



# CAPITAN MUNICIPAL SCHOOLS

Home of the Tigers

## Memo

**To:** Board of Education

**From:** Jamie Shepperd

**Date:** 8/14/2025

**Re:** 11000-2500 BAR

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### Message

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

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: 040-000-2425-0084-M

Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2024-2025

Entity Name: Capitan Municipal Schools

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

Contact: Angela Corliss, Business Support Specialist

Total Approved Budget (Flowthrough):

Phone: 575-354-8512

Email: angela.corliss@capitantigers.org

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

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2500 Central Services	56119 Supply Assets (\$5,000 or less)	0000 No Program	040000 CAPITAN DISTRICT OFF	0000 No Job Class	\$50,226.00	(\$316.99)	\$49,909.01	
11000 Operational	2500 Central Services	52313 Dental	4020 Alternative and At-Risk Programs	040000 CAPITAN DISTRICT OFF	1115 Assoc. Supt.-Fin./Bus. Mgr.		\$13.32	\$13.32	
11000 Operational	2500 Central Services	52313 Dental	0000 No Program	040000 CAPITAN DISTRICT OFF	1217 Secretarial/Clerical/Technical Assistants	\$266.00	\$8.08	\$274.08	
11000 Operational	2500 Central Services	53711 Other Charges	0000 No Program	040000 CAPITAN DISTRICT OFF	0000 No Job Class	\$871.00	\$295.59	\$1,166.59	
Sub Total							\$0.00		
Indirect Cost									
<b>DOC. TOTAL</b>							<b>\$0.00</b>		

**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.

<b>Approvals by Digital Signature</b>		
Name	Role	Date
Angela Corliss	Business Manager	7/31/2025 11:33:10 AM
Vance Lee	Superintendent	7/31/2025 11:50:57 AM
Jamie Shepperd	Local / Governance Board	7/31/2025 12:47:05 PM

11000.2500.51100.0000.040000.1115	\$0.00	
11000.2500.51100.0000.040000.1217	\$30,001.25	
11000.2500.51100.0000.040000.1220	\$1.10	
11000.2500.52111.0000.040000.1115	\$1.06	
11000.2500.52111.0000.040000.1217	\$27.36	
11000.2500.52111.0000.040000.1220	\$10.59	
11000.2500.52112.0000.040000.1115	\$0.52	
11000.2500.52112.0000.040000.1217	\$1.28	
11000.2500.52112.0000.040000.1220	\$0.40	
11000.2500.52210.0000.040000.1115	\$35.55	
11000.2500.52210.0000.040000.1217	\$4.96	
11000.2500.52210.0000.040000.1220	\$1.13	
11000.2500.52220.0000.040000.1115	\$8.80	
11000.2500.52220.0000.040000.1217	\$1.80	
11000.2500.52220.0000.040000.1220	\$1.32	
11000.2500.52311.0000.040000.1115	\$746.64	
11000.2500.52311.0000.040000.1217	\$270.40	
11000.2500.52312.0000.040000.1115	\$0.08	
11000.2500.52312.0000.040000.1217	\$0.28	
11000.2500.52312.0000.040000.1220	\$0.24	
11000.2500.52313.0000.040000.1115	(\$13.32)	\$13.32 ✓
11000.2500.52313.0000.040000.1217	(\$8.08)	\$8.08 ✓
11000.2500.52314.0000.040000.1115	\$1.60	
11000.2500.52314.0000.040000.1217	\$1.16	
11000.2500.52500.0000.040000.1115	\$0.00	
11000.2500.52500.0000.040000.1217	\$0.00	
11000.2500.52500.0000.040000.1220	\$0.00	
11000.2500.52710.0000.040000.1217	\$377.99	
11000.2500.52720.0000.040000.1115	\$0.80	
11000.2500.52720.0000.040000.1217	\$0.52	
11000.2500.52720.0000.040000.1220	\$0.28	
11000.2500.53330.0000.040000.0000	\$2,791.02	
11000.2500.53711.0000.040000.0000	(\$295.59)	\$295.59 ✓
11000.2500.55813.0000.040000.0000	\$554.66	
11000.2500.56113.0000.040000.0000	\$46,257.80	
11000.2500.56118.0000.040000.0000	\$48,878.22	

11000.2500.56119.0000.040000.0000 \$50,226.00 (\$316.99) ✓

11000.2500.57331.0000.040000.0000 \$50,000.00  
\$0.00