
New Mexico

Manual of Procedures for Public

School Accounting and

Budgeting



Foreword

“With greater numbers of informed citizens paying attention, districts will be better able to gauge and respond to the needs of the public and to demonstrate that they have been accountable. *What You Should Know About Your School District's Finances. Mead.*”

School districts and charter schools must demonstrate the highest degree of accountability to a wide variety of users. The intent of this revision to the Manual of Procedures for Accounting and Budgeting is to provide guidance and assistance to the school finance novice as well as the long time business manager in various areas of school business. *The ultimate goal is to provide a comprehensive guide that is readable, attractive and accessible - a state required document that provides the user with sound business practices and procedures.*

Strategic rearrangement, additions, and updating are reflected. The Manual now includes a glossary of terms, an index for each supplement, and other features that will aid the user in daily operations. Financial information including internal controls and model policies for governing Boards have been included that not only support governmental standards but also the requirements necessary to be accountable and transparent. A “Tips, Tools and Resources” section has been added to aid users in daily school business operations. It is our desire that this new and revised document be a *living document* - one that will be maintained with ease. Recommendations that reflect new and revised practices and procedures are based on current governmental financial standards, field experience, observations and regulatory or statutory requirements specifically related to school finance.

We value the significant contributions, knowledge and expertise of the various school districts, the support of the Legislative Education Study Committee and especially the Public Education Department staff in the compilation of this very important document. It has been our pleasure to be involved with such an important part of school business in New Mexico.

Leslie Smith and Caron B. Snow

Acknowledgements

Sincere appreciation is extended to the following groups for their valuable contributions in the compilation of this Manual.

Ruidoso Municipal Schools

Hatch Valley Municipal Schools

Santa Fe Public Schools

Alamogordo Public Schools

Roswell Independent Schools

New Mexico Public School Insurance Authority

Burba Insurance

New Mexico Public Education Department Staff

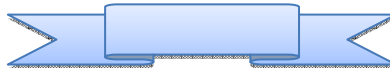
Legislative Education Study Committee Staff

POMS and Associates

Region IX Education Center

Casey Consulting

New Mexico Association of School Business Officials



New Mexico Manual of Procedures for Accounting and Budgeting

Table of Contents

- ❖ Supplements 1 – 21 (Supplement 15 unassigned)
 - ❖ Tips, Tools and Resources
 - ❖ Acronyms and Glossary of Terms
 - ❖ Legal Notations – A Quick Reference
-