MEMORANDUM

TO: Branch Directors and Financial Support Staff

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

DATE: June 10, 2024

SUBJECT: Deadlines – FY24 HED Report of Actuals-Branch Campus Submission

IMPORTANT DATES

- **July 12, 2024** - Branch Campuses will complete the WebFOCUS NMHED Report of Actuals review for the FY24 Original Budget and FY24 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, 2024. 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, 2024** - Branch Campuses begin to review the FY24 Unrestricted Actuals column for accuracy of Revenues, Transfers, and Expenses.

- **August 15, 2024** - OPBA will email each Branch the preliminary FY24 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, 2024** - OPBA will load the Restricted Actuals. Branch Campuses will be notified when the load is complete and the Restricted activity can be viewed in the FY24 actuals column.

- **August 15, 2024** - OPBA will load the FTE and Restricted Work Study Actuals data into the system. This data can be viewed in the FY24 Actuals column after OPBA notification that the load is complete.

- **August 23, 2024** - Branch Campuses will complete the WebFOCUS NMHED Report of Actuals review for the FY24 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, 2024** (Statutory due dates landing on a weekend will be accepted by close of business on the following business day, per the NMHED Running Institutional Finance Schedule [Running Schedule]). Upon final review and approval by the Branch Directors, Branch Campuses are responsible for creating all applicable exhibits/schedules as a pdf and excel and emailing the complete electronic copy of the NMHED Report of Actuals including any NMHED forms 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 11, 2024
REMINDERS

- Review the Original Budget and Revised Budget columns first, by July 12, 2024.

- 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 FY24 Foundation Year End spending allocations is late July 2024. These entries will flow through to the WebFOCUS HED Report of Actuals, however, manually created reports will need to be updated by the Branch.


RESOURCES

- Branch Campus NMHED Report of Actuals Standard Operating Procedures (SOPs) are posted on the OPBA web page [http://budgetoffice.unm.edu/branch-reporting.html](http://budgetoffice.unm.edu/branch-reporting.html) and are located in the Standard Operating Procedures (SOPs section).

- 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, 2024 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

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OBPA staff can also be reached on Teams
"FY24 Branch_ROA Deadlines" History

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