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**From:** Lucero, Susan, PED [mailto:Susan.Lucero@state.nm.us]

**Sent:** Wednesday, March 30, 2011 2:56 PM

**To:** Steve Suggs Chief Financial Officer; Brown, Kim; Hall, Tammy; sharper@rrps.net; mtrujillo@rrps.net; Carrillo, Jose; Ryan, Frank; ANN STEINHOFF

**Cc:** ANN STEINHOFF; CYNTHIA NAVA SUPERINTENDENT; Herrera, John A, PED; Zuni, Ann, PED; Forte, Pashella, PED

**Subject:** Government Services Fund Non-Construction Subgrant Agreement - PRE-K Program Transportation Services

The fund number for this award is 24295. The expenditures for this award are restricted to transportation costs only as required for the Pre-K program. There are reporting requirements for this award. The award letters have been approved by ASD and should have been distributed to the districts.

Since this award is specific to transportation costs related to the Pre-K program, whose state funding was awarded through fund 27149, the following has to occur:

- 1) Request increase budget authority in OBMS under fund code 24295, revenue code 44500, and object code 55817 (student travel) for full amount of your GSF award sub grant agreement.
- 2) For the time period beginning July 1, 2010, you will retroactively reclassify transportation expenditures incurred under fund 27149 only up to the maximum of your GSF award. Please document this through a general journal entry between funds 24295 and 27149.
- 3) Request decrease budget authority in OBMS under fund code 27149, revenue code 43202, and object code 55817 ( student travel) for amount of your GSF award sub grant agreement.
- 4) Once the journal entry has been completed between funds, if you have remaining unexpended balance under fund 24295, expend for the Pre-K program transportation costs (student travel) for the remainder of the fiscal year under fund code 24295 up through June 30, 2011.
- 5) Submit a YTD RfR into OBMS for fund 24295 using the standard documentation (expenditure report and evidence of the journal entry between both funds). Submit a YTD RfR into OBMS for fund 27149 using the standard documentation (expenditure report and evidence of the journal entry between both funds). In the event, you do not have sufficient expenditures in the current reporting period to cover the total amount of the reclassification between funds, then submit in the following reporting period (s) as necessary.
- 6) Continue to submit RfRs for transportation under fund 24295 through OBMS for the remainder of FY11.
- 7) There are special reporting requirements for the GSF award. Beginning April 1<sup>st</sup> for each quarter ending, you are to report work hours and FTE figures affected by this funding. Please review the sub grant agreement which specifies the reporting requirements.

If you need further guidance, please email me or contact Ann Zuni, the program manager.

*Thank you.*

*Susan G. Lucero*

Bureau Chief

Administrative Services Division, Flowthrough Unit

NM Public Education Department

Jerry Apodaca Education Building

300 Don Gaspar

Santa Fe, NM 87501

(505) 827-3848

(505) 827-4473 (Fax#)

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