



CAPITAN MUNICIPAL SCHOOLS

Home of the Tigers

Memo

To: Board of Education

From: Jamie Shepperd

Date: 7/17/2025

Re: 15200 BAR

Message

Attached is a Transfer BAR for fund 15200, Local Revenue Operational.

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: 040-000-2425-0064-T

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Transfer

Fiscal Year: 2024-2025

Entity Name: Capitan Municipal Schools

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

Contact: Jamie Shepperd, Chief Financial Officer

Total Approved Budget (Flowthrough):

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
15200 Local Revenue Operation al	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (PreK-12) Programs	040000 CAPITAN DISTRICT OFF	0000 No Job Class	\$48,342.84	(\$33,000.00)	\$15,342.84	
15200 Local Revenue Operation al	1000 Instruction	56119 Supply Assets (\$5,000 or less).	1010 Regular Education (PreK-12) Programs	040000 CAPITAN DISTRICT OFF	0000 No Job Class	\$48,342.84	(\$33,000.00)	\$15,342.84	
15200 Local Revenue Operation al	1000 Instruction	57331 Fixed Assets (more than \$5,000)	1010 Regular Education (PreK-12) Programs	040000 CAPITAN DISTRICT OFF	0000 No Job Class	\$48,092.99	(\$34,000.00)	\$14,092.99	
15200 Local Revenue Operation al	4000 Capital Outlay	57200 Buildings Purchase	0000 No Program	040000 CAPITAN DISTRICT OFF	0000 No Job Class	\$3,228.64	\$100,000.00	\$103,228.64	
Sub Total							\$0.00		
Indirect Cost									
DOC. TOTAL							\$0.00		

Justification:

Building payment to NMFA.

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.

Approvals by Digital Signature

Name

Jamie Shepperd

Role

Business Manager

Date

6/25/2025 5:24:42 PM

Capitan Municipal Schools

ALL FUNDS

Fiscal Year: 2024-2025

From Date: 7/1/2024 To Date: 6/30/2025

- ☐ Include pre encumbrance
☐ Exclude inactive accounts with zero balance
☐ Print accounts with zero balance
☒ Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
13000.2700.54415.0000.040000.0000	WATER/SEWAGE	\$600.00	\$0.00	\$600.00	\$448.85	\$448.85	\$151.15	\$151.15	\$0.00	0.00%
13000.2700.54416.0000.040000.0000	COMMUNICATIONS	\$792.00	\$0.00	\$792.00	\$792.00	\$792.00	\$0.00	\$0.00	\$0.00	0.00%
13000.2700.54610.0000.040000.0000	RENTS & LEASES	\$18,000.00	\$0.00	\$18,000.00	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$0.00	0.00%
13000.2700.55200.0000.040000.0000	PROPERTY / LIABILITY INSURANCE	\$13,156.00	\$0.00	\$13,156.00	\$13,227.89	\$13,227.89	(\$71.89)	\$0.00	(\$71.89)	-0.55%
13000.2700.55813.0000.040000.0000	EMPLOYEE TRAVEL	\$700.00	\$0.00	\$700.00	\$255.55	\$255.55	\$444.45	\$444.45	\$0.00	0.00%
13000.2700.55816.0000.040000.0000	BUS DRIVER IN-SERVICE TRAINING	\$650.00	\$0.00	\$650.00	\$0.00	\$0.00	\$650.00	\$0.00	\$650.00	100.00%
13000.2700.55915.0000.040000.0000	OTHER CONTRACT SERVICES	\$39,087.00	\$0.00	\$39,087.00	\$15,648.72	\$15,648.72	\$23,438.28	\$28,151.28	(\$4,713.00)	-12.06%
13000.2700.55916.0000.040000.0000	BUS INSPECTIONS	\$1,518.00	\$0.00	\$1,518.00	\$1,361.32	\$1,361.32	\$156.68	\$0.00	\$156.68	10.32%
13000.2700.56118.0000.040000.0000	GENERAL SUPPLIES & MATERIALS	\$10,204.00	\$0.00	\$10,204.00	\$4,709.92	\$4,709.92	\$5,494.08	\$104.40	\$5,389.68	52.82%
13000.2700.56119.0000.040000.0000	SUPPLY ASSETS (\$5,000 OR LESS)	\$11,305.00	\$0.00	\$11,305.00	\$0.00	\$0.00	\$11,305.00	\$0.00	\$11,305.00	100.00%
13000.2700.56212.0000.040000.0000	DIESEL FUEL	\$46,828.43	\$0.00	\$46,828.43	\$21,993.13	\$21,993.13	\$24,835.30	\$10,378.39	\$14,256.91	30.58%
13000.2700.57331.0000.040000.0000	FIXED ASSETS (\$5000 & OVER)	\$8,696.07	\$0.00	\$8,696.07	\$0.00	\$0.00	\$8,696.07	\$0.00	\$8,696.07	100.00%
FUNCTION: STUDENT TRANSPORTATION - 2700		\$414,481.00	\$0.00	\$414,481.00	\$330,354.65	\$330,354.65	\$84,126.35	\$52,080.13	\$32,046.22	7.73%
FUND: PUPIL TRANSPORTATION - 13000		\$414,481.00	\$0.00	\$414,481.00	\$330,354.65	\$330,354.65	\$84,126.35	\$52,080.13	\$32,046.22	7.73%
15200.1000.56118.1010.040000.0000	GENERAL SUPPLIES AND MATERIALS	\$48,342.84	\$0.00	\$48,342.84	\$0.00	\$0.00	\$48,342.84	\$0.00	\$48,342.84	100.00%
15200.1000.56119.1010.040000.0000	SUPPLY ASSETS (\$5,000 OR LESS)	\$48,342.84	\$0.00	\$48,342.84	\$0.00	\$0.00	\$48,342.84	\$0.00	\$48,342.84	100.00%
15200.1000.57331.1010.040000.0000	FIXED ASSETS (MORE THAN \$5,000)	\$48,092.99	\$0.00	\$48,092.99	\$0.00	\$0.00	\$48,092.99	\$0.00	\$48,092.99	100.00%
FUNCTION: INSTRUCTION - 1000		\$144,778.67	\$0.00	\$144,778.67	\$0.00	\$0.00	\$144,778.67	\$0.00	\$144,778.67	100.00%
15200.2300.53712.0000.040000.0000	COUNTY TAX COLLECTION COSTS	\$1,462.41	\$0.00	\$1,462.41	\$1,368.32	\$1,368.32	\$94.09	\$0.00	\$94.09	6.43%
TON: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300		\$1,462.41	\$0.00	\$1,462.41	\$1,368.32	\$1,368.32	\$94.09	\$0.00	\$94.09	6.43%
15200.4000.57200.0000.040000.0000	BUILDINGS	\$0.00	\$3,228.64	\$3,228.64	\$0.00	\$0.00	\$3,228.64	\$0.00	\$3,228.64	100.00%
ACTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000		\$0.00	\$3,228.64	\$3,228.64	\$0.00	\$0.00	\$3,228.64	\$0.00	\$3,228.64	100.00%
FUND: LOCAL REVENUE OPERATIONAL - 15200		\$146,241.08	\$3,228.64	\$149,469.72	\$1,368.32	\$1,368.32	\$148,101.40	\$0.00	\$148,101.40	99.08%
21000.3100.53711.0000.040000.0000	OTHER CHARGES	\$1,389.00	\$0.00	\$1,389.00	\$903.15	\$903.15	\$485.85	\$0.00	\$485.85	34.98%
21000.3100.55915.0000.040000.0000	OTHER CONTRACT SERVICES	\$394,612.07	\$0.00	\$394,612.07	\$262,406.76	\$262,406.76	\$132,205.31	\$89,575.28	\$42,630.03	10.80%
21000.3100.56113.0000.040000.0000	SOFTWARE	\$10,325.00	\$0.00	\$10,325.00	\$357.50	\$357.50	\$9,967.50	\$0.00	\$9,967.50	96.54%
21000.3100.56116.0000.040000.0000	FOOD	\$10,500.00	\$0.00	\$10,500.00	\$72.20	\$72.20	\$10,427.80	\$0.00	\$10,427.80	99.31%
21000.3100.56117.0000.040000.0000	NON-FOOD	\$10,156.00	\$0.00	\$10,156.00	\$320.60	\$320.60	\$9,835.40	\$0.00	\$9,835.40	96.84%
21000.3100.56118.0000.040000.0000	GENERAL SUPPLIES & MATERIALS	\$10,565.00	\$0.00	\$10,565.00	\$277.19	\$277.19	\$10,287.81	\$0.00	\$10,287.81	97.38%
FUNCTION: FOOD SERVICES OPERATIONS - 3100		\$437,547.07	\$0.00	\$437,547.07	\$264,337.40	\$264,337.40	\$173,209.67	\$89,575.28	\$83,634.39	19.11%
FUND: FOOD SERVICES - 21000		\$437,547.07	\$0.00	\$437,547.07	\$264,337.40	\$264,337.40	\$173,209.67	\$89,575.28	\$83,634.39	19.11%
21100.3100.55915.0000.040000.0000	OTHER CONTRACT SERVICES	\$161,477.00	\$0.00	\$161,477.00	\$112,307.49	\$112,307.49	\$49,169.51	\$36,066.51	\$13,103.00	8.11%