



CAPITAN MUNICIPAL SCHOOLS

Home of the Tigers

Memo

To: Board of Education

From: Jamie Shepperd

Date: 8/14/2025

Re: 11000-2300 BAR

Message

Attached is a Maintenance BAR for fund 11000, Operational – General Administration Services.

CAPITAN MUNICIPAL SCHOOLS *To Lead, Educate, and Prepare All Students*

Located in 150 Forest, Capitan, NM 88316 • **Mailing Address** PO Box 278, Capitan, NM 88316 • **Phone** (575) 354 8500 • **Fax** (575) 354 8505



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: 040-000-2425-0081-M
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Maintenance

Fiscal Year: 2024-2025
Adjustment Changes Intent/Scope of Program Yes or No?: No
Total Approved Budget (Flowthrough):

Entity Name: Capitan Municipal Schools
Contact: Jamie Shepperd, Chief Financial Officer
Phone: 575-354-8514
Email: jamie.shepperd@capitantigers.org

FLOWTHROUGH ONLY	Budget Period: 2024-07-01	To: 2025-06-30
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2300 Support Services-General Administration	56119 Supply Assets (\$5,000 or less).	0000 No Program	040000 CAPITAN DISTRICT OFF	0000 No Job Class	\$50,000.00	(\$7,787.70)	\$42,212.30	
11000 Operational	2300 Support Services-General Administration	51300 Additional Compensation	0000 No Program	040000 CAPITAN DISTRICT OFF	1511 Data Processing	\$10,070.00	\$302.00	\$10,372.00	
11000 Operational	2300 Support Services-General Administration	52111 Educational Retirement	0000 No Program	040000 CAPITAN DISTRICT OFF	1217 Secretarial/Clerical/Technical Assistants	\$6,129.00	\$16.45	\$6,145.45	
11000 Operational	2300 Support Services-General Administration	52312 Life	0000 No Program	040000 CAPITAN DISTRICT OFF	1217 Secretarial/Clerical/Technical Assistants	\$11.00	\$0.04	\$11.04	
11000 Operational	2300 Support Services-General Administration	52313 Dental	0000 No Program	040000 CAPITAN DISTRICT OFF	1217 Secretarial/Clerical/Technical Assistants	\$691.00	\$21.72	\$712.72	
11000 Operational	2300 Support Services-General Administration	53330 Professional Development	0000 No Program	040000 CAPITAN DISTRICT OFF	0000 No Job Class	\$3,459.00	\$2,930.94	\$6,389.94	
11000 Operational	2300 Support Services-General Administration	53411 Auditing	0000 No Program	040000 CAPITAN DISTRICT OFF	0000 No Job Class	\$26,429.00	\$3,649.82	\$30,078.82	
11000 Operational	2300 Support Services-General Administration	53711 Other Charges	0000 No Program	040000 CAPITAN DISTRICT OFF	0000 No Job Class	\$8,789.00	\$173.76	\$8,962.76	
11000 Operational	2300 Support Services-General Administration	55400 Advertising	0000 No Program	040000 CAPITAN DISTRICT OFF	0000 No Job Class	\$348.00	\$522.96	\$870.96	
11000 Operational	2300 Support Services-General Administration	55915 Other Contract Services	0000 No Program	040000 CAPITAN DISTRICT OFF	0000 No Job Class	\$2,688.00	\$170.01	\$2,858.01	
Sub Total							\$0.00		
Indirect Cost									
DOC. TOTAL							\$0.00		

Justification:

EOY Maintenance

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: 7/31/2025

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.

Approvals by Digital Signature

<u>Name</u>	<u>Role</u>	<u>Date</u>
Jamie Shepperd	Business Manager	7/31/2025 10:49:25 AM
Vance Lee	Superintendent	7/31/2025 11:51:46 AM
Jamie Shepperd	Local / Governance Board	7/31/2025 12:46:22 PM

11000.2300.51100.0000.040000.1111	\$13,186.00	
11000.2300.51100.0000.040000.1217	\$0.09	
11000.2300.51100.0000.040000.1511	\$21,929.00	
11000.2300.51300.0000.040000.1217	\$0.00	
11000.2300.51300.0000.040000.1511	(\$302.00)	\$302.00 ✓
11000.2300.52111.0000.040000.1111	\$0.09	
11000.2300.52111.0000.040000.1217	(\$16.45)	\$16.45 ✓
11000.2300.52111.0000.040000.1511	\$4,252.00	
11000.2300.52112.0000.040000.1111	\$1.16	
11000.2300.52112.0000.040000.1217	\$1.72	
11000.2300.52112.0000.040000.1511	\$469.00	
11000.2300.52210.0000.040000.1111	\$31.23	
11000.2300.52210.0000.040000.1217	\$66.94	
11000.2300.52210.0000.040000.1511	\$1,434.85	
11000.2300.52220.0000.040000.1111	\$8.41	
11000.2300.52220.0000.040000.1217	\$17.42	
11000.2300.52220.0000.040000.1511	\$336.52	
11000.2300.52311.0000.040000.1111	\$666.84	
11000.2300.52311.0000.040000.1217	\$1,062.24	
11000.2300.52312.0000.040000.1111	\$0.08	
11000.2300.52312.0000.040000.1217	(\$0.04)	\$0.04 ✓
11000.2300.52312.0000.040000.1511	\$8.00	
11000.2300.52313.0000.040000.1111	\$26.28	
11000.2300.52313.0000.040000.1217	(\$21.72)	\$21.72 ✓
11000.2300.52313.0000.040000.1511	\$170.00	
11000.2300.52314.0000.040000.1111	\$1.60	
11000.2300.52314.0000.040000.1217	\$1.68	
11000.2300.52314.0000.040000.1511	\$37.00	
11000.2300.52500.0000.040000.1111	\$0.00	
11000.2300.52500.0000.040000.1217	\$0.00	
11000.2300.52500.0000.040000.1511	\$0.00	
11000.2300.52710.0000.040000.1111	\$252.02	
11000.2300.52720.0000.040000.1111	\$0.80	
11000.2300.52720.0000.040000.1217	\$0.44	
11000.2300.52720.0000.040000.1511	\$6.80	
11000.2300.52914.0000.040000.1511	\$1,450.00	
11000.2300.53330.0000.040000.0000	(\$2,930.94)	\$2,930.94 ✓

11000.2300.53411.0000.040000.0000	(\$3,649.82)	\$3,649.82 ✓
11000.2300.53412.0000.040000.0000	\$29,955.56	
11000.2300.53413.0000.040000.0000	\$15,050.45	
11000.2300.53711.0000.040000.0000	(\$173.76)	\$173.76 ✓
11000.2300.53712.0000.040000.0000	\$1,095.00	
11000.2300.55400.0000.040000.0000	(\$522.96)	\$522.96 ✓
11000.2300.55811.0000.040000.0000	\$750.00	
11000.2300.55812.0000.040000.0000	\$105.98	
11000.2300.55813.0000.040000.0000	\$114.15	
11000.2300.55915.0000.040000.0000	(\$170.01)	\$170.01
11000.2300.56115.0000.040000.0000	\$20.00	
11000.2300.56118.0000.040000.0000	\$49,815.14	
11000.2300.56119.0000.040000.0000	\$49,225.00	(\$7,787.70)
		\$0.00