

Cesar Chavez Community School
Governing Council Meeting - Financial Summary
February 25, 2020

A. BARs*

	BAR #	Fund Description	Type	Amount
1	512-000-1920-0023-I	Operational	Increase	18,404.00

B. Payroll & Accounts Payable Payment Vouchers*

- 1 January 2020
- 2 Payroll Register Reports

C. Financial Statement Reports - as of January 31, 2020

- 1 Financial Analysis
- 2 Bank Reconciliation

D. Other

- 1 Quarterly Checklist

* Requires board approval

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: 512-000-1920-0023-I

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2019-2020

Entity Name: Cesar Chavez Community School

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

Contact: Amber Hillis, Business Manager

Total Approved Budget (Flowthrough):

Phone: 970-426-1747

Email: amber@k12accounting.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2019 12:00AM

To: Jun 30 2020 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 11000.0000.43101 \$18,404

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	55915 Other Contract Services	1010 Regular Education (K-12) Programs	0000 No Job Class	\$18,000	\$4,555	\$22,555	
11000 Operational	2100 Support Services-Students	53211 Diagnosticians - Contracted	2000 Special Programs	0000 No Job Class	\$11,300	\$5,010	\$16,310	
11000 Operational	2100 Support Services-Students	56113 Software	0000 No Program	0000 No Job Class		\$7,200	\$7,200	
11000 Operational	2300 Support Services-General Administration	53411 Auditing	0000 No Program	0000 No Job Class	\$14,570	\$1,639	\$16,209	
Sub Total						\$18,404		
Indirect Cost								
DOC. TOTAL						\$18,404		

Justification:

SEG increase for final unit value.

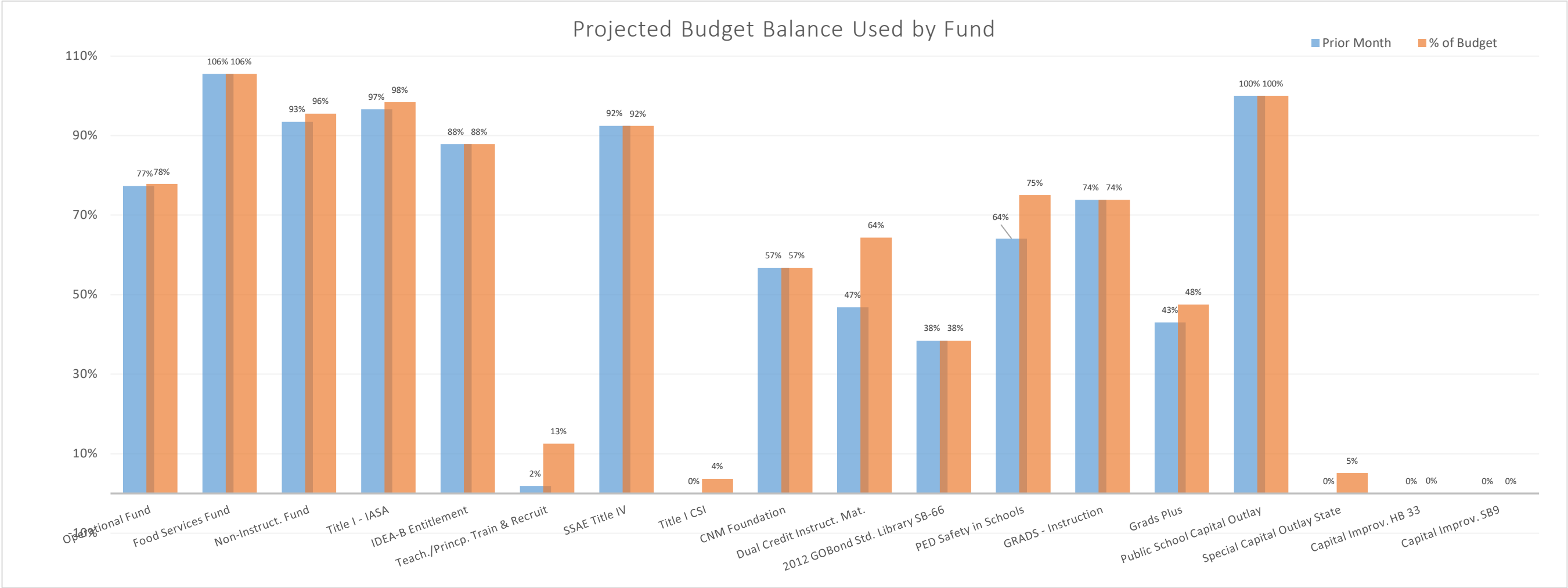
Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

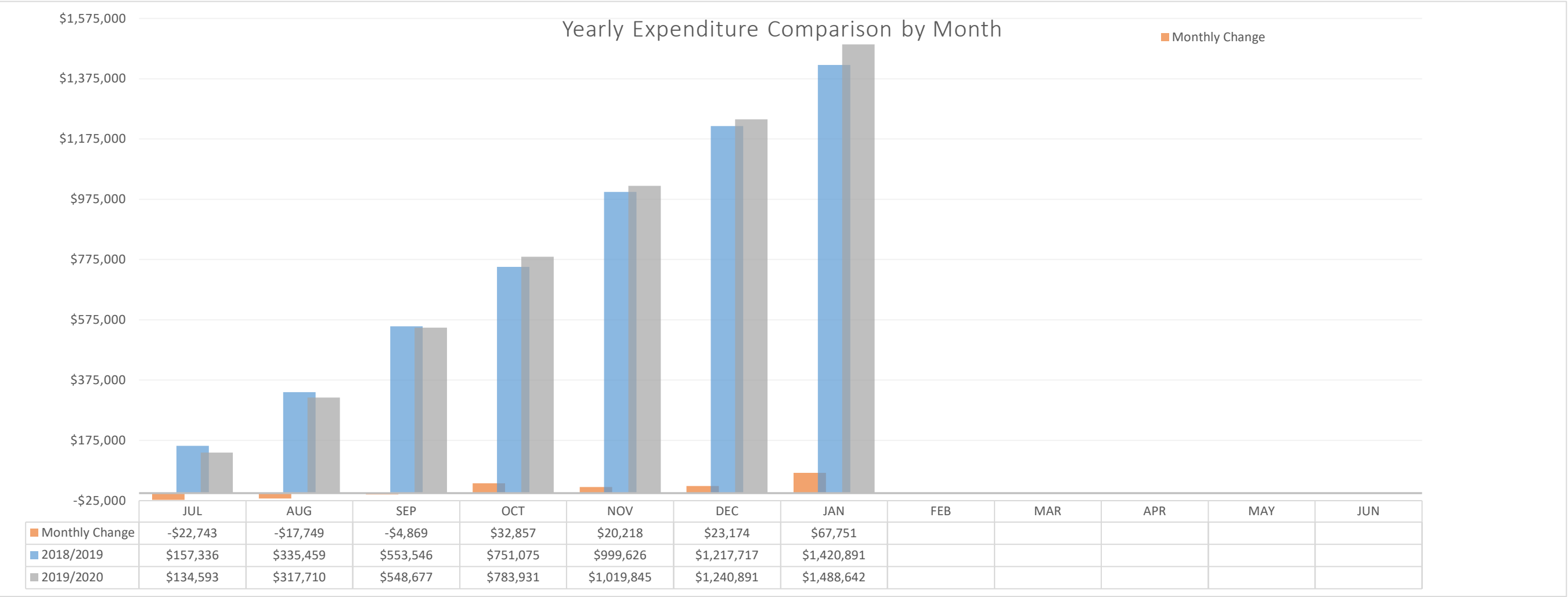
B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Cesar Chavez Community School
Expenditure Analytical Review
As of January 31, 2020

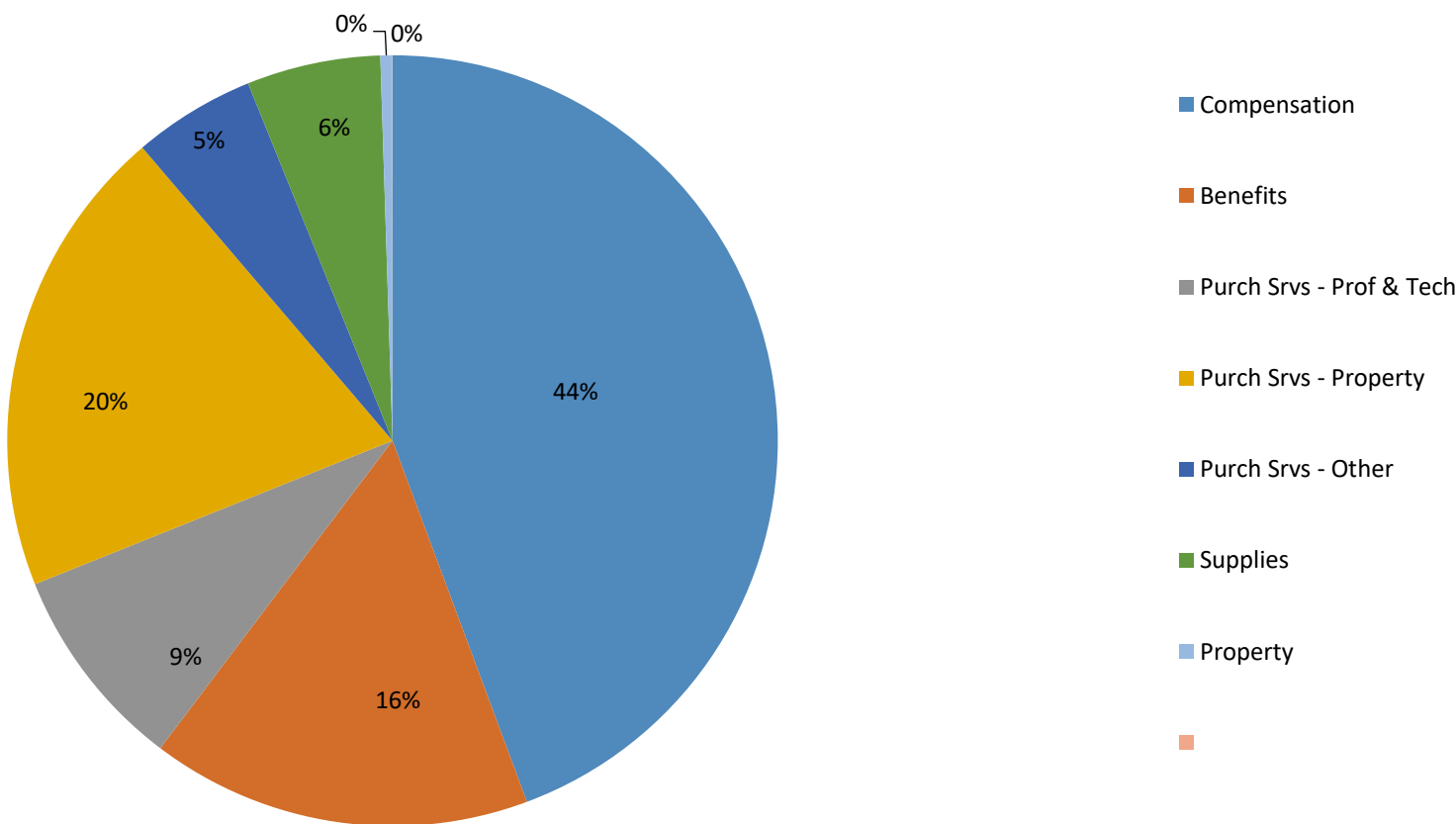


Note: Operational decrease for 40th day student count is not reflected in graphs. Will be included when final funded SEG is released by PED.



Cesar Chavez Community School
Expenditure Analytical Review
As of January 31, 2020

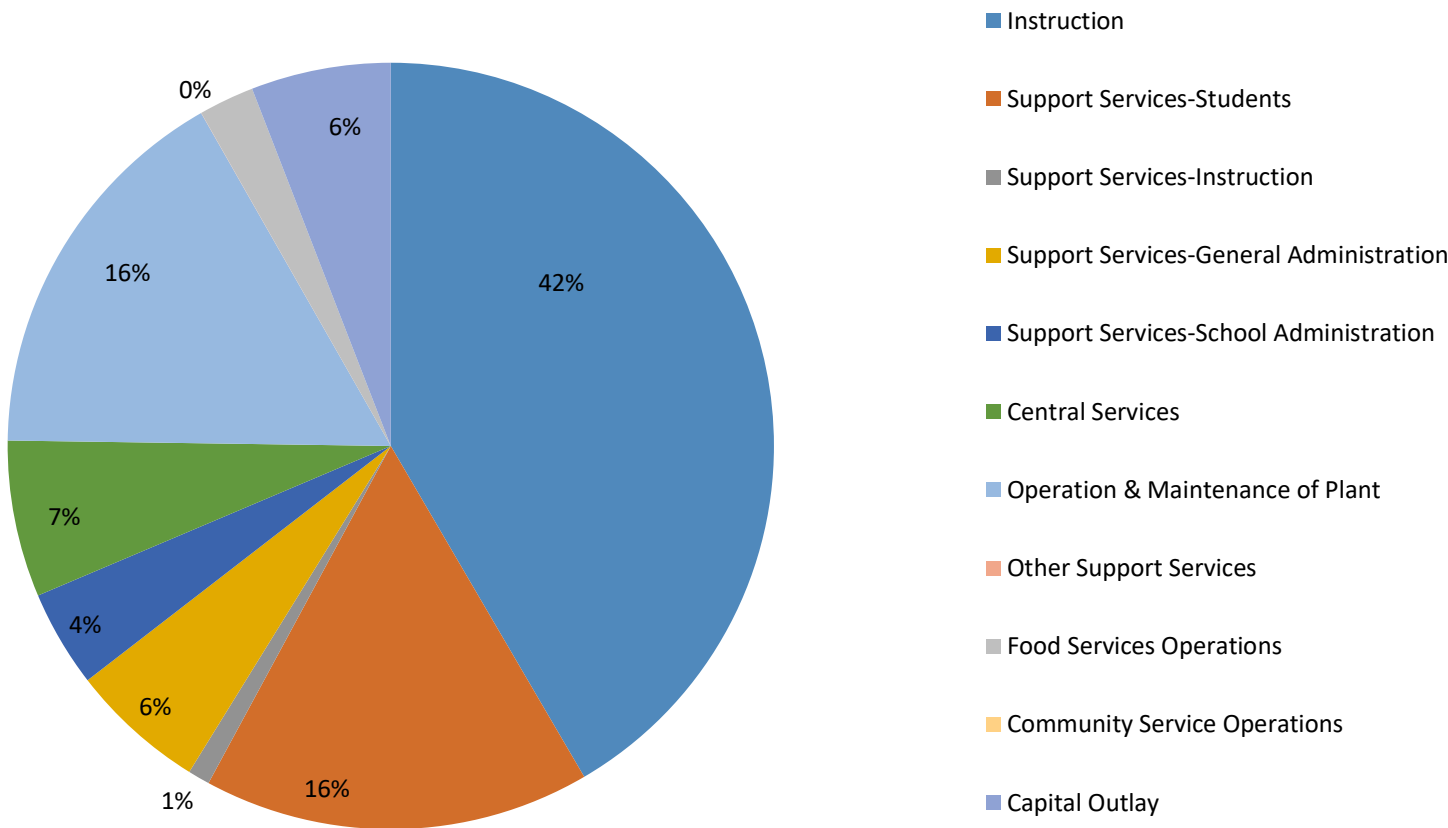
FY2020 Exp YTD & Enc by Object Code



Compensation: amounts paid to permanent and temporary employees.
Benefits: medical, dental, vision, disability, unemployment, etc.
Purch Svcs - Prof & Tech: ancillary, training, auditors, attorneys, accounting.
Purch Svcs - Property: maintenance & repair, utilities, lease, etc.
Purch Svcs - Other: liability insurance, advertising, travel, non-professional services.
Supplies: office, testing, textbook, food, software, etc.
Property: fixed assets, property purchase.
Debt Svc & Misc: penalties, emergency reserve, etc.

Note:

FY2020 Exp YTD & Enc by Function



1000 - Instruction: direct classroom related expenditures.
2100 - Support Services - Student: special education, school counselor, attendance, student records.
2200 - Support Services - Instruction: testing and library
2300 - Administration: auditors, legal, and governance council
2400 - School Administration: principal's office
2500 - Central Services: business office and administrative technology
2600 - Operation & Maintenance: custodial, maintenance, security, and safety
3100 - Food Services: food services operations
4000 - Capital: Lease Assistance, HB-33, and SB-9 allocations.

Note:

Checks Dated 01/01/2020 through 01/31/2020

Check Number	Check Date	Pay to the Order of	Check Amount
11822	01/07/2020	NMPSIA	16,793.28
11823	01/09/2020	ABCWUA	10.59
11824	01/09/2020	ACES	17,160.60
11825	01/09/2020	ACR LLC	313.51
11826	01/09/2020	ACT, Inc.	168.00
11827	01/09/2020	Arness, Tani	38.00
11828	01/09/2020	Bremmany, LLC	200.30
11829	01/09/2020	Century Link	634.54
11830	01/09/2020	Century Link	84.86
11831	01/09/2020	Charter School Nursing	1,812.30
11832	01/09/2020	CliftonLarsonAllen LLP	4,514.57
11833	01/09/2020	Griego, Roberta	12.99
11834	01/09/2020	Kelly Services, Inc.	363.85
11835	01/09/2020	LaBarge Landscape	140.24
11836	01/09/2020	LSG and Associates, Inc.	2,675.00
11837	01/09/2020	NaMa Catering	5,342.40
11838	01/09/2020	Pitney Bowes	147.00
11839	01/09/2020	PNM	1,690.31
11840	01/09/2020	Sam's Club & Wal-mart	100.00
11841	01/09/2020	Southwest Copy Systems, Inc.	696.87
11842	01/09/2020	TSA Consulting Group, Inc.	50.00
11843	01/09/2020	Verizon Wireless	65.48
11844	01/09/2020	Waste Management of New Mexico	156.47
11845	01/09/2020	Wells Fargo Financial	1,589.40
11846	01/09/2020	White Stone Communications	223.30
11847	01/09/2020	Wilkinson, Adam	530.48
11850	01/16/2020	EPARS TSA Consulting Group Inc	3,450.00
11851	01/16/2020	New Mexico Taxation and Revenue Department	111.80
11852	01/16/2020	NM Dept of Workforce Solutions	277.31
11853	01/06/2020	NM RHC	3,113.91
11854	01/16/2020	NM Taxation/Revenue Department	2,439.09
11855	01/16/2020	ABCWUA	358.31
11856	01/16/2020	Bowers, Amy	265.00
11857	01/16/2020	Century Link	95.50
11858	01/16/2020	EM3 Networks, LLC	143.64
11859	01/16/2020	FundEd, L.L.C. / Getfunded	4,000.00
11860	01/16/2020	Grantwatch Inc	199.00
11861	01/16/2020	Joyce Kolberg	90.71
11862	01/16/2020	Matthews Fox, P.C.	677.73
11863	01/16/2020	PROMEVO LLC	6,443.00
11864	01/16/2020	Richard M. Romero Consulting	539.38
11865	01/16/2020	Sam's Club & Wal-mart	109.48
11867	01/14/2020	NM Educational RetirementBoard	25,737.77
11868	01/30/2020	360 Business Products	1,864.63
11869	01/30/2020	ACR LLC	313.51
11870	01/30/2020	Amazon.com	611.75
11871	01/30/2020	Arness, Tani	180.97
11872	01/30/2020	Bremmany, LLC	1,751.89
11873	01/30/2020	CDW-G	1,659.58

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.



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ReqPay12b

Board Report

Checks Dated 01/01/2020 through 01/31/2020

Check Number	Check Date	Pay to the Order of	Check Amount
11874	01/30/2020	Century Link	617.93
11875	01/30/2020	CNM Bookstore	396.50
11876	01/30/2020	Dick Blick Art Materials	209.46
11877	01/30/2020	Kelly Services, Inc.	623.82
11878	01/30/2020	LaBarge Landscape	140.24
11879	01/30/2020	LSG and Associates, Inc.	645.00
11880	01/30/2020	New Mexico Gas Company	310.99
11881	01/30/2020	Pitney Bowes	1,052.16
11882	01/30/2020	Planned Parenthood of the Rocky Mountains, Inc.	50.00
11883	01/30/2020	PNM	1,888.08
11884	01/30/2020	Protection One	418.96
11885	01/30/2020	Wharff Lackey Accounting & Technology LLC	323.63
11886	01/30/2020	White Stone Communications	223.30
11887	01/31/2020	CCCS Education Foundation	37,990.56
Total Number of Checks			63
			154,838.93

Fund Recap

Fund	Description	Check Count	Expensed Amount
11000	Operational Fund	56	123,401.94
21000	Food Services Fund	1	5,342.40
23000	Non-Instruct. Fund	3	197.48
24101	Title I - IASA	6	2,897.28
24106	IDEA-B Entitlement	8	2,888.05
24154	Teach./Princp. Train & Recruit	3	63.62
24189	SSAE Title IV	6	277.86
27103	Dual Credit Instruct. Mat.	1	396.50
27109	PED Safety in Schools	2	225.61
28190	GRADS - Instruction	5	92.81
28203	Grads Plus	2	140.71
31200	Public School Capital Outlay	1	12,641.67
31400	Special Capital Outlay State	1	6,273.00
Total Number of Checks		63	154,838.93
Less Unpaid Tax Liability			.00
Net (Check Amount)			154,838.93

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.



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ReqPay04c

Check Detail

Check Register with Accounts and Org Recap

Bank Account 120MAIN - Wells Fargo Operating Account

Payment Id		Comment									
Check #	11822	11000	01/07/2020	Check Amt	16,793.28	Status	Cleared NMPSIA (900001/1)				
20191210-REG		NMPSIA (900001/1) 12/10/2019 (REG)				11000-	- 23125-	-	-	-	7,677.81
						24101-	- 23125-	-	-	-	568.07
						24106-	- 23125-	-	-	-	248.56
						24189-	- 23125-	-	-	-	45.55
20191224-REG		NMPSIA (900001/1) 12/24/2019 (REG)				11000-	- 23125-	-	-	-	7,677.79
						24101-	- 23125-	-	-	-	568.05
						24106-	- 23125-	-	-	-	248.56
						24189-	- 23125-	-	-	-	45.55
DP20-00014		NMPSIA Adj 2019 12				11000- 1000- 52311- 0000- 512001- 0000- 00000					280.42-
						11000- 1000- 52314- 0000- 512001- 0000- 00000					6.26-
						11000- 1000- 52315- 0000- 512001- 0000- 00000					.01
						11000- 2400- 52315- 0000- 512001- 0000- 00000					.01
Check #	11823	11000	01/09/2020	Check Amt	10.59	Status	Cleared ABCWUA (001289/1)				
157809573349		Utilities - Water				11000- 2600- 54415- 0000- 512001- 0000- 00000					10.59
Check #	11824	11000	01/09/2020	Check Amt	17,160.60	Status	Cleared ACES (001522/2)				
4860		SPED Consultant - Professional Services - Baca				11000- 2100- 53211- 2000- 512001- 0000- 00000					130.00
4904		Accounting Software				11000- 2500- 56113- 0000- 512001- 0000- 00000					6,472.50
4915		SPED Consultant - Professional Services - Baca				11000- 2100- 53211- 2000- 512001- 0000- 00000					1,024.65
4920		Business Manager Services & Software				11000- 2500- 53414- 0000- 512001- 0000- 00000					9,533.45
Check #	11825	11000	01/09/2020	Check Amt	313.51	Status	Cleared ACR LLC (001267/2)				
4918		STARs				11000- 2100- 55915- 0000- 512001- 0000- 00000					313.51
Check #	11826	27109	01/09/2020	Check Amt	168.00	Status	Cleared ACT, Inc. (000807/2)				
1235443		Work-keys licensing				27109- 1000- 56109- 1010- 512001- 0000- 00000					168.00
Check #	11827	23000	01/09/2020	Check Amt	38.00	Status	Printed Arness, Tani (000696/1)				
20191218		Reimbursement for Tani Arness				23000- 1000- 56118- 0000- 512001- 0000- 00000					38.00
Check #	11828	11000	01/09/2020	Check Amt	200.30	Status	Cleared Bremmany, LLC (001586/1)				
NM17062		Cleaning Services				11000- 2600- 56118- 0000- 512001- 0000- 00000					200.30
Check #	11829	11000	01/09/2020	Check Amt	634.54	Status	Cleared Century Link (001355/1)				
1482843869		phone fax services				11000- 2600- 54416- 0000- 512001- 0000- 00000					634.54
Check #	11830	11000	01/09/2020	Check Amt	84.86	Status	Cleared Century Link (001355/2)				
1466 156B 2019 12 28		phone fax services				11000- 2600- 54416- 0000- 512001- 0000- 00000					84.86
Check #	11831	11000	01/09/2020	Check Amt	1,812.30	Status	Cleared Charter School Nursing (000847/1)				
2281		Nurse Services				11000- 2100- 53414- 0000- 512001- 0000- 00000					1,812.30

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 120, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2020, Ending Check Date = 1/31/2020, Summary? = N, Sort/Group 1 = , Sort/Group 2 =)

SCHOOLABILITY

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Check Register with Accounts and Org Recap

Bank Account 120MAIN - Wells Fargo Operating Account

Payment Id	Comment					
Check # 11832	11000	01/09/2020	Check Amt	4,514.57	Status Cleared	CliftonLarsonAllen LLP (901009/1)
2325157	Audit Services 11000- 2300- 53411- 0000- 512001- 0000- 00000					4,514.57
Check # 11833	11000	01/09/2020	Check Amt	12.99	Status Cleared	Griego, Roberta (010030/1)
20191212	Inclass Movie Reimbursement 11000- 1000- 56118- 1010- 512001- 0000- 00000					12.99
Check # 11834	11000	01/09/2020	Check Amt	363.85	Status Cleared	Kelly Services, Inc. (010008/1)
205542	Substitute Services for FY20 11000- 1000- 55915- 1010- 512001- 0000- 00000					191.20
208800	Substitute Services for FY20 11000- 1000- 55915- 1010- 512001- 0000- 00000					172.65
Check # 11835	11000	01/09/2020	Check Amt	140.24	Status Cleared	LaBarge Landscape (010003/1)
39911	Monthly Landscaping Services 11000- 2600- 54312- 0000- 512001- 0000- 00000					140.24
Check # 11836	24106	01/09/2020	Check Amt	2,675.00	Status Cleared	LSG and Associates, Inc. (010013/1)
3835	SLP and OT Services 24106- 2100- 53212- 2000- 512001- 0000- 00000					1,250.00
3836	Psychologist Evaluation 11000- 2100- 53215- 2000- 512001- 0000- 00000					1,125.00
3837	SLP and OT Services 11000- 2100- 53213- 2000- 512001- 0000- 00000					300.00
Check # 11837	21000	01/09/2020	Check Amt	5,342.40	Status Cleared	NaMa Catering (001495/1)
1326	Food Services 21000- 3100- 56116- 0000- 512001- 0000- 00000					5,342.40
Check # 11838	11000	01/09/2020	Check Amt	147.00	Status Cleared	Pitney Bowes (000762/1)
20191215	Postage and postal rental 11000- 2500- 54620- 0000- 512001- 0000- 00000					147.00
Check # 11839	11000	01/09/2020	Check Amt	1,690.31	Status Cleared	PNM (000528/1)
2019 DEC	Utilities - Electricity 11000- 2600- 54411- 0000- 512001- 0000- 00000					1,690.31
Check # 11840	11000	01/09/2020	Check Amt	100.00	Status Cleared	Sam's Club & Wal-mart (000935/2)
3410809571078B	Annual Membership Renewal 11000- 2400- 53711- 0000- 512001- 0000- 00000					100.00
Check # 11841	11000	01/09/2020	Check Amt	696.87	Status Cleared	Southwest Copy Systems, Inc. (000589/1)
428593	Copier Overages - FY20 11000- 2400- 55915- 0000- 512001- 0000- 00000					696.87
Check # 11842	11000	01/09/2020	Check Amt	50.00	Status Cleared	TSA Consulting Group, Inc. (001363/1)
46682	Section 403B Administration Charges 11000- 2500- 55915- 0000- 512001- 0000- 00000					50.00
Check # 11843	11000	01/09/2020	Check Amt	65.48	Status Cleared	Verizon Wireless (000658/1)
9844728938	Cell Phone Services 11000- 2600- 54416- 0000- 512001- 0000- 00000					65.48
Check # 11844	11000	01/09/2020	Check Amt	156.47	Status Cleared	Waste Management of New Mexico (001428/1)
8668222-0573-2	Waste Management 11000- 2600- 54415- 0000- 512001- 0000- 00000					156.47
Check # 11845	11000	01/09/2020	Check Amt	1,589.40	Status Cleared	Wells Fargo Financial (000647/1)
5008623806	Copier Lease 11000- 2500- 54620- 0000- 512001- 0000- 00000					1,589.40
Check # 11846	11000	01/09/2020	Check Amt	223.30	Status Cleared	White Stone Communications (010017/1)
20-01-13	Telephone System Service Agreement 11000- 2600- 55915- 0000- 512001- 0000- 00000					223.30

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 120, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2020, Ending Check Date = 1/31/2020, Summary? = N, Sort/Group 1 = , Sort/Group 2 =)

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ReqPay04c

Check Register with Accounts and Org Recap

Bank Account 120MAIN - Wells Fargo Operating Account

Payment Id		Comment									
Check #	11847	11000	01/09/2020	Check Amt	530.48	Status	Cleared Wilkirson, Adam (001287/1)				
112701		Locksmith Services		11000- 2600- 55915- 0000- 512001- 0000- 00000					530.48		
* Break in sequence											
Check #	11850	11000	01/16/2020	Check Amt	3,450.00	Status	Cleared EPARS TSA Consulting Group Inc (901000/1)				
20191210-REG		EPARS TSA Consulting Group Inc (901000/1) 12/10/2019 (REG)		11000-		- 23147-		- - -		1,692.50	
				28190-		- 23147-		- - -		32.50	
20191224-REG		EPARS TSA Consulting Group Inc (901000/1) 12/24/2019 (REG)		11000-		- 23147-		- - -		1,692.50	
				28190-		- 23147-		- - -		32.50	
Check #	11851	11000	01/16/2020	Check Amt	111.80	Status	Cleared New Mexico Taxation and Revenue Department (900013/1)				
20191224-REG		New Mexico Taxation and Re (900013/1) 12/24/2019 (REG)		11000-		- 23145-		- - -		98.00	
				24101-		- 23145-		- - -		9.46	
				24106-		- 23145-		- - -		3.44	
				24189-		- 23145-		- - -		.69	
				28190-		- 23145-		- - -		.21	
Check #	11852	11000	01/16/2020	Check Amt	277.31	Status	Cleared NM Dept of Workforce Solutions (900002/1)				
20191010-REG		NM Dept of Workforce Solutions (900002/1) 10/10/2019 (REG)		11000-		- 23140-		- - -		41.49	
				24101-		- 23140-		- - -		27.19	
				24189-		- 23140-		- - -		1.85	
				28190-		- 23140-		- - -		.73	
20191025-REG		NM Dept of Workforce Solutions (900002/1) 10/25/2019 (REG)		11000-		- 23140-		- - -		40.46	
				24101-		- 23140-		- - -		14.63	
				24106-		- 23140-		- - -		7.17	
				24189-		- 23140-		- - -		1.85	
				28190-		- 23140-		- - -		.73	
20191108-REG		NM Dept of Workforce Solutions (900002/1) 11/08/2019 (REG)		11000-		- 23140-		- - -		30.74	
				24101-		- 23140-		- - -		11.84	
				24106-		- 23140-		- - -		7.17	
				24189-		- 23140-		- - -		1.73	
				28190-		- 23140-		- - -		.34	
20191125-REG		NM Dept of Workforce Solutions (900002/1) 11/25/2019 (REG)		11000-		- 23140-		- - -		21.14	

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 120, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2020, Ending Check Date = 1/31/2020, Summary? = N, Sort/Group 1 = , Sort/Group 2 =)

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Check Register with Accounts and Org Recap

Bank Account 120MAIN - Wells Fargo Operating Account

Payment Id		Comment							
Check #	11852	11000	01/16/2020	Check Amt	277.31	Status	Cleared	NM Dept of Workforce Solutions (900002/1) - continued	
20191125-REG				NM Dept of Workforce Solutions (900002/1) 11/25/2019 (REG)		24101-	- 23140-	-	7.07
						24106-	- 23140-	-	7.17
						24189-	- 23140-	-	1.94
						28190-	- 23140-	-	.34
20191210-REG				NM Dept of Workforce Solutions (900002/1) 12/10/2019 (REG)		11000-	- 23140-	-	19.08
						24101-	- 23140-	-	1.62
						24106-	- 23140-	-	7.17
						24189-	- 23140-	-	1.94
						28190-	- 23140-	-	.34
20191224-REG				NM Dept of Workforce Solutions (900002/1) 12/24/2019 (REG)		11000-	- 23140-	-	14.85
						24101-	- 23140-	-	1.62
						24106-	- 23140-	-	7.17
						24189-	- 23140-	-	.88
						28190-	- 23140-	-	.34
DP20-00015				SUTA Adj 2019 Q4		11000- 1000- 52500- 0000- 512001- 0000- 00000			3.28-
Check #	11853	11000	01/06/2020	Check Amt	3,113.91	Status	Cleared	NM RHC (900006/1)	
20191210-REG				NM RHC (900006/1) 12/10/2019 (REG)		11000-	- 23123-	-	1,439.51
						24101-	- 23123-	-	84.70
						24106-	- 23123-	-	32.13
						24154-	- 23123-	-	3.00
						24189-	- 23123-	-	8.66
						28190-	- 23123-	-	1.49
20191224-REG				NM RHC (900006/1) 12/24/2019 (REG)		11000-	- 23123-	-	1,409.51
						24101-	- 23123-	-	89.63
						24106-	- 23123-	-	32.13
						24154-	- 23123-	-	3.00
						24189-	- 23123-	-	8.66
						28190-	- 23123-	-	1.49
Check #	11854	11000	01/16/2020	Check Amt	2,439.09	Status	Cleared	NM Taxation/Revenue Department (900003/1)	
20191210-REG				NM Taxation/Revenue Department (900003/1) 12/10/2019 (REG)		11000-	- 23142-	-	1,167.62
						24101-	- 23142-	-	32.06
						24106-	- 23142-	-	27.59

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 120, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2020, Ending Check Date = 1/31/2020, Summary? = N, Sort/Group 1 = , Sort/Group 2 =)

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ReqPay04c

Check Register with Accounts and Org Recap

Bank Account 120MAIN - Wells Fargo Operating Account

Payment Id		Comment							
Check #	11854	11000	01/16/2020	Check Amt	2,439.09	Status	Cleared	NM Taxation/Revenue Department (900003/1) - continued	
20191210-REG				NM Taxation/Revenue Department (900003/1) 12/10/2019 (REG)		24154-	- 23142-	-	3.96
						24189-	- 23142-	-	7.54
20191224-REG				NM Taxation/Revenue Department (900003/1) 12/24/2019 (REG)		11000-	- 23142-	-	1,123.86
						24101-	- 23142-	-	37.37
						24106-	- 23142-	-	27.59
						24154-	- 23142-	-	3.96
						24189-	- 23142-	-	7.54
Check #	11855	11000	01/16/2020	Check Amt	358.31	Status	Cleared	ABCWUA (001289/1)	
505412552224				Utilities - Water		11000-	2600- 54415-	0000- 512001-	18.21
515941732103				Utilities - Water		11000-	2600- 54415-	0000- 512001-	340.10
Check #	11856	11000	01/16/2020	Check Amt	265.00	Status	Cleared	Bowers, Amy (010106/1)	
2260314				2-Day Workshop: Healing the Fragmented Selves		11000-	2200- 53330-	0000- 512001-	265.00
Check #	11857	11000	01/16/2020	Check Amt	95.50	Status	Cleared	Century Link (001355/2)	
0147 272B 20200101				phone fax services		11000-	2600- 54416-	0000- 512001-	95.50
Check #	11858	11000	01/16/2020	Check Amt	143.64	Status	Cleared	EM3 Networks, LLC (010028/1)	
6355				Internet Services		11000-	2600- 54416-	0000- 512001-	143.64
Check #	11859	11000	01/16/2020	Check Amt	4,000.00	Status	Printed	FundEd, L.L.C. / Getfunded (001151/1)	
1780				E-Rate Consultant & Filing		11000-	1000- 55915-	1010- 512001-	4,000.00
Check #	11860	11000	01/16/2020	Check Amt	199.00	Status	Cleared	Grantwatch Inc (010107/1)	
508302				GrantWatch 1 year subscription		11000-	1000- 53711-	1010- 512001-	199.00
Check #	11861	28203	01/16/2020	Check Amt	90.71	Status	Cleared	Joyce Kolberg (010049/1)	
20200110				GRAD supplies and materials		28203-	1000- 56118-	1010- 512001-	90.71
Check #	11862	11000	01/16/2020	Check Amt	677.73	Status	Cleared	Matthews Fox, P.C. (001194/1)	
15550				Attorney Fees		11000-	2300- 53413-	0000- 512001-	677.73
Check #	11863	31400	01/16/2020	Check Amt	6,443.00	Status	Printed	PROMEVO LLC (010102/1)	
137633				Chromebooks RTOF 18-2063-182063-005		11000-	2400- 57331-	0000- 512001-	170.00
						31400-	4000- 57331-	0000- 512001-	6,273.00
Check #	11864	11000	01/16/2020	Check Amt	539.38	Status	Cleared	Richard M. Romero Consulting (001407/1)	
1329				6 months - Lobbyist services		11000-	2300- 55915-	0000- 512001-	539.38
Check #	11865	23000	01/16/2020	Check Amt	109.48	Status	Cleared	Sam's Club & Wal-mart (000935/1)	
20191217				Student Council: Act. Table Supplies		23000-	1000- 56118-	0000- 512001-	109.48

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 120, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2020, Ending Check Date = 1/31/2020, Summary? = N, Sort/Group 1 = , Sort/Group 2 =)

SCHOOLABILITY

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ReqPay04c

Check Register with Accounts and Org Recap

Bank Account 120MAIN - Wells Fargo Operating Account

Payment Id	Comment
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* Break in sequence

Check # 11867	11000	01/14/2020	Check Amt	25,737.77	Status Cleared	NM Educational RetirementBoard (900005/1)				
20191210-REG			NM Educational RetirementBoard (900005/1) 12/10/2019 (REG)		11000-	- 23124-	-	-	-	11,897.56
					24101-	- 23124-	-	-	-	701.56
					24106-	- 23124-	-	-	-	266.10
					24154-	- 23124-	-	-	-	24.85
					24189-	- 23124-	-	-	-	71.74
					28190-	- 23124-	-	-	-	10.90
20191224-REG			NM Educational RetirementBoard (900005/1) 12/24/2019 (REG)		11000-	- 23124-	-	-	-	11,649.06
					24101-	- 23124-	-	-	-	742.41
					24106-	- 23124-	-	-	-	266.10
					24154-	- 23124-	-	-	-	24.85
					24189-	- 23124-	-	-	-	71.74
					28190-	- 23124-	-	-	-	10.90
Check # 11868	11000	01/30/2020	Check Amt	1,864.63	Status Printed	360 Business Products (000883/1)				
OE-49718-1			Office Supplies		11000- 1000- 56118- 1010- 512001- 0000- 00000					42.68
OE-QT20800-1			Office Supplies		11000- 1000- 56118- 1010- 512001- 0000- 00000					1,821.95
Check # 11869	11000	01/30/2020	Check Amt	313.51	Status Printed	ACR LLC (001267/2)				
4988			STARs		11000- 2100- 55915- 0000- 512001- 0000- 00000					313.51
Check # 11870	11000	01/30/2020	Check Amt	611.75	Status Printed	Amazon.com (001361/1)				
112-1068882-3143413			Santa/Elf Suit and Decorations for Holiday Dinner		23000- 1000- 56118- 0000- 512001- 0000- 00000					50.00
433679975995			Classroom Books for "RD 180 Class"		27109- 1000- 56107- 1010- 512001- 0000- 00000					28.85
435788696399			Music SheetsI for Guitar Class		11000- 1000- 56118- 1010- 512001- 0000- 00000					33.56
455483393675			Laptop Battery Replacement		11000- 2200- 56118- 0000- 512001- 0000- 00000					384.45
456573456738			Music SheetsI for Guitar Class		11000- 1000- 56118- 1010- 512001- 0000- 00000					20.64
656398877865			Classroom Supplies		11000- 1000- 56118- 1010- 512001- 0000- 00000					61.58
765375669544			Classroom Books		27109- 1000- 56107- 1010- 512001- 0000- 00000					28.76
835599475964			Laptop Battery Replacement		11000- 2200- 56118- 0000- 512001- 0000- 00000					24.79-
845883433394			Art Clean up Supplies for Monique Montoya		11000- 1000- 56118- 1010- 512001- 0000- 00000					28.70
Check # 11871	11000	01/30/2020	Check Amt	180.97	Status Printed	Arness, Tani (000696/1)				
29172972			Indeed Job Advertisement - Reimbursement		11000- 2300- 55400- 0000- 512001- 0000- 00000					91.70
29343700			Indeed Job Advertisement - Reimbursement		11000- 2300- 55400- 0000- 512001- 0000- 00000					89.27
Check # 11872	11000	01/30/2020	Check Amt	1,751.89	Status Printed	Bremmany, LLC (001586/1)				
NM17107			Cleaning Services		11000- 2600- 55915- 0000- 512001- 0000- 00000					1,751.89
Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 120, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2020, Ending Check Date = 1/31/2020, Summary? = N, Sort/Group 1 = , Sort/Group 2 =)										

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ReqPay04c

Check Register with Accounts and Org Recap

Bank Account 120MAIN - Wells Fargo Operating Account

Payment Id	Comment					
Check # 11873	11000	01/30/2020	Check Amt	1,659.58	Status Printed	CDW-G (000298/2)
WLM3626	Microsoft License Renewal					11000- 2200- 56113- 0000- 512001- 0000- 00000 1,659.58
Check # 11874	11000	01/30/2020	Check Amt	617.93	Status Printed	Century Link (001355/1)
1484755630	phone fax services					11000- 2600- 54416- 0000- 512001- 0000- 00000 617.93
Check # 11875	27103	01/30/2020	Check Amt	396.50	Status Printed	CNM Bookstore (000864/2)
20200113	Dual Credit books - J. Novick					27103- 1000- 56112- 3000- 512001- 0000- 00000 225.25
20200127	Dual Credit books - K Vaughan Davis					27103- 1000- 56112- 3000- 512001- 0000- 00000 171.25
Check # 11876	11000	01/30/2020	Check Amt	209.46	Status Printed	Dick Blick Art Materials (001325/2)
2858933	Art Supplies for Art Class					11000- 1000- 56118- 1010- 512001- 0000- 00000 209.46
Check # 11877	11000	01/30/2020	Check Amt	623.82	Status Printed	Kelly Services, Inc. (010008/1)
219030	Substitute Services for FY20					11000- 1000- 55915- 1010- 512001- 0000- 00000 319.35
222203	Substitute Services for FY20					11000- 1000- 55915- 1010- 512001- 0000- 00000 304.47
Check # 11878	11000	01/30/2020	Check Amt	140.24	Status Printed	LaBarge Landscape (010003/1)
39974	Monthly Landscaping Services					11000- 2600- 54312- 0000- 512001- 0000- 00000 140.24
Check # 11879	24106	01/30/2020	Check Amt	645.00	Status Printed	LSG and Associates, Inc. (010013/1)
3945	SLP and OT Services					11000- 2100- 53213- 2000- 512001- 0000- 00000 195.00
3946	SLP and OT Services					24106- 2100- 53212- 2000- 512001- 0000- 00000 450.00
Check # 11880	11000	01/30/2020	Check Amt	310.99	Status Printed	New Mexico Gas Company (001288/1)
20200117	Utilities - Gas					11000- 2600- 54412- 0000- 512001- 0000- 00000 310.99
Check # 11881	11000	01/30/2020	Check Amt	1,052.16	Status Printed	Pitney Bowes (000762/1)
20200114	Postage and postal rental					11000- 2500- 54620- 0000- 512001- 0000- 00000 52.16
						11000- 2500- 56118- 0000- 512001- 0000- 00000 1,000.00
Check # 11882	28203	01/30/2020	Check Amt	50.00	Status Printed	Planned Parenthood of the Rocky Mountains, Inc. (010105/1)
012320	Grads Program Supplies					28203- 1000- 56118- 1010- 512001- 0000- 00000 50.00
Check # 11883	11000	01/30/2020	Check Amt	1,888.08	Status Printed	PNM (000528/1)
20200121	Utilities - Electricity					11000- 2600- 54411- 0000- 512001- 0000- 00000 1,888.08
Check # 11884	11000	01/30/2020	Check Amt	418.96	Status Printed	Protection One (000534/1)
132395702	Alarm					11000- 2600- 55915- 0000- 512001- 0000- 00000 252.78
132395756	Alarm					11000- 2600- 55915- 0000- 512001- 0000- 00000 166.18
Check # 11885	11000	01/30/2020	Check Amt	323.63	Status Printed	Wharff Lackey Accounting & Technology LLC (001572/1)
4363	IT Services					11000- 2500- 53414- 0000- 512001- 0000- 00000 323.63
Check # 11886	11000	01/30/2020	Check Amt	223.30	Status Printed	White Stone Communications (010017/1)
20-02-14	Telephone System Service Agreement					11000- 2600- 55915- 0000- 512001- 0000- 00000 223.30

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ReqPay04c

Check Register with Accounts and Org Recap

Bank Account 120MAIN - Wells Fargo Operating Account

Payment Id		Comment						
Check #	11887	11000	01/31/2020	Check Amt	37,990.56	Status Cleared	CCCS Education Foundation (001285/1)	
82	Monthly Rent				11000- 2600- 54610- 0000- 512001- 0000- 00000		25,348.89	
						31200- 4000- 54610- 0000- 512001- 0000- 00000		12,641.67
Number of Items		63		154,838.93		Totals for Org 2		

School Name
Quarterly Checklist
2nd Quarter – 2019-2020
October, November, & December

		Date Completed	Preparer's Initials	Reviewers's Initials
I.	<u>Bank Reconciliations:</u>			
	☒ October 2019	11/15/19	AA	AH
	☒ November 2019	12/05/19	AA	AH
	☒ December 2019	01/02/20	EP	AH
II.	<u>Request for Reimbursements</u>			
	☒ October 2019	12/15/19	AH	AH
	☒ November 2019	12/15/19	AH	AH
	☒ December 2019	12/15/19	AH	AH
III.	<u>Payroll Monthly Reports:</u>			
A.	NMPSIA (due 10th of month):			
	☒ October 2019	11/09/19	EP	AH
	☒ November 2019	12/05/19	EP	AH
	☒ December 2019	01/06/20	EP	AH
	☒ Reconciliation to GL	01/30/20	AA	AH
B.	RHC (due 10th of month):			
	☒ October 2019	11/06/19	EP	AH
	☒ November 2019	12/05/19	EP	AH
	☒ December 2019	01/06/20	EP	AH
	☒ Reconciliation to GL	01/30/20	AA	AH
C.	ERB (due 15th of month):			
	☒ October 2019	11/15/19	EP	AH
	☒ November 2019	12/09/19	EP	AH
	☒ December 2019	01/14/20	EP	AH
	☒ Reconciliation to GL	01/30/20	AA	AH
D.	State Withholding (due 25th of month):			
	☒ October 2019	11/14/19	EP	AH
	☒ November 2019	12/05/19	EP	AH
	☒ December 2019	01/16/20	EP	AH
IV.	<u>Payroll Quarterly Reports (due last day of month following quarter end):</u>			
	☒ 941:	01/19/20	EP	AH
	☒ Reconciliation to GL	01/30/20	AA	AH
	☒ SUTA	01/16/20	EP	AH
	☒ WC-1	01/16/20	EP	AH

School Name
Quarterly Checklist
2nd Quarter – 2019-2020
October, November, & December

		Date Completed	Preparer's Initials	Reviewers's Initials
V.	<u>Payroll & Accounts Payable Year-End Reports:</u>			
	☒ W-2	<u>01/28/20</u>	<u>EP</u>	<u>AH</u>
	a. 941 Reports reconcile to W-3	<u>01/28/20</u>	<u>EP</u>	<u>AH</u>
	b. ERB Amounts reconcile to EE share.	<u>01/17/20</u>	<u>EP</u>	<u>AH</u>
	c. State Withholding reports reconcile to W-3.	<u>01/17/20</u>	<u>EP</u>	<u>AH</u>
	d. Health Plan benefits reconcile to W-3.	<u>01/17/20</u>	<u>EP</u>	<u>AH</u>
	e. Submit Data to Accu-wage for file submission testing	<u>01/17/20</u>	<u>AH</u>	<u>JJ</u>
	f. Submit File to Social Security Office.	<u>01/28/20</u>	<u>AH</u>	<u>JJ</u>
	g. Submit Annual Summary of W/H Tax	<u>01/28/20</u>	<u>AH</u>	<u>JJ</u>
	☒ 1099s	<u>01/15/20</u>	<u>EP</u>	<u>AH</u>
	a. Review vendors > \$600 to verify 1099 vendor set-up	<u>01/15/20</u>	<u>EP</u>	<u>AH</u>
	b. Submit Data to IRS	<u>01/15/20</u>	<u>EP</u>	<u>JJ</u>
VI.	<u>PED Quarterly Reporting (due last day of month following quarter end):</u>			
	A. Review GL for:			
	a. accounts that do not have budget authority.		<u>AH</u>	<u>JJ</u>
	b. accounts that are over budget that may lead to investigation of account code accuracy.		<u>AH</u>	<u>JJ</u>
	c. negative amounts in revenue and expenditure line items.		<u>AH</u>	<u>JJ</u>
	B. PED Reporting			
	☒ PED Cash Report	<u>01/31/20</u>	<u>AH</u>	<u>JJ</u>
	☒ Submit Actuals File and Print Reports	<u>01/31/20</u>	<u>AH</u>	<u>JJ</u>
	☒ E-mail Cash Report to Budget Analyst	<u>01/31/20</u>	<u>AH</u>	<u>JJ</u>
VII.	<u>Other Reporting</u>			
	A. Training & Experience	<u>11/08/19</u>	<u>AH</u>	<u>TA</u>
	B. Membership Projections	<u>10/14/19</u>	<u>AH</u>	<u>AH</u>