

William W. & Josephine Dorn Charter Community School
 Account Summary Report- Revenues
 11/30/2018

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
11000-State Equalization Guarantee	\$ 650,048.00	\$ 270,852.40	\$ 379,195.60
14000- Instructional Materials - Cash (50%)	\$ 1,867.00	\$ 1,866.60	\$ 0.40
21000- Food Services	\$ 45,000.00	\$ 4,105.99	\$ 40,894.01
24101- Title I	\$ 16,146.00	\$ 10,209.08	\$ 5,936.92
24106- IDEA-B	\$ 13,486.00	\$ 2,033.74	\$ 11,452.26
24153- ELA	\$ 585.00	\$ -	\$ 585.00
24154- Title II	\$ 2,908.00	\$ 1,448.40	\$ 1,459.60
27155- BAB	\$ 2,179.00	\$ -	\$ 2,179.00
27114- Reads to Lead K-3	\$ 27,750.00	\$ -	\$ 27,750.00
27166- K-3 Plus	\$ 12,007.00	\$ 23,668.79	\$ (11,661.79)
31200- Public School Capital Outlay	\$ 38,707.00	\$ 8,374.75	\$ 30,332.25
31600- HB-33	\$ 38,529.00	\$ 866.34	\$ 37,662.66
31700- SB-9 State Match	\$ 3,173.00	\$ -	\$ 3,173.00
Total	\$ 852,385.00	\$ 323,426.09	\$ 528,958.91

William W. & Josephine
Account Summary Report- Expenditures
11/30/2018

Description	Budget	Actual	Encumbrance	Available
Salaries Expense-Teachers	\$ 188,567.00	\$ 64,884.25	\$ 117,938.86	\$ 5,743.89
Salaries Expense-Kindergarden Teachers	\$ 37,669.00	\$ 7,056.35	\$ 23,991.57	\$ 6,621.08
Additional Compensation	\$ -	\$ 1,190.91	\$ 1,305.81	\$ (2,496.72)
Benefits	\$ 88,652.00	\$ 23,856.92	\$ 45,388.74	\$ 19,406.34
Other Professional/Technical Services	\$ 3,000.00	\$ 1,790.00	\$ 110.00	\$ 1,100.00
Student Travel	\$ 150.00	\$ -	\$ -	\$ 150.00
Other Contract Services	\$ 13,000.00	\$ 104.22	\$ -	\$ 12,895.78
Software	\$ -	\$ 226.72	\$ -	\$ (226.72)
General Supplies and Materials	\$ 2,000.00	\$ 233.85	\$ 596.15	\$ 1,170.00
Supply Assets (\$5,000 or Less)	\$ 32,500.00	\$ -	\$ -	\$ 32,500.00
Function 1000 - Instruction	\$ 365,538.00	\$ 99,343.22	\$ 189,331.13	\$ 76,863.65
Salaries Expense	\$ -	\$ 2,710.60	\$ 8,809.40	\$ (11,520.00)
Benefits	\$ -	\$ 737.48	\$ 2,252.45	\$ (2,989.93)
Diagnosticians - Contracted	\$ 700.00	\$ -	\$ -	\$ 700.00
Speech Therapists Contracted	\$ 3,000.00	\$ 2,280.90	\$ 1,579.29	\$ (860.19)
Occupational Therapists - Contracted	\$ 4,635.00	\$ 1,925.46	\$ 74.54	\$ 2,635.00
Specialists - Contracted	\$ 1,500.00	\$ 646.25	\$ 853.75	\$ -
General Supplies and Materials	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Function 2100 - Support Services-Students	\$ 10,835.00	\$ 8,300.69	\$ 13,569.43	\$ (11,035.12)
Salaries Expense-Principal	\$ 73,660.00	\$ 31,163.88	\$ 42,496.12	\$ -
Benefits	\$ 29,605.00	\$ 11,136.98	\$ 14,879.11	\$ 3,588.91
Auditing	\$ 13,000.00	\$ 8,559.88	\$ -	\$ 4,440.12
Legal	\$ 500.00	\$ -	\$ 500.00	\$ -
Advertising	\$ 125.00	\$ 124.06	\$ 0.94	\$ -
Function 2300 - Support Services-General Admin	\$ 116,890.00	\$ 50,984.80	\$ 57,876.17	\$ 8,029.03
Salaries Expense-Office Manager	\$ 25,000.00	\$ 10,576.94	\$ 14,423.06	\$ -
Benefits	\$ 11,383.00	\$ 2,551.51	\$ 3,474.68	\$ 5,356.81
Other Charges	\$ -	\$ 225.00	\$ -	\$ (225.00)
General Supplies and Materials	\$ 1,136.00	\$ -	\$ -	\$ 1,136.00
Function 2400 - Support Services-School Admin	\$ 37,519.00	\$ 13,353.45	\$ 17,897.74	\$ 6,267.81

Salaries Expense	\$ -	\$ 3.23	\$ 7.57	\$ (10.80)
Other Professional/Technical Services	\$ 59,500.00	\$ 20,703.66	\$ 38,576.24	\$ 220.10
Other Charges	\$ 1,300.00	\$ 1,243.00	\$ 35.00	\$ 22.00
Other Contract Services	\$ 9,000.00	\$ 1,099.28	\$ 7,168.12	\$ 732.60
Software	\$ 12,000.00	\$ 12,124.68	\$ -	\$ (124.68)
General Supplies and Materials	\$ 100.00	\$ -	\$ -	\$ 100.00

Function 2500 - Central Services	\$ 81,900.00	\$ 35,173.85	\$ 45,786.93	\$ 939.22
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Electricity	\$ 8,000.00	\$ 4,823.48	\$ 2,676.52	\$ 500.00
Natural Gas (Buildings)	\$ 2,000.00	\$ 614.00	\$ 1,386.00	\$ -
Water/Sewage	\$ 5,500.00	\$ 1,070.26	\$ 2,929.74	\$ 1,500.00
Communication Services	\$ 5,000.00	\$ 2,214.29	\$ 2,785.71	\$ -
Renting Land and Buildings	\$ 7,205.00	\$ 893.00	\$ -	\$ 6,312.00
Property/Liability Insurance	\$ 12,000.00	\$ 11,591.00	\$ -	\$ 409.00
Other Contract Services	\$ 11,000.00	\$ 3,120.64	\$ 7,824.36	\$ 55.00
General Supplies and Materials	\$ 1,000.00	\$ 212.60	\$ -	\$ 787.40

Function 2600 - Operation & Maintenance of Plant	\$ 51,705.00	\$ 36,846.27	\$ 17,602.33	\$ 9,563.40
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Salaries Expense-Food Service	\$ 12,600.00	\$ 4,221.24	\$ 7,846.14	\$ 532.62
Benefits	\$ 1,061.00	\$ 339.15	\$ 626.10	\$ 95.75
Food	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00

Function 3100 - Food Services Operations	\$ 15,661.00	\$ 4,560.39	\$ 8,472.24	\$ 2,628.37
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Fund 11000 - Operational	\$ 680,048.00	\$ 236,255.67	\$ 350,535.97	\$ 93,256.36
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INSTRUCTIONAL MATERIALS

Instructional Materials Cash - 50% Textbooks	\$ 11,113.00	\$ 2,407.50	\$ -	\$ 8,705.50
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Function 1000 - Instruction	\$ 11,113.00	\$ 2,407.50	\$ -	\$ 8,705.50
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Fund 14000 - Total Instructional Materials Sub-Fund	\$ 11,113.00	\$ 2,407.50	\$ -	\$ 8,705.50
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FOOD SERVICES

Food	\$ 45,000.00	\$ 8,957.20	\$ 33,042.80	\$ 3,000.00
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Function 3100 - Food Services Operations	\$ 45,000.00	\$ 8,957.20	\$ 33,042.80	\$ 3,000.00
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Fund 21000 - Food Services	\$ 45,000.00	\$ 8,957.20	\$ 33,042.80	\$ 3,000.00
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TITLE I

Salaries Expense	\$	12,778.00	\$	5,906.79	\$	7,531.64	\$	(660.43)
Benefits	\$	3,132.00	\$	788.17	\$	600.95	\$	1,742.88

Function 1000 - Instruction	\$	15,910.00	\$	6,694.96	\$	8,132.59	\$	1,082.45
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Other Charges	\$	236.00	\$	76.31	\$	179.08	\$	(19.39)
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Function 2100 - Support Services-Students	\$	236.00	\$	76.31	\$	179.08	\$	(19.39)
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Fund 24101 - Title I - IASA	\$	16,146.00	\$	6,771.27	\$	8,311.67	\$	1,063.06
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IDEA-B

Salaries Expense	\$	11,164.00	\$	-	\$	-	\$	11,164.00
Benefits	\$	2,322.00	\$	-	\$	-	\$	2,322.00

Function 1000 - Instruction	\$	13,486.00	\$	-	\$	-	\$	13,486.00
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Fund 24106 - Entitlement IDEA-B	\$	13,486.00	\$	-	\$	-	\$	13,486.00
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ELA

General Supplies and Materials	\$	585.00	\$	-	\$	300.00	\$	285.00
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Function 1000 - Instruction	\$	585.00	\$	-	\$	300.00	\$	285.00
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Fund 24153 - English Language Acquisition	\$	585.00	\$	-	\$	300.00	\$	285.00
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TITLE II

Additional Compensation	\$	2,908.00	\$	-	\$	-	\$	2,908.00
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Function 1000 - Instruction	\$	2,908.00	\$	-	\$	-	\$	2,908.00
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Fund 24154 - Teacher/Principal Training & Recruiting	\$	2,908.00	\$	-	\$	-	\$	2,908.00
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LIBRARY FUND

Library And Audio-Visual	\$	2,179.00	\$	-	\$	-	\$	2,179.00
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Function 2200 - Support Services-Instruction	\$	2,179.00	\$	-	\$	-	\$	2,179.00
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Fund 27107 - Literacy For Children @ Risk PED	\$	2,179.00	\$	-	\$	-	\$	2,179.00
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New Mexico Reads to Lead K-3

Salaries Expense	\$	23,236.00	\$	-	\$	-	\$	23,236.00
Benefits	\$	4,514.00	\$	-	\$	-	\$	4,514.00

Function 1000 - Instruction	\$	27,750.00	\$	-	\$	-	\$	27,750.00
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Fund 27114 - New Mexico Reads to Lead K-3	\$	27,750.00	\$	-	\$	-	\$	27,750.00
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PSCOC

Renting Land and Buildings \$ 38,707.00 \$ 12,307.00 \$ 26,400.00 \$ -

Function 4000 - Capital Outlay \$ 38,707.00 \$ 12,307.00 \$ 26,400.00 \$ -

Fund 31200 - Public School Capital Outlay \$ 38,707.00 \$ 12,307.00 \$ 26,400.00 \$ -

HB-33

County Tax Collection Costs \$ 996.00 \$ 8.69 \$ - \$ 987.31

Function 2300 - Support Services-General Administration \$ 996.00 \$ 8.69 \$ - \$ 987.31

Supply Assets (\$5,000 or Less) \$ 98,569.00 \$ - \$ - \$ 98,569.00

Function 4000 - Capital Outlay \$ 98,569.00 \$ - \$ - \$ 98,569.00

Fund 31600 - Capital Improvements HB-33 \$ 99,565.00 \$ 8.69 \$ - \$ 99,556.31

SB-9 STATE MATCH

Supply Assets (\$5,000 or Less) \$ 3,173.00 \$ - \$ - \$ 3,173.00

Function 4000 - Capital Outlay \$ 3,173.00 \$ - \$ - \$ 3,173.00

Fund 31700 - Capital Improvements SB-9 \$ 3,173.00 \$ - \$ - \$ 3,173.00

Total \$ 952,667.00 \$ 275,403.09 \$ 419,678.43 \$ 257,585.48

William W. & Josephine
Outstanding Purchase Order Report
11/30/2018

Accounting Cycle: FY2019; PO Type: <All>; Vendor: <All>; Purchase Order: <All>; Account Code Filter: ((Fund) >= '11000') ; Include Tax and Shipping: Yes;
Include Closed POs: No; Show Detail: Yes

PO Number	Vendor Name	Date Issued	PO Amount	Invoiced Amount	Remaining Encumbrance
WJD190002	Ellen Bellamy	7/6/2018	\$ 125.00	\$ -	\$ 125.00
WJD190003	Teachers Tool Box	7/6/2018	\$ 148.00	\$ 125.00	\$ 23.00
WJD190004-1	United South Broadway Corporation	12/10/2018	\$ 26,400.00	\$ -	\$ 26,400.00
WJD190005	Adelina Cruz	7/1/2018	\$ 250.00	\$ -	\$ 250.00
WJD190007	Bremmany, LLC	7/1/2018	\$ 448.60	\$ -	\$ 448.60
WJD190008	Staples	7/1/2018	\$ 240.15	\$ -	\$ 240.15
WJD190010	The Vigil Group, LLC	7/1/2018	\$ 57,915.00	\$ 19,338.76	\$ 38,576.24
WJD190011	ABCWUA	7/1/2018	\$ 4,000.00	\$ 1,070.26	\$ 2,929.74
WJD190012	City of Albuquerque	7/1/2018	\$ 155.00	\$ 120.00	\$ 35.00
WJD190013	PNM	7/1/2018	\$ 7,500.00	\$ 4,823.48	\$ 2,676.52
WJD190014	New Mexico Gas Company	7/1/2018	\$ 2,000.00	\$ 614.00	\$ 1,386.00
WJD190015	Century Link	7/1/2018	\$ 5,000.00	\$ 2,214.29	\$ 2,785.71
WJD190017	Wisconsin Center for Education Products and Services	7/12/2018	\$ 106.00	\$ -	\$ 106.00
WJD190019	Bremmany, LLC	7/12/2018	\$ 10,780.00	\$ 3,120.64	\$ 7,659.36
WJD190020	Active Computer Solutions	7/12/2018	\$ 1,500.00	\$ 269.06	\$ 1,230.94
WJD190021	Matthews Fox	7/12/2018	\$ 500.00	\$ -	\$ 500.00
WJD190022	Document Technologies	7/12/2018	\$ 4,000.00	\$ -	\$ 4,000.00
WJD190023	ACES	7/12/2018	\$ 42,000.00	\$ 8,957.20	\$ 33,042.80
WJD190024	Ellen Bellamy	7/12/2018	\$ 100.00	\$ -	\$ 100.00
WJD190025	Andrea Gallegos	7/12/2018	\$ 300.00	\$ -	\$ 300.00
WJD190026	Staples	7/12/2018	\$ 300.00	\$ 78.80	\$ 221.20
WJD190027	Penny Saver	7/12/2018	\$ 125.00	\$ 124.06	\$ 0.94
WJD190028-1	Joan Wilson	10/1/2018	\$ 2,000.00	\$ 420.71	\$ 1,579.29
WJD190029	C. Dayne Williams	7/12/2018	\$ 2,000.00	\$ 1,925.46	\$ 74.54
WJD190030	Teachers Tool Box	7/12/2018	\$ 200.00	\$ 31.05	\$ 168.95
WJD190032	ACES	7/12/2018	\$ 1,500.00	\$ 1,390.00	\$ 110.00
WJD190033	Lopez Carpet & Tile Cleaning	7/12/2018	\$ 165.00	\$ -	\$ 165.00
WJD190037	Juan Gonzalez	8/16/2018	\$ 130.00	\$ 128.76	\$ 1.24
WJD190042	Accountability and Compliance	8/30/2018	\$ 2,767.40	\$ 830.22	\$ 1,937.18
WJD190044	Ellen Bellamy	9/26/2018	\$ 225.00	\$ 45.92	\$ 179.08
WJD190045	Henry Douglas	10/8/2018	\$ 1,500.00	\$ 646.25	\$ 853.75
Total			\$ 174,380.15	\$ 46,273.92	\$ 128,106.23

William W. & Josephine
Bank Register Report
11/30/2018

Bank: <All>; Bank Account: <All>; Begin Date: 11/1/2018; End Date: 11/30/2018; Status: Non-Void

Bank	Account Number
Bank of Albuquerque	XXXXXXXX8708

Date	Number	Type	Payee/From	Deposit	Withdrawal
11/1/2018			Beginning Balance		
11/1/2018	11-001	Cash Receipts	USDA August 2018	\$ 4,105.99	
11/8/2018		Payroll Liability	NMPSIA New Mexico Public Insu		\$ 3,513.86
11/9/2018		Payroll Liability	Bank of Albuquerque		\$ 9,791.99
11/9/2018		Payroll Liability	NM Retiree Health Care Authori		\$ 748.94
11/13/2018	11-002	Cash Receipts	SEG November 2018	\$ 54,170.48	
11/13/2018	2490	Accounts Payable	ACES		\$ 417.00
11/13/2018	2491	Accounts Payable	ABCWUA		\$ 142.47
11/13/2018	2492	Accounts Payable	C. Dayne Williams		\$ 310.14
11/13/2018	2493	Accounts Payable	Century Link		\$ 101.18
11/13/2018	2494	Accounts Payable	Joan Wilson		\$ 420.71
11/13/2018	2495	Accounts Payable	Moss Adams LLP		\$ 8,559.88
11/13/2018	2496	Accounts Payable	Staples		\$ 3.80
11/13/2018	2497	Accounts Payable	The Vigil Group, LLC		\$ 4,834.69
11/14/2018		Payroll Liability	IRS -Internal Revenue Service		\$ 2,649.93
11/15/2018		Payroll Liability	NM Educational Retirement Boar		\$ 6,032.60
11/15/2018		Payroll Liability	NMTaxation & Revenue - CRS		\$ 369.44
11/15/2018	00007001	Adjustment	Bank Fee November 2018; Temp T		\$ 68.89
11/20/2018	11-003	Cash Receipts	HB-33	\$ 56.84	
11/20/2018	2499	Accounts Payable	ACES		\$ 139.00
11/20/2018	2501	Accounts Payable	New Mexico Coalition for Chart		\$ 225.00
11/21/2018		Payroll Liability	Bank of Albuquerque		\$ 9,791.99
11/21/2018	2498	Payroll	Griffin, Stella		\$ 0.93
11/26/2018		Payroll Liability	IRS -Internal Revenue Service		\$ 2,650.07
11/26/2018	2502	Accounts Payable	Ellen Bellamy		\$ 212.60
11/27/2018	11-004	Cash Receipts	Title I	\$ 3,587.95	
11/28/2018	2503	Accounts Payable	NMASBO		\$ 150.00
11/29/2018	11-005	Cash Receipts	HB-33	\$ 21.00	
11/30/2018			Ending Balance		
Subtotal				\$ 61,942.26	\$ 51,135.11

William W. & Josephine
Bank Reconciliation Report
11/30/2018

GL Reconciliation

	Bank Reconciliation	+	Outstanding	=	ExpectedGL	-	ActualGL	=	Difference
Beginning Balance	\$ 140,922.65	+	\$ (3,728.05)	=	\$ 137,194.60	-	\$ 137,194.60	=	\$ -
Deposits/Debits	\$ 61,942.26	+	\$ -	=	\$ 61,942.26	-	\$ 74,461.86	=	\$ (12,519.60)
Withdrawals/Credits	\$ (45,350.27)	+	\$ (5,784.84)	=	\$ (51,135.11)	-	\$ (63,654.71)	=	\$ 12,519.60
Total	\$ 157,514.64		\$ (9,512.89)		\$ 148,001.75		\$ 148,001.75		\$ -

Outstanding

Last Reconciled	Beginning Balance	Statement Date
11/1/2018	\$ (3,728.05)	11/30/2018

Date	Source Document	Item Nu	Description	Deposit	Withdrawal
6/28/2018	APV180047	2417	Herrera Coaches INC	\$ 798.28	
11/13/2018	APV190013	2495	Moss Adams LLP	\$ 8,559.88	
11/13/2018	APV190013	2496	Staples	\$ 3.80	
11/21/2018	PR190035	2498	Griffin, Stella	\$ 0.93	
11/28/2018	APV190016	2503	NMASBO	\$ 150.00	
Subtotal				\$ -	\$ 9,512.89

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: 001-782-1819-0004-T
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Transfer

Fiscal Year: 2018-2019

Entity Name: William W. & Josephine Dorn Charter Comm
School

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

Contact: Zach Kirchgessner, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7721

Email: zach@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2018 12:00AM	To: Jun 30 2019 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$31,000	(\$14,600)	\$16,400	
11000 Operational	2100 Support Services-Students	51100 Salaries Expense	0000 No Program	1211 Coordinator/Subject Matter Specialist		\$11,600	\$11,600	0.80
11000 Operational	2100 Support Services-Students	52111 Educational Retirement	0000 No Program	0000 No Job Class		\$1,602	\$1,602	
11000 Operational	2100 Support Services-Students	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class		\$231	\$231	
11000 Operational	2100 Support Services-Students	52210 FICA Payments	0000 No Program	0000 No Job Class		\$715	\$715	
11000 Operational	2100 Support Services-Students	52220 Medicare Payments	0000 No Program	0000 No Job Class		\$168	\$168	
11000 Operational	2100 Support Services-Students	52312 Life	0000 No Program	0000 No Job Class		\$40	\$40	
11000 Operational	2100 Support Services-Students	52313 Dental	0000 No Program	0000 No Job Class		\$165	\$165	
11000 Operational	2100 Support Services-Students	52314 Vision	0000 No Program	0000 No Job Class		\$32	\$32	
11000 Operational	2100 Support Services-Students	52500 Unemployment Compensation	0000 No Program	0000 No Job Class		\$39	\$39	
11000 Operational	2100 Support Services-Students	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class		\$8	\$8	
Sub Total						\$0		0.80
					Indirect Cost			
					DOC. TOTAL	\$0		

Justification:

To match budget to current expenditures.

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.

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: 001-782-1819-0005-M

Fund Type: Flowthrough

Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: William W. & Josephine Dorn Charter Comm School

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

Contact: Zach Kirchgessner, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7721

Email: zach@vigilgroup.net

FLOWTHROUGH ONLY	Budget Period: 07/01/2018	To: 06/30/2019
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24106 Entitlement IDEA-B	1000 Instruction	51100 Salaries Expense	2000 Special Programs	1412 Teachers-Special Education	\$11,164	(\$5,000)	\$6,164	
24106 Entitlement IDEA-B	1000 Instruction	51300 Additional Compensation	2000 Special Programs	1412 Teachers-Special Education		\$5,000	\$5,000	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

Per Stipend as determined by Governance Council.

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.