

Branch Campus Fiscal Year-End Report of Actuals Checklist

- Total Revenues on Exhibit 1 equal Grand Total Current Funds Revenue by Exhibit on Exhibit a.
- Total Revenues by Exhibit on Exhibit a equal Total Revenues by Exhibit on Exhibit 1.
- Revenue totals by Exhibit on Exhibit a equal total Revenues on each Exhibit's summary page.

EXHIBIT 1~Summary of Current Funds, Revenues, Expenditures, Transfers and Unrestricted Balances						
University of New Mexico Valencia Campus	Original Budget FY08-09		Revised Budget FY08-09		Actuals FY08-09	
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
	I. REVENUES					
Instruction and General (Exh 2)	8,854,596	2,644,800	8,726,296	2,644,800	9,063,865	3,731,619
Stu Soc & Cult Devel Act (Exh 15)	24,626	0	24,626	0	28,747	0
Research (Exh 16)						
Public Service (Exh 17)	173,991	194,300	173,991	194,300	164,970	434,906
Internal Services (Exh 18)	137,080	0	137,080	0	152,808	0
Stu Aid Grants & Stipends (Exh 19)	18,000	0	18,000	0	91,213	0
Auxil Enterprises (Exh 20)	1,091,327	0	1,091,327	0	1,179,105	14,827
Intercol Enterprises (Exh 21)						
Independent Operations (Exh 22)						
Total Revenues	10,299,620	2,839,100	10,171,320	2,839,100	10,680,708	4,181,351
II. BEGINNING BALANCES						
Instruction and General (Exh 2)	1,188,798	0	2,170,177	0	2,170,177	0
Stu Soc & Cult Devel Act (Exh 15)	17,466	0	22,284	0	22,284	0
Research (Exh 16)						
Public Service (Exh 17)	(35,272)	0	244,634	0	244,634	0
Internal Services (Exh 18)	21,701	0	30,100	0	30,100	0
Stu Aid Grants & Stipends (Exh 19)	19,292	0	42,119	0	42,119	0
Auxil Enterprises (Exh 20)	458,986	0	509,863	0	509,863	0
Intercol Enterprises (Exh 21)						
Independent Operations (Exh 22)						
Total Balances	1,670,971	0	3,019,178	0	3,019,178	0
III. TOTAL AVAILABLE						
Instruction and General (Exh 2)	10,043,394	2,644,800	10,896,473	2,644,800	11,234,042	3,731,619
Stu Soc & Cult Devel Act (Exh 15)	42,092	0	46,910	0	51,031	0
Research (Exh 16)	0	0	0	0	0	0
Public Service (Exh 17)	138,719	194,300	418,625	194,300	409,605	434,906
Internal Services (Exh 18)	158,781	0	167,180	0	182,908	0
Stu Aid Grants & Stipends (Exh 19)	37,292	0	60,119	0	133,332	0
Auxil Enterprises (Exh 20)	1,550,313	0	1,601,190	0	1,688,968	14,827
Intercol Enterprises (Exh 21)	0	0	0	0	0	0
Independent Operations (Exh 22)	0	0	0	0	0	0
Total Available	11,970,591	2,839,100	13,190,498	2,839,100	13,699,886	4,181,351
TOTAL REVENUES, BEG BAL, AVAIL BAL	11,970,591	2,839,100	13,190,498	2,839,100	13,699,886	4,181,351

EXHIBIT a ~Summary of Current Funds Revenue by Source						
University of New Mexico Valencia Campus	Original Budget FY08-09		Revised Budget FY08-09		Actuals FY08-09	
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
	TOTAL CURRENT FUNDS					
Tuition and Fees	1,902,522		1,902,522		1,901,455	
Federal Government Appropriations						
State Government Appropriations	5,133,427		5,005,127		5,035,004	
Local Government Appropriations	1,748,024		1,748,024		2,062,722	
Federal Government Grants & Contracts		2,718,000		2,718,000		3,597,156
State Government Grants & Contracts		121,100		121,100		584,195
Local Government Grants & Contracts						
Private Gifts, Grants & Contracts						105,102
Endowment, Land and Permanent Fund In	47,200		47,200			2,510
Sales and Services	1,319,467		1,319,467		1,426,667	
Other Sources	148,980		148,980		147,247	
Grand Total Current Funds Revenue	10,299,620	2,839,100	10,171,320	2,839,100	10,680,708	4,181,351
TOTAL BY EXHIBIT						
Instruction & General (Ex 2)	8,854,596	2,644,800	8,726,296	2,644,800	9,063,865	3,731,619
Stu Soc & Cult Dev Act (Ex 15)	24,626		24,626		28,747	
Research (Ex 16)						
Public Service (Ex 17)	173,991	194,300	173,991	194,300	164,970	434,906
Internal Service Dept. (Ex 18)	137,080		137,080		152,808	
Stu Aid Gr & Stipends (Ex 19)	18,000		18,000		91,213	
Auxiliary Enterprises (Ex 20)	1,091,327		1,091,327		1,179,105	14,827
GRAND TOTALS BY EXHIBIT	10,299,620	2,839,100	10,171,320	2,839,100	10,680,708	4,181,351

Branch Campus Fiscal Year-End Report of Actuals Checklist

6. Beginning Balances

- The Beginning Balances for the current fiscal year should equal the Ending Balances from the previous fiscal year.
- For the Restricted Columns, the Beginning Balances must be zero.

EXHIBIT 1. Summary of Current Funds, Revenues, Expenditures, Transfers and Unrestricted Balances

Page 2

University of New Mexico Taos Campus	L N E	Approved Budget FY07-08		Adjusted Budget FY07-08		Actuals 07-08	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
		IV EXPENDITURES					
Instruction and General (EXH. 2)	1						
Stu. Soc. & Cult. Devel. Act. (EXH. 15)	2	4,835,705	445,381	5,194,724	445,381	5,054,711	611,720
Research (EXH. 16)	3	50,000		50,000		36,956	18,327
Public Service (EXH. 17)	4			0		0	20,379
Internal Service Dept. (EXH. 18)	5	10,000	237,891	10,000	237,891	126,266	676,576
Stu. Aid Grants & Stipends (EXH. 19)	6			0		0	0
Auxil. Enterprises (EXH. 20)	7	44,629	0	60,645	0	63,630	0
Intercol. Enterprises (EXH. 21)	8	200,000		200,000		200,847	7,550
Independent Operations (EXH. 22)	9						
Total Expenditures	10	5,140,334	683,272	5,515,369	683,272	5,482,419	1,534,552
Sub-Total Current Funds	11						
Capitol Outlay (EXH I)	12						
Renuals & Replacements (EXH II)	13						
Retirements of Indebteness (EXH III)	14						
Total Expenditures	15	5,140,334	683,272	5,515,369	683,272	5,482,419	1,534,552
V TRANSFERS TO OR (FROM)							
Instruction and General (EXH. 2)	16						
Stu. Soc. & Cult. Devel. Act. (EXH. 15)	17	(259,308)		(52,509)		(31,457)	
Research (EXH. 16)	18						(20,379)
Public Service (EXH. 17)	19					(270)	
Internal Service Dept. (EXH. 18)	20						
Stu. Aid Grants & Stipends (EXH. 19)	21	44,629		44,629		45,815	
Auxil. Enterprises (EXH. 20)	22					0	
Intercol. Enterprises (EXH. 21)	23					0	
Independent Operations (EXH. 22)	24					0	
Sub-Total Current Funds	25	(214,680)		(7,880)		14,088	(20,379)
Capitol Outlay (EXH I)	26					0	
Operation & Maintenance and Utilities	27					0	
Building Renewals and Replacements	28					0	
Total Transfers	29	(214,680)		(7,880)	0	14,088	(20,379)
VI ENDING BALANCES							
Instruction and General (EXH. 2)	30						
Stu. Soc. & Cult. Devel. Act. (EXH. 15)	31	160,436		159,808		307,089	0
Research (EXH. 16)	32	116,524		130,527		146,101	0
Public Service (EXH. 17)	33	925		3,818		8,392	0
Internal Service Dept. (EXH. 18)	34						
Stu. Aid Grants & Stipends (EXH. 19)	35	1,392		3,646		9,747	0
Auxil. Enterprises (EXH. 20)	36	3,319		(16,302)		(5,408)	0
Intercol. Enterprises (EXH. 21)	37						
Independent Operations (EXH. 22)	38						
Sub-Total Current Funds	39	282,596		281,497		465,921	0
Capitol Outlay (EXH I)	40					0	
Renuals & Replacements (EXH II)	41					0	
Retirements of Indebteness (EXH III)	42					0	
Total Ending Balances	43	282,596		281,497		465,921	0
TOTAL EXPENDITURES, TRANSFERS, AND BALANCES	44	5,637,610	683,272	5,804,746	683,272	5,934,252	1,514,173

EXHIBIT 1. Summary of Current Funds, Revenues, Expenditures, Transfers and Unrestricted Balances

Page 1

University of New Mexico Taos Campus	L N E	Approved Budget FY08-09		Adjusted Budget FY08-09		Actuals 08-09	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
		I REVENUES					
Instruction and General (EXH. 2)	1						
Stu. Soc. & Cult. Devel. Act. (EXH. 15)	2	5,446,025	644,671	5,618,902	644,671	5,520,019	809,042
Research (EXH. 16)	3	50,000		50,000		64,714	13,435
Public Service (EXH. 17)	4					0	0
Internal Service Dept. (EXH. 18)	5	145,000	237,891	145,000	237,891	128,507	357,358
Stu. Aid Grants & Stipends (EXH. 19)	6			0		100	
Auxil. Enterprises (EXH. 20)	7			200,000		209,809	3,561
Intercol. Enterprises (EXH. 21)	8						
Independent Operations (EXH. 22)	9						
Sub-Total Current Funds	10	5,641,025	882,562	6,013,902	882,562	5,923,149	1,183,396
Capitol Outlay (EXH I)	11						
Renuals & Replacements (EXH II)	12						
Retirements of Indebteness (EXH III)	13						
TOTAL REVENUES	14	5,641,025	882,562	6,013,902	882,562	5,923,149	1,183,396
II BEGINNING BALANCES							
Instruction and General (EXH. 2)	15						
Stu. Soc. & Cult. Devel. Act. (EXH. 15)	16	159,808		307,089		307,089	
Research (EXH. 16)	17	130,527		146,101		146,101	
Public Service (EXH. 17)	18			0		0	
Internal Service Dept. (EXH. 18)	19	3,818		8,392		8,393	
Stu. Aid Grants & Stipends (EXH. 19)	20						
Auxil. Enterprises (EXH. 20)	21	3,646		9,747		9,747	0
Intercol. Enterprises (EXH. 21)	22	(16,302)		(5,408)		(5,408)	0
Sub-Total Current Funds	23	281,497		465,921		465,922	0
Capitol Outlay (EXH I)	24						
Renuals & Replacements (EXH II)	25						
Retirements of Indebteness (EXH III)	26						
Total Beginning Balances	27	281,497	0	465,921	0	465,922	0
III TOTAL AVAILABLE							
Instruction and General (EXH. 2)	28						
Stu. Soc. & Cult. Devel. Act. (EXH. 15)	29	5,605,833	644,671	5,925,991	644,671	5,827,108	809,042
Research (EXH. 16)	30	180,527		196,101		210,815	13,435
Public Service (EXH. 17)	31			0		0	0
Internal Service Dept. (EXH. 18)	32	148,818	237,891	153,392	237,891	136,900	357,358
Stu. Aid Grants & Stipends (EXH. 19)	33						
Auxil. Enterprises (EXH. 20)	34	3,646		9,747		9,847	0
Intercol. Enterprises (EXH. 21)	35	183,688		194,592		204,401	3,561
Independent Operations (EXH. 22)	36						
Sub-Total Current Funds	37	6,122,522	882,562	6,479,823	882,562	6,389,071	1,183,396
Capitol Outlay (EXH I)	38						
Renuals & Replacements (EXH II)	39						
Retirements of Indebteness (EXH III)	40						
Total Available	41	6,122,522	882,562	6,479,823	882,562	6,389,071	1,183,396

Branch Campus Fiscal Year-End Report of Actuals Checklist

7. Total Available

Grand Total Available equals Total Expenditures, Total Transfers and Total Ending Balances.

EXHIBIT 1. Summary of Current Funds, Revenues, Expenditures, Transfers and Unrestricted Balances Page 1

University of New Mexico Taos Campus	L I N E	Approved Budget FY08-09		Adjusted Budget FY08-09		Actuals 08-09	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
I REVENUES	1						
Instruction and General (EXH. 2)	2	5,446,025	644,671	5,618,902	644,671	5,520,019	809,042
Stu. Soc. & Cult. Devel. Act. (EXH. 15)	3	50,000		50,000		64,714	13,435
Research (EXH. 16)	4					0	0
Public Service (EXH. 17)	5	145,000	237,891	145,000	237,891	128,507	357,358
Internal Service Dept. (EXH. 18)	6						
Stu. Aid Grants & Stipends (EXH. 19)	7		0		0	100	
Auxil. Enterprises (EXH. 20)	8	200,000		200,000		209,809	3,561
Intercol. Enterprises (EXH. 21)	9						
Independent Operations (EXH. 22)	10						
Sub-Total Current Funds	11	5,841,025	882,562	6,013,902	882,562	5,923,149	1,183,396
Capitol Outlay (EXH I)	12						
Renuals & Replacements (EXH II)	13						
Retirements of Indebteness (EXH III)	14						
TOTAL REVENUES	15	5,841,025	882,562	6,013,902	882,562	5,923,149	1,183,396
	16						
II BEGINNING BALANCES	16						
Instruction and General (EXH. 2)	17	169,808		307,089		307,089	
Stu. Soc. & Cult. Devel. Act. (EXH. 15)	18	130,527		146,101		146,101	
Research (EXH. 16)	19			0		0	
Public Service (EXH. 17)	20	3,818		8,392		8,393	
Internal Service Dept. (EXH. 18)	21						
Stu. Aid Grants & Stipends (EXH. 19)	22	3,646		9,747		9,747	0
Auxil. Enterprises (EXH. 20)	23	(16,302)		(5,408)		(5,408)	0
Intercol. Enterprises (EXH. 21)	24						
Sub-Total Current Funds	25	281,497		465,921		465,922	
Capitol Outlay (EXH I)	26				0		
Renuals & Replacements (EXH II)	27						
Retirements of Indebteness (EXH III)	28						
Total Begning Balances	29	281,497	0	465,921	0	465,922	0
	30						
	31						
	32						
III TOTAL AVAILABLE	33						
Instruction and General (EXH. 2)	34	5,605,833	644,671	5,925,991	644,671	5,827,108	809,042
Stu. Soc. & Cult. Devel. Act. (EXH. 15)	35	180,527		196,101		210,815	13,435
Research (EXH. 16)	36			0		0	0
Public Service (EXH. 17)	37	148,818	237,891	153,392	237,891	136,900	357,358
Internal Service Dept. (EXH. 18)	38						
Stu. Aid Grants & Stipends (EXH. 19)	39	3,646	0	9,747	0	9,847	0
Auxil. Enterprises (EXH. 20)	40	183,698		194,592		204,401	3,561
Intercol. Enterprises (EXH. 21)	41						
Independent Operations (EXH. 22)	42						
Sub-Total Current Funds	43	6,122,522	882,562	6,479,823	882,562	6,389,071	1,183,396
Capitol Outlay (EXH I)	44						
Renuals & Replacements (EXH II)	45						
Retirements of Indebteness (EXH III)	46						
Total Available	47	6,122,522	882,562	6,479,823	882,562	6,389,071	1,183,396

EXHIBIT 1. Summary of Current Funds, Revenues, Expenditures, Transfers and Unrestricted Balances Page 2

University of New Mexico Taos Campus	L I N E	Approved Budget FY08-09		Adjusted Budget FY08-09		Actuals 08-09	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
IV EXPENDITURES	1						
Instruction and General (EXH. 2)	2	5,246,447	644,671	5,419,324	644,671	5,348,576	809,042
Stu. Soc. & Cult. Devel. Act. (EXH. 15)	3	50,000		70,000		84,510	13,435
Research (EXH. 16)	4			0		0	0
Public Service (EXH. 17)	5	145,000	237,891	145,000	237,891	199,910	357,358
Internal Service Dept. (EXH. 18)	6						
Stu. Aid Grants & Stipends (EXH. 19)	7	46,005	0	46,005	0	47,029	0
Auxil. Enterprises (EXH. 20)	8	192,000		192,000		200,487	3,561
Intercol. Enterprises (EXH. 21)	9						
Independent Operations (EXH. 22)	10						
Total Expenditures	11	5,679,452	882,562	5,872,329	882,562	5,880,512	1,183,396
Sub-Total Current Funds	12						
Capitol Outlay (EXH I)	13						
Renuals & Replacements (EXH II)	14						
Retirements of Indebteness (EXH III)	15						
Total Expenditures	16	5,679,452	882,562	5,872,329	882,562	5,880,512	1,183,396
	17						
V TRANSFERS TO OR (FROM)	18						
Instruction and General (EXH. 2)	19	(189,578)		(154,308)		(155,081)	
Stu. Soc. & Cult. Devel. Act. (EXH. 15)	20			(31,415)		(31,415)	
Research (EXH. 16)	21						0
Public Service (EXH. 17)	22				16,380	16,379	
Internal Service Dept. (EXH. 18)	23						
Stu. Aid Grants & Stipends (EXH. 19)	24	46,005		45,687		45,687	
Auxil. Enterprises (EXH. 20)	25					0	
Intercol. Enterprises (EXH. 21)	26					0	
Independent Operations (EXH. 22)	27					0	
Sub-Total Current Funds	28	(143,573)		(123,656)		(124,410)	0
Capitol Outlay (EXH I)	29					0	
Operation & Maintenance and Utilities	30					0	0
Building Renewals and Replacements	31					0	
Total Transfers	32	(143,573)		(123,656)	0	(124,410)	0
	33						
	34						
VI ENDING BALANCES	35						
Instruction and General (EXH. 2)	36	169,808		352,359		323,471	0
Stu. Soc. & Cult. Devel. Act. (EXH. 15)	37	130,527		94,686		94,890	
Research (EXH. 16)	38			0		0	
Public Service (EXH. 17)	39	3,818		24,772		(46,631)	0
Internal Service Dept. (EXH. 18)	40						
Stu. Aid Grants & Stipends (EXH. 19)	41				9,429	8,505	0
Auxil. Enterprises (EXH. 20)	42	(8,302)		2,592		3,914	0
Intercol. Enterprises (EXH. 21)	43						
Independent Operations (EXH. 22)	44						
Sub-Total Current Funds	45	299,497		483,838		384,149	0
Capitol Outlay (EXH I)	46						
Renuals & Replacements (EXH II)	47				0		
Retirements of Indebteness (EXH III)	48						
Total Ending Balances	49	299,497		483,838		384,149	0
	50						
	51						
TOTAL EXPENDITURES, TRANSFERS, AND BALANCES	52	6,122,522	882,562	6,479,823	882,562	6,389,071	1,183,396

Branch Campus Fiscal Year-End Report of Actuals Checklist

8. Expenditures

- Expenditures totals on Exhibit 1 should tie to total Expenditures on each Exhibit.
- Reimbursed Expenses (06XX account codes) should be classified as a reduction to Expenditures.

EXHIBIT 1--Summary of Current Funds, Revenues, Expenditures, Transfers and Unrestricted Balances Page 2

EXHIBIT 17--Summary of Public Service Page 1

	I N E	Original Budget FY08-09		Revised Budget FY08-09		Actuals FY08-09	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
IV. EXPENDITURES	1						
Instruction and General (Exh 2)	2	8,655,816	2,644,800	8,453,016	2,644,800	8,069,583	3,731,619
Stu Soc & Cult Devel Act (Exh 15)	3	24,626	0	24,626	0	20,025	0
Research (Exh 16)	4						
Public Service (Exh 17)	5	382,783	194,300	382,783	194,300	163,089	434,906
Internal Services (Exh 18)	6	137,080	0	137,080	0	135,455	0
Stu Aid Grants & Stipends (Exh 19)	7	141,553	0	141,553	0	204,676	0
Auxil Enterprises (Exh 20)	8	1,156,327	0	1,156,327	0	1,151,935	14,827
Intercol Enterprises (Exh 21)	9						
Independent Operations (Exh 22)	10						
Total Expenditures	11	10,498,185	2,839,100	10,295,385	2,839,100	9,744,762	4,181,351
	12						
	13						
	14						
V. TRANSFERS TO OR (FROM)	15						
Instruction and General (Exh 2)	16	(698,780)	0	(1,273,280)	0	(1,273,880)	0
Stu Soc & Cult Devel Act (Exh 15)	17	0	0	0	0	0	0
Research (Exh 16)	18						
Public Service (Exh 17)	19	0	0	0	0	(4,544)	0
Internal Services (Exh 18)	20	0	0	0	0	0	0
Stu Aid Grants & Stipends (Exh 19)	21	101,626	0	101,626	0	101,626	0
Auxil Enterprises (Exh 20)	22	0	0	0	0	0	0
Intercol Enterprises (Exh 21)	23						
Independent Operations (Exh 22)	24						
Total Net Transfers	25	(597,154)	0	(1,171,654)	0	(1,176,798)	0
	26						
	27						
	28						
VI. ENDING BALANCES	29						
Instruction and General (Exh 2)	30	688,798	0	1,170,177	0	1,890,579	0
Stu Soc & Cult Devel Act (Exh 15)	31	17,466	0	22,284	0	31,007	0
Research (Exh 16)	32	0	0	0	0	0	0
Public Service (Exh 17)	33	(244,064)	0	35,842	0	241,972	0
Internal Services (Exh 18)	34	21,701	0	30,100	0	47,453	0
Stu Aid Grants & Stipends (Exh 19)	35	(2,635)	0	20,192	0	30,282	0
Auxil Enterprises (Exh 20)	36	393,986	0	444,863	0	537,033	0
Intercol Enterprises (Exh 21)	37	0	0	0	0	0	0
Independent Operations (Exh 22)	38	0	0	0	0	0	0
Total Ending Balances	39	875,252	0	1,723,459	0	2,778,326	0
	40						
TOTAL EXPEND, TRANSFERS, BALANCES	41	11,970,591	2,839,100	13,190,498	2,839,100	13,699,886	4,181,351

	I N E	Original Budget FY08-09				Revised Budget FY08-09				Actuals FY08-09			
		FTE	Unrestricted	FTE	Restricted	FTE	Unrestricted	FTE	Restricted	FTE	Unrestricted	FTE	Restricted
University of New Mexico Valencia Campus													
REVENUES (EXH 1)	1												
Tuition & Fees	2												
Federal Gov't Appropriations	3												
State Gov't Appropriations	4												
Local Gov't Appropriations	5												
Federal Gov't Grants & Contracts	6			194,300				194,300					244,853
State Gov't Grants & Contracts	7												190,052
Local Gov't Grants & Contracts	8												
Private Gifts, Grants & Contracts	9												31,824
Endowment, Land & Perm Fnd Income	10		47,200			47,200							2,510
Sales & Services	11		126,791			126,791							130,625
Other Sources	12												11
	13												
Total Revenue	14		173,991	194,300		173,991	194,300	194,300					164,970
BEGINNING BALANCE (EXH 1)	15		(35,272)			244,634							244,634
TOTAL AVAILABLE (EXH 1)	16		138,719	194,300		418,625	194,300	409,605					434,906
EXPENDITURES	17												
Faculty Salaries	18												1.40
GA/TA Salaries	19												2.46
Professional Salaries	20			1.00	53,200	1.00	53,200						123,080
Support Staff Salaries	21	1.25	76,172	2.00	62,700	1.25	76,172	2.00	62,700	1.24	76,128	2.43	68,013
Technician Salaries	22	1.75	40,821			1.75	40,821						0.77
Student Salaries- Reg, Fed & State	23												0.11
Other Salaries	24												0.37
Supplies and Expenses	25		230,514		27,390	230,514		27,390			63,498		88,606
Travel	26		8,500		11,130	8,500		11,130			6,456		15,107
Equipment	27				2,000			2,000					5,149
Other-	28		26,776		37,880	26,776		37,880			17,006		69,004
	29												
State Work Study	30												0.08
Federal Work Study	31												0.20
	32												
	33												
	34												
	35												
	36												
	37												
Total Expenditures	38	3.00	382,783	3.00	194,300	3.00	382,783	3.00	194,300	1.24	163,089	7.82	434,906
TRANSFER TO OR (FROM)	39												
I & G (EXH 1A)	40											(4,544)	
ENDING BALANCE (EXH 1)	41		(244,064)				35,842					241,972	0

Branch Campus Fiscal Year-End Report of Actuals Checklist

9. Transfers

- Transfer totals summarized for each exhibit and listed on Exhibit 1 should match totals on Exhibit 1A.
- Total Net Transfers equals Net Transfers (From)/To Current Unrestricted Funds on Exhibit 1A.
- Grand Total Net Transfers on Exhibit 1A must equal zero.

EXHIBIT 1A. DETAIL OF TRANSFERS - LOS ALAMOS

	ORIGINAL BUDGET 2008-09	REVISED BUDGET 2008-09	ACTUALS 2008-09
A. TRANSFERS TO (FROM) INSTRUCTION & GENERAL:	(130,105)	(187,483)	(202,376)
NON-MANDATORY TRANSFERS:			
STUDENT AID GRANTS AND STIPENDS	(30,000)	(30,000)	(50,000)
INTERNAL SERVICES		(29,317)	(24,210)
RESTRICTED I&G		(4,000)	(4,000)
TOTAL NON-MANDATORY TRANSFERS	(30,000)	(63,317)	(78,210)
MANDATORY TRANSFERS:			
PLANT FUND DEBT SVC	-	-	-
LOAN FUNDS	-	-	-
TOTAL MANDATORY TRANSFERS	-	-	-
REQUIRED TRANSFERS:			
STUDENT AID GRANTS AND STIPENDS-3%	(26,244)	(50,305)	(50,305)
BLDG. RENEWAL/REPLACEMENT	(36,332)	(36,332)	(36,332)
PLANT FUND MINOR-ER&R	(37,529)	(37,529)	(37,529)
TOTAL REQUIRED TRANSFERS	(100,105)	(124,166)	(124,166)
B. TO (FROM) STUDENT SOCIAL CULTURAL	(40,000)	(40,750)	(40,000)
STUDENT AID		(750)	
PLANT FUND MINOR	(40,000)	(40,000)	(40,000)
C. TO (FROM) PUBLIC SERVICE	-	-	(6,978)
STUDENT AID			(3,978)
ENDOWMENTS			(3,000)
D. TO (FROM) INTERNAL SERVICE	-	29,317	24,210
TO LOS ALAMOS BRANCH I & G		29,317	24,210
E. TO (FROM) STUDENT AID	56,244	78,476	101,753
I & G	30,000	30,000	30,000
I & G	26,244	50,305	50,305
STUDENT SOCIAL			3,978
PUBLIC SERVICE		(2,579)	(2,530)
ENDOWMENTS			
F. TO (FROM) PLANT FUND UNEXP. CAPITAL OUTLAY	77,529	77,529	77,529
LOS ALAMOS I&G	37,529	37,529	37,529
LOS ALAMOS STUDENT SOC CULTURAL	40,000	40,000	40,000
G. TO (FROM) RENEWAL REPLACEMENT	36,332	36,332	36,332
LOS ALAMOS I & G	36,332	36,332	36,332
H. TO (FROM) ENDOWMENTS	-	2,579	5,530
LOS ALAMOS PUBLIC SERVICE	-	2,579	3,000
LOS ALAMOS STUDENT AID	-	-	2,530
I. TO RESTRICTED I&G	-	4,000	4,000
UNRESTRICTED I&G	-	4,000	4,000
NET TRANSFER (FROM) OR TO:			
INSTR. & GEN'L	(130,105)	(187,483)	(202,376)
STU SOC & CULT DEV ACT	(40,000)	(40,750)	(40,000)
PUBLIC SERVICE	-	-	(6,978)
INTERNAL SERVICE DEPART	-	29,317	24,210
STU AID GRANTS & STIPENDS	56,244	78,476	101,753
NET TRANSFERS (FROM) OR TO:			
CURRENT UNRESTRICTED FUNDS LOS ALAMOS	(113,861)	(120,440)	(123,391)
ENDOWMENTS	-	2,579	5,530
PLANT FUNDS CAPITAL OUTLAY (EXH. I)	77,529	77,529	77,529
RENEWAL & REPLACEMENTS (EXH. J)	36,332	36,332	36,332
LOS ALAMOS RESTRICTED I&G	-	4,000	4,000
GRAND TOTAL NET TRANSFERS	-	-	0

Note: You can add and delete rows on Exhibit 1A to accommodate your specific detail of transfers

Exhibit 1

University of New Mexico
Los Alamos

Page 2

Summary of Current and Plant Funds

LINE	Budget 2008-2009		Revised Budget 2008-2009		Actuals 2008-2009	
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
IV. Expenditures						
1 Instruction and General (Exh.2)	3,407,106	325,200	3,348,006	391,972	3,483,322	347,341
2 Student Soc. & Cul. Dev. Act. (Exh.15)	11,600	-	11,600	-	7,862	489
3 Research (Exh. 16)	-	-	-	-	-	-
4 Public Service (Exh. 17)	5,000	400,000	5,000	430,048	11,755	390,819
5 Internal Service Dept. (Exh. 18)	-	-	-	-	(13,142)	-
6 Stud. Aid Grants&Stipends (Exh. 19)	56,244	-	34,998	25,000	51,833	14,325
7 Auxiliary Enterprises (Exh. 20)	488,970	-	488,970	-	479,398	7,691
8 Intercollegiate Ent. (Exh. 21)	-	-	-	-	-	-
9 Independent Oper. (Exh. 22)	-	-	-	-	-	-
10						
Total Expenditures	3,968,920	725,200	3,888,574	847,020	4,021,029	760,666
V. Transfers To(From)						
11 Instruction and General (Exh.2)	(130,105)	-	(187,483)	4,000	(202,376)	4,000
12 Student Soc. & Cul. Dev. Act. (Exh.15)	(40,000)	-	(40,750)	-	(40,000)	-
13 Research (Exh. 16)	-	-	-	-	-	-
14 Public Service (Exh. 17)	-	-	-	-	(6,978)	-
15 Internal Service Dept. (Exh. 18)	-	-	-	29,317	24,210	-
16 Stud. Aid Grants&Stipends (Exh. 19)	56,244	-	78,476	-	101,753	-
17 Auxiliary Enterprises (Exh. 20)	-	-	-	-	-	-
18 Intercollegiate Ent. (Exh. 21)	-	-	-	-	-	-
19 Independent Oper. (Exh. 22)	-	-	-	-	-	-
20						
Total Net Transfers	(113,861)	-	(120,440)	4,000	(123,391)	4,000
VI. Ending Balances						
21 Instruction and General (Exh.2)	363,506	-	377,746	-	293,747	-
22 Student Soc. & Cul. Dev. Act. (Exh.15)	54,683	-	58,900	-	59,883	-
23 Research (Exh. 16)	-	-	-	-	-	-
24 Public Service (Exh. 17)	3,097	-	9,907	-	15,285	-
25 Internal Service Dept. (Exh. 18)	-	-	-	-	8,435	-
26 Stud. Aid Grants&Stipends (Exh. 19)	68,258	(0)	(0)	-	11,266	-
27 Auxiliary Enterprises (Exh. 20)	976	-	(100,567)	-	(149,833)	-
28 Intercollegiate Ent. (Exh. 21)	-	-	-	-	-	-
29 Independent Oper. (Exh. 22)	-	-	-	-	-	-
30						
Total Balances						
Total Expenditures						6,666

Net Transfers (From)/To Current Unrestricted equals Total Net Transfer on Exhibit 1

Grand Total Net Transfers MUST equal Zero

Branch Campus Fiscal Year-End Report of Actuals Checklist

10. Ending Balances

- Ending Balances should equal Revenues plus Beginning Balances less Expenditures plus Transfers (for each exhibit and total).
- For the Restricted Columns, the Ending Balances must be zero.

EXHIBIT 1--Summary of Current Funds, Revenues, Expenditures, Transfers and Unrestricted Balances Page 2

	UNIVERSITY OF NEW MEXICO Valencia Campus	Original Budget FY08-09		Revised Budget FY08-09		Actuals FY08-09	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
IV. EXPENDITURES							
Instruction and General (Exh 2)		8,655,816	2,644,800	8,453,016	2,644,800	8,069,583	3,731,619
Stu Soc & Cult Devel Act (Exh 15)		24,626	0	24,626	0	20,025	0
Research (Exh 16)							
Public Service (Exh 17)		382,783	194,300	382,783	194,300	163,089	434,906
Internal Services (Exh 18)		137,080	0	137,080	0	135,455	0
Stu Aid Grants & Stipends (Exh 19)		141,553	0	141,553	0	204,676	0
Auxil Enterprises (Exh 20)		1,156,327	0	1,156,327	0	1,151,935	14,827
Intercol Enterprises (Exh 21)							
Independent Operations (Exh 22)							
Total Expenditures		10,498,185	2,839,100	10,295,385	2,839,100	9,744,762	4,181,351
V. TRANSFERS TO OR (FROM)							
Instruction and General (Exh 2)		(698,780)	0	(1,273,280)	0	(1,273,880)	0
Stu Soc & Cult Devel Act (Exh 15)		0	0	0	0	0	0
Research (Exh 16)							
Public Service (Exh 17)		0	0	0	0	(4,544)	0
Internal Services (Exh 18)		0	0	0	0	0	0
Stu Aid Grants & Stipends (Exh 19)		101,626	0	101,626	0	101,626	0
Auxil Enterprises (Exh 20)		0	0	0	0	0	0
Intercol Enterprises (Exh 21)							
Independent Operations (Exh 22)							
Total Net Transfers		(597,154)	0	(1,171,654)	0	(1,176,798)	0
VI. ENDING BALANCES							
Instruction and General (Exh 2)		688,798	0	1,170,177	0	1,890,579	0
Stu Soc & Cult Devel Act (Exh 15)		17,466	0	22,284	0	31,007	0
Research (Exh 16)		0	0	0	0	0	0
Public Service (Exh 17)		(244,064)	0	35,842	0	241,972	0
Internal Services (Exh 18)		21,701	0	30,100	0	47,453	0
Stu Aid Grants & Stipends (Exh 19)		(2,635)	0	20,192	0	30,282	0
Auxil Enterprises (Exh 20)		393,986	0	444,863	0	537,033	0
Intercol Enterprises (Exh 21)		0	0	0	0	0	0
Independent Operations (Exh 22)		0	0	0	0	0	0
Total Ending Balances		875,252	0	1,723,459	0	2,778,326	0
TOTAL EXPEND, TRANSFERS, BALANCES		11,970,591	2,839,100	13,190,498	2,839,100	13,699,886	4,181,351

EXHIBIT 1--Summary of Current Funds, Revenues, Expenditures, Transfers and Unrestricted Balances Page 1

	UNIVERSITY OF NEW MEXICO Valencia Campus	Original Budget FY08-09		Revised Budget FY08-09		Actuals FY08-09	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
I. REVENUES							
Instruction and General (Exh 2)		8,854,596	2,644,800	8,726,296	2,644,800	9,063,865	3,731,619
Stu Soc & Cult Devel Act (Exh 15)		24,626	0	24,626	0	28,747	0
Research (Exh 16)							
Public Service (Exh 17)		173,991	194,300	173,991	194,300	164,970	434,906
Internal Services (Exh 18)		137,080	0	137,080	0	152,808	0
Stu Aid Grants & Stipends (Exh 19)		18,000	0	18,000	0	91,213	0
Auxil Enterprises (Exh 20)		1,091,327	0	1,091,327	0	1,179,105	14,827
Intercol Enterprises (Exh 21)							
Independent Operations (Exh 22)							
Total Revenues		10,299,620	2,839,100	10,171,320	2,839,100	10,680,708	4,181,351
II. BEGINNING BALANCES							
Instruction and General (Exh 2)		1,188,798	0	2,170,177	0	2,170,177	0
Stu Soc & Cult Devel Act (Exh 15)		17,466	0	22,284	0	22,284	0
Research (Exh 16)							
Public Service (Exh 17)		(35,272)	0	244,634	0	244,634	0
Internal Services (Exh 18)		21,701	0	30,100	0	30,100	0
Stu Aid Grants & Stipends (Exh 19)		19,292	0	42,119	0	42,119	0
Auxil Enterprises (Exh 20)		458,986	0	509,863	0	509,863	0
Intercol Enterprises (Exh 21)							
Independent Operations (Exh 22)							
Total Balances		1,670,971	0	3,019,178	0	3,019,178	0
III. TOTAL AVAILABLE							
Instruction and General (Exh 2)		10,043,394	2,644,800	10,896,473	2,644,800	11,234,042	3,731,619
Stu Soc & Cult Devel Act (Exh 15)		42,092	0	46,910	0	51,031	0
Research (Exh 16)		0	0	0	0	0	0
Public Service (Exh 17)		138,719	194,300	418,625	194,300	409,605	434,906
Internal Services (Exh 18)		158,781	0	167,180	0	182,908	0
Stu Aid Grants & Stipends (Exh 19)		37,292	0	60,119	0	133,332	0
Auxil Enterprises (Exh 20)		1,550,313	0	1,601,190	0	1,688,968	14,827
Intercol Enterprises (Exh 21)		0	0	0	0	0	0
Independent Operations (Exh 22)		0	0	0	0	0	0
Total Available		11,970,591	2,839,100	13,190,498	2,839,100	13,699,886	4,181,351
TOTAL REVENUES, BEG BAL, AVAIL BAL		11,970,591	2,839,100	13,190,498	2,839,100	13,699,886	4,181,351

Branch Campus Fiscal Year-End Report of Actuals Checklist

11. Follow the deadlines listed in the memo from the OPBA

12. Preliminary Exhibits to submit to the OPBA

- a. Exhibit 1
- b. Exhibit 1A
- c. Exhibit 2
- d. Exhibits 15-20 (Summary Pages)
- e. Exhibit a

Items reviewed by the Office of Planning, Budget and Analysis

Exhibit 1

- No changes from approved Operating and Revised Budget Columns on the May document from current year
- Beginning Balances equal Ending Balances from the previous year
- Beginning Balances equal the balances in the 19xx account codes
- Restricted Funds Columns DO NOT have Beginning Balances or Ending Balances
- Ending Balances equal Revenues plus Beginning Balances less Expenditures plus Transfers
- Revenues, Beginning Balances, Transfers and Expenditures totals equal the total category on each Exhibit
- Reimbursed Expenses (06xx account codes) are reclassified as a reduction to Expenditures
- Grand Total Available equals Total Expenditures, Total Transfers and Total Ending Balances

Exhibit 1A

- Total Net Transfers per Exhibit 1 equal Net Transfers (From)/To Current Unrestricted Funds on Exhibit 1A
- Transfer totals summarized for each Exhibit equal totals on Exhibit 1A

Exhibit a

- Grand Total Current Funds Revenue on Exhibit a equal Total Revenues on Exhibit 1

Checklist for the Fiscal Year-End Report of Actuals submission to NMHED

1. Submit the final NMHED Report of Actuals electronic copy via email to NMHED on the due date of September 15th (not before). Financial Services audit entries may need to be included and can occur up until September 14, therefore last minute changes may need to be made.
2. Copy Main Campus OPBA on the electronic NMHED submission (Dee Dee Romero dpromero@unm.edu and your OPBA contact person).
3. Submit the following Exhibits:
 - Exhibit 1
 - Exhibit 1A
 - Exhibit 2
 - Exhibits 15-20 (includes the supporting A schedules)
 - Exhibit a
 - Exhibit b
 - Exhibit c
 - Exhibit d (not mandatory to include but preferred)
 - Exhibit e
4. Follow any instructions received from NMHED concerning the processing and/or submitting of the Report of Actuals document.

*** E N D ***