**New Mexico
Department *of* Finance
and Administration**

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CABINET SECRETARY

July 1, 2024

To: Cabinet Secretaries, Agency Heads and Chief Financial Officers

From: Dr. Andrew Miner, State Budget Division Director

Re: Fiscal Year 2025 BAR and Other Document Submission

Agencies may now begin submitting Budget Adjustment Requests (BARs), Budget Reallocation Forms (BRFs), and OPBUD-4 Nonrecurring Appropriation Forms for budgets and appropriations valid in Fiscal Year 2025. The process to submit these documents to the State Budget Division is unchanged from previous years. In an effort to reduce the frequency of errors in these submissions, SBD will continue to apply close scrutiny to BAR and other document review as well as tracking the frequency and type of errors encountered. **If agencies persist in submitting documents with errors, SBD will require such agencies to attend one-on-one training sessions to address issues in a timely manner.**

The analysts and leadership of the Division are prepared to proactively assist agencies in preparation of these documents. First, included with this memo are the FY25 BAR Authority Document, a list of most common BAR errors, and a matrix detailing submission requirements for every type of BAR and other document. Further reference materials are available at Budget Adjustment Requests | New Mexico Department of Finance and Administration (state.nm.us). In addition, SBD has newly redesigned the BAR form and other documents to be more user-friendly with less room for errors. This form has been updated for use in FY25; **please be sure to use the attached version.**

Second, SBD will be conducting a **mandatory** training on BARs and other documents for agency budget staff, with virtual sessions offered via Microsoft Teams at 9:30 AM on July 9 and 10, 2024. **One person from each agency should send a list of participants and which session they would like to attend to their Executive Budget Analyst by Friday, July 5, 2024.** Please note that BAR training this year will also include a section on updated budget projection requirements, to include revenue tracking. **Therefore, it is essential that at least one person from every agency attend training.**

Further, SBD will be offering its optional, annual Budget Boot Camp on July 30 and 31 which is geared towards newer agency budget staff. It is a comprehensive seminar which includes training on BARs and other documents. A separate email with sign-up instructions for Budget Boot Camp will be sent in the near future.

As with FY24, in an effort to reduce the number of BARs needing to be submitted, the Division has established guidelines for how BARs may be consolidated. These are as follows:

- Each BAR may only contain actions of one type: Budget Increase, Budget Decrease, Category Transfer, or Program Transfer.
- Multiple actions of the same type may be included on the same BAR, including from different funds and program codes. Each specific action on the BAR must be allowed by appropriate statutory authority.
- Every BAR involving exclusively federal funds and thus exempt from the LFC's ten-day review period must be separated from BARs of other revenue types. Multiple federal actions (of the same type) may be included on the same BAR.
- BARs with multiple actions may combine them on SHARE journals. For example, a category transfer BAR with 5 actions need only have one category transfer journal. A federal increase BAR with 5 grants may combine them on one revenue and one appropriation journal.
- Each action on a BAR must be clearly identified and justified on the BAR narrative. Appropriate backup documentation must also be provided for each.
- Reminder that SBD has also developed OPBUD-4 and allotment forms to budget multiple nonrecurring appropriations at one time for agency use which are available on our website.

It is the goal of the State Budget Division to assist agencies in processing documents accurately and in a timely manner. All analysts and staff are ready to help in this regard. Thank you for your cooperation.