


MEMORANDUM

TO: Branch Directors and Financial Support Staff

FROM: Jeremy Hamlin, Executive Director, Office of Planning, Budget and Analysis 

DATE: June 12, 2025

SUBJECT: Deadlines – FY25 HED Report of Actuals – Branch Campus Submission

IMPORTANT DATES

- **July 11, 2025** - Branch campuses will complete the WebFOCUS NMHED Report of Actuals review for the FY25 original budget and FY25 revised budget columns and notify OPBA of any discrepancies or problems that exist. These columns should be exactly the same as what was submitted on the NMHED State Format Budget document dated May 1, 2025. If there are no changes or concerns, please notify OPBA to let us know your final review is complete and that no issues were found.
- **August 1, 2025** - Branch campuses should begin to review the FY25 unrestricted actuals column for accuracy of revenues, transfers, and expenses.
- **August 15, 2025** - OPBA will email each branch the preliminary FY25 manually created exhibit 1A (Detail of Transfers). If an audit entry should occur that involves a branch transfer, OPBA will send an updated exhibit 1A to that branch.
- **August 15, 2025** - OPBA will upload FTE, restricted work study, and restricted actuals data into the system. Branch campuses will be notified when these uploads are complete. The restricted activity will be viewable in the FY25 actuals column after the data has been uploaded.
- **August 22, 2025** - Branch campuses will complete the WebFOCUS NMHED Report of Actuals review for the FY25 actuals columns and notify OPBA of any problems. All budget unit changes, restricted activity, and/or system change update requests must be provided to OPBA by the end of the business day. If there are no changes or concerns, please let OPBA know your review is complete and that no issues were found.
- **September 15, 2025** per the NMHED [Running Institutional Finance Schedule](#), the Report of Actuals for FY25 is due to NMHED. Branch campuses are responsible for creating a complete Report of Actuals package containing all applicable exhibits/schedules and any required NMHED Forms. We recommend preparing the Report of Actuals in both PDF and Excel format. Upon final review and approval by the Branch Directors, each branch must email the complete electronic copy of the Report of Actuals to NMHED with a **copy to Regina Dominguez, rmunoz@unm.edu, Araceli Bello, arabello@unm.edu, and Nicole Dopson, nicole14@unm.edu.**

Please do NOT email files to NMHED prior to Wednesday, September 10, 2025

REMINDERS

- Review the original budget and revised budget columns first, by July 11, 2025.
- Audit entries may occur at any time after year-end close and until the financial statements are completed around the first week of October. Any entries made to Branch campuses will flow through to the WebFOCUS HED Report of Actuals, however, manually created reports will need to be updated by the branch.
- The posting date for the FY25 foundation year-end spending allocations is late July 2025. These entries will flow through to the WebFOCUS HED Report of Actuals, however, manually created reports will need to be updated by the branch.
- The WebFOCUS HED Report of Actuals refreshes nightly.

RESOURCES

- [Fiscal Year 2025 Year-End Close Schedule](#)
- Branch campus NMHED Report of Actuals Standard Operating Procedures (SOPs) are posted on the OPBA web page <http://budgetoffice.unm.edu/branch-reporting.html>.
- **We recommend these 3 helpful Report of Actuals SOPs:**
 - Branch Campus HED Report of Actuals
 - Branch FYE – Actuals Summary and Detail
 - Report Preparation and Submission Checklist

WebFOCUS RESOURCES

- FOROLDS - Operating Ledger Detail and Summary Report
- FORBCRA - Branch FYE - Actuals Summary and Detail Report

Note: The above reports are available and can be run any time after July 22, 2025, to reconcile year end actuals. They are supplemental reports for internal use only and should help validate the totals in the WebFOCUS HED Report of Actuals exhibits/schedules.

OPBA CONTACT LIST – Staff are also available on Microsoft Teams

OPBA Contact	Title	Area of Responsibility	Email
Araceli Bello	Financial Analyst	Branch HED Report Review/State Appropriations/Restricted Budget	arabello@unm.edu
Regina Dominguez	Associate Director, University Budget Operations	HED Reports/State Appropriations/Restricted Budget	rmunoz@unm.edu
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