



CAPITAN MUNICIPAL SCHOOLS

Home of the Tigers

Memo

To: Board of Education

From: Jamie Shepperd

Date: 8/14/2025

Re: 11000-2400 BAR

Message

Attached is a Maintenance BAR for fund 11000, Operational – School 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: 040-000-2425-0082-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

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	2400 Support Services-School Administration	56118 General Supplies and Materials	0000 No Program	040000 CAPITAN DISTRICT OFF	0000 No Job Class	\$50,028.00	(\$13,771.35)	\$36,256.65	
11000 Operational	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	040034 Capitan High	1217 Secretarial/Clerical/Technical Assistants	\$14,656.00	\$1,324.12	\$15,980.12	
11000 Operational	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	040036 Capitan Middle	1217 Secretarial/Clerical/Technical Assistants	\$14,655.00	\$1,324.88	\$15,979.88	
11000 Operational	2400 Support Services-School Administration	51300 Additional Compensation	0000 No Program	040033 Capitan Elementary	1217 Secretarial/Clerical/Technical Assistants	\$4,135.00	\$3,649.00	\$7,784.00	
11000 Operational	2400 Support Services-School Administration	52111 Educational Retirement	0000 No Program	040034 Capitan High	1217 Secretarial/Clerical/Technical Assistants	\$2,672.00	\$228.42	\$2,900.42	
11000 Operational	2400 Support Services-School Administration	52111 Educational Retirement	0000 No Program	040036 Capitan Middle	1217 Secretarial/Clerical/Technical Assistants	\$2,672.00	\$228.35	\$2,900.35	
11000 Operational	2400 Support Services-School Administration	52112 ERA - Retiree Health	0000 No Program	040034 Capitan High	1217 Secretarial/Clerical/Technical Assistants	\$294.00	\$25.54	\$319.54	
11000 Operational	2400 Support Services-School Administration	52112 ERA - Retiree Health	0000 No Program	040036 Capitan Middle	1217 Secretarial/Clerical/Technical Assistants	\$294.00	\$25.60	\$319.60	
11000 Operational	2400 Support Services-School Administration	52210 FICA Payments	0000 No Program	040033 Capitan Elementary	1112 Principals		\$5,663.92	\$5,663.92	
11000 Operational	2400 Support Services-School Administration	52210 FICA Payments	0000 No Program	040033 Capitan Elementary	1217 Secretarial/Clerical/Technical Assistants		\$240.55	\$240.55	
11000 Operational	2400 Support Services-School Administration	52210 FICA Payments	0000 No Program	040034 Capitan High	1112 Principals	\$3,516.00	\$111.31	\$3,627.31	
11000 Operational	2400 Support Services-School Administration	52210 FICA Payments	0000 No Program	040036 Capitan Middle	1112 Principals	\$3,516.00	\$111.08	\$3,627.08	
11000 Operational	2400 Support Services-School Administration	52210 FICA Payments	0000 No Program	040036 Capitan Middle	1217 Secretarial/Clerical/Technical Assistants	\$905.00	\$80.85	\$985.85	
11000 Operational	2400 Support Services-School Administration	52210 FICA Payments	0000 No Program	040034 Capitan High	1217 Secretarial/Clerical/Technical Assistants	\$905.00	\$80.76	\$985.76	

11000 Operational	2400 Support Services-School Administration	52220 Medicare Payments	0000 No Program	040034 Capitan High	1112 Principals	\$823.00	\$25.24	✓ \$848.24	
11000 Operational	2400 Support Services-School Administration	52220 Medicare Payments	0000 No Program	040036 Capitan Middle	1112 Principals	\$823.00	\$25.24	✓ \$848.24	
11000 Operational	2400 Support Services-School Administration	52220 Medicare Payments	0000 No Program	040036 Capitan Middle	1217 Secretarial/Cler ical/Technical Assistants	\$213.00	\$17.49	✓ \$230.49	
11000 Operational	2400 Support Services-School Administration	52220 Medicare Payments	0000 No Program	040034 Capitan High	1217 Secretarial/Cler ical/Technical Assistants	\$213.00	\$17.58	✓ \$230.58	
11000 Operational	2400 Support Services-School Administration	52312 Life	0000 No Program	040034 Capitan High	1217 Secretarial/Cler ical/Technical Assistants	\$7.00	\$0.54	✓ \$7.54	
11000 Operational	2400 Support Services-School Administration	52312 Life	0000 No Program	040036 Capitan Middle	1217 Secretarial/Cler ical/Technical Assistants	\$7.00	\$0.54	✓ \$7.54	
11000 Operational	2400 Support Services-School Administration	52313 Dental	0000 No Program	040033 Capitan Elementary	1112 Principals	\$647.00	\$21.04	✓ \$668.04	
11000 Operational	2400 Support Services-School Administration	52313 Dental	0000 No Program	040034 Capitan High	1112 Principals		\$111.76	✓ \$111.76	
11000 Operational	2400 Support Services-School Administration	52313 Dental	0000 No Program	040034 Capitan High	1217 Secretarial/Cler ical/Technical Assistants		\$11.24	✓ \$11.24	
11000 Operational	2400 Support Services-School Administration	52313 Dental	0000 No Program	040036 Capitan Middle	1217 Secretarial/Cler ical/Technical Assistants		\$11.22	✓ \$11.22	
11000 Operational	2400 Support Services-School Administration	52314 Vision	0000 No Program	040034 Capitan High	1217 Secretarial/Cler ical/Technical Assistants	\$71.00	\$1.32	✓ \$72.32	
11000 Operational	2400 Support Services-School Administration	52314 Vision	0000 No Program	040036 Capitan Middle	1217 Secretarial/Cler ical/Technical Assistants	\$71.00	\$1.10	✓ \$72.10	
11000 Operational	2400 Support Services-School Administration	52500 Unemployment Compensation	0000 No Program	040036 Capitan Middle	1217 Secretarial/Cler ical/Technical Assistants	\$40.49	\$40.49	✓ \$80.98	
11000 Operational	2400 Support Services-School Administration	53330 Professional Development	0000 No Program	040034 Capitan High	0000 No Job Class	\$834.00	\$25.69	✓ \$859.69	
11000 Operational	2400 Support Services-School Administration	55813 Employee Travel - Non- Teachers	0000 No Program	040000 CAPITAN DISTRICT OFF	0000 No Job Class	\$407.00	\$47.58	✓ \$454.58	
11000 Operational	2400 Support Services-School Administration	55915 Other Contract Services	0000 No Program	040034 Capitan High	0000 No Job Class		\$318.90	\$318.90	
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>
Angela Corliss	Business Manager	7/31/2025 11:29:38 AM
Vance Lee	Superintendent	7/31/2025 11:51:12 AM
Jamie Shepperd	Local / Governance Board	7/31/2025 12:46:38 PM

11000.2400.51100.0000.040033.1112	\$22,930.00	
11000.2400.51100.0000.040033.1217	\$23,316.00	
11000.2400.51100.0000.040034.1112	\$1.88	
11000.2400.51100.0000.040034.1217	(\$1,324.12)	\$1,324.12 ✓
11000.2400.51100.0000.040036.1112	\$1.12	
11000.2400.51100.0000.040036.1217	(\$1,324.88)	\$1,324.88 ✓
11000.2400.51300.0000.040033.1112	\$1.00	
11000.2400.51300.0000.040033.1217	(\$3,649.00)	\$3,649.00 ✓
11000.2400.52111.0000.040033.1112	\$4.53	
11000.2400.52111.0000.040033.1217	\$2,868.49	
11000.2400.52111.0000.040034.1112	\$39.45	
11000.2400.52111.0000.040034.1217	(\$228.42)	\$228.42 ✓
11000.2400.52111.0000.040036.1112	\$39.45	
11000.2400.52111.0000.040036.1217	(\$228.35)	\$228.35 ✓
11000.2400.52112.0000.040033.1112	\$0.56	
11000.2400.52112.0000.040033.1217	\$317.01	
11000.2400.52112.0000.040034.1112	\$0.96	
11000.2400.52112.0000.040034.1217	(\$25.54)	\$25.54 ✓
11000.2400.52112.0000.040036.1112	\$1.20	
11000.2400.52112.0000.040036.1217	(\$25.60)	\$25.60 ✓
11000.2400.52210.0000.040033.1112	(\$5,663.92)	\$5,663.92 ✓
11000.2400.52210.0000.040033.1217	(\$240.55)	\$240.55 ✓
11000.2400.52210.0000.040034.1112	(\$111.31)	\$111.31 ✓
11000.2400.52210.0000.040034.1217	(\$80.76)	\$80.76 ✓
11000.2400.52210.0000.040036.1112	(\$111.08)	\$111.08 ✓
11000.2400.52210.0000.040036.1217	(\$80.85)	\$80.85 ✓
11000.2400.52220.0000.040033.1112	\$11.12	
11000.2400.52220.0000.040033.1217	\$230.58	
11000.2400.52220.0000.040034.1112	(\$25.24)	\$25.24 ✓
11000.2400.52220.0000.040034.1217	(\$17.58)	\$17.58 ✓
11000.2400.52220.0000.040036.1112	(\$25.24)	\$25.24 ✓
11000.2400.52220.0000.040036.1217	(\$17.49)	\$17.49 ✓
11000.2400.52311.0000.040033.1112	\$995.92	
11000.2400.52311.0000.040034.1112	\$3,619.36	
11000.2400.52311.0000.040036.1112	\$2,836.40	
11000.2400.52312.0000.040033.1112	\$0.08	
11000.2400.52312.0000.040033.1217	\$6.00	
11000.2400.52312.0000.040034.1112	\$0.04	
11000.2400.52312.0000.040034.1217	(\$0.54)	\$0.54 ✓
11000.2400.52312.0000.040036.1112	\$0.04	
11000.2400.52312.0000.040036.1217	(\$0.54)	\$0.54 ✓
11000.2400.52313.0000.040033.1112	(\$21.04)	\$21.04 ✓
11000.2400.52313.0000.040034.1112	(\$111.76)	\$111.76 ✓

11000.2400.52313.0000.040034.1217	(\$11.24)	\$11.24 ✓
11000.2400.52313.0000.040036.1112	\$94.24	
11000.2400.52313.0000.040036.1217	(\$11.22)	\$11.22 ✓
11000.2400.52314.0000.040033.1112	\$1.64	
11000.2400.52314.0000.040034.1112	\$16.84	
11000.2400.52314.0000.040034.1217	(\$1.32)	\$1.32 ✓
11000.2400.52314.0000.040036.1112	\$16.84	
11000.2400.52314.0000.040036.1217	(\$1.10)	\$1.10 ✓
11000.2400.52500.0000.040033.1112	\$0.00	
11000.2400.52500.0000.040033.1217	\$0.00	
11000.2400.52500.0000.040034.1112	\$0.00	
11000.2400.52500.0000.040034.1217	\$40.49	
11000.2400.52500.0000.040036.1112	\$0.00	
11000.2400.52500.0000.040036.1217	(\$40.49)	\$40.49 ✓
11000.2400.52710.0000.040000.1112	\$629.93	
11000.2400.52720.0000.040033.1112	\$0.12	
11000.2400.52720.0000.040033.1217	\$4.16	
11000.2400.52720.0000.040034.1112	\$0.40	
11000.2400.52720.0000.040034.1217	\$0.28	
11000.2400.52720.0000.040036.1112	\$0.40	
11000.2400.52720.0000.040036.1217	\$0.32	
11000.2400.53330.0000.040033.0000	\$206.53	
11000.2400.53330.0000.040034.0000	(\$25.69)	\$25.69 ✓
11000.2400.53330.0000.040036.0000	\$19.59	
11000.2400.55813.0000.040000.0000	(\$47.58)	\$47.58 ✓
11000.2400.55915.0000.040034.0000	(\$318.90)	\$318.90 ✓
11000.2400.56118.0000.040000.0000	\$50,028.00	(\$13,771.35) ✓
11000.2400.56119.0000.040000.0000	\$49,840.01	
11000.2400.56119.0000.040033.0000	\$182.00	
11000.2400.57331.0000.040000.0000	\$50,000.00	
		\$0.00
	\$194,531.63	