

NEW MEXICO HIGHER EDUCATION DEPARTMENT
Running Institutional Finance Schedule
Updated April 1, 2020

Note: For Capital Projects, refer to separate schedule	Due Date	Criteria	HED Contact
Budgets and Funding Requests:			
Final Budget Adjustment Requests for FY20 -- EXTENDED per State/National COVID-19 Measures	5/1/2020 - 5/15/2020	5.3.4.10 and 5.3.4.12 NMAC	Debbie
Proposed Operating Budgets for FY21 -- EXTENDED per State/National COVID-19 Measures / Pilot Online Submission	5/1/2020 - 5/15/2020 7/1/2020	21-1-26 and 5.3.4.13(B) NMAC	Debbie
Prioritized Budget Requests for FY21, including (a) Expansion requests for I&G, existing Research & Public Service Projects (RSPS) and other programs, (b) Requests for new programs, and (c) Special schools.	9/15/2020	21-1-26 and 5.3.4.13(B) and 5.3.5.12 NMAC	Loretta
Institutional RPSP and I&G Base Expansion Budget Hearings for FY21	October TBA	5.3.5.12 NMAC	Loretta
HED Comprehensive Funding Recommendation for FY21	11/1/2020	NMSA 1978, 9-25-9c	Harry
Mid Year BARS - Optional submission UNLESS formally Requested as a result of Legislative Required Action; provides opportunity to update beginning balances prior to FINAL BARs submission of May 1st.	12/13/2019 (for FY20) 12/11/2020 (for FY21)	HED & 5.3.4.12 NMAC	Debbie
Mill Levy Certification for FY21 (Tax Year 2020):			
HED sends Debt Service Schedules to Institutions	6/19/2020	HED Deadline	Debbie
Debt Service Requirement Schedule from HEIs returned to HED	7/6/2020	HED Deadline	Debbie
Draft Mill Levy Data Calculations to Community Colleges for review	7/31/2020	HED Deadline	Debbie
Institutions confirm Calculated Mill Levy Rates to HED	8/7/2020	HED Deadline	Debbie
Mill Levy Certification due to DFA	8/14/2020	7-37-8 NMSA	Debbie
Institutional Review of HED Data (Funding Formula; I&G/RPSP Salaries; Revenues & Expenditures)			
Funding Formula Raw Data submitted to HEIs; CUP; ICC and NMACC for review. PHASE 1: SCH; DC; Research; MP	8/30/2020	HED Deadline	Harry
Institutions confirm Funding Formula raw data - final edits due PHASE 1 ONLY	9/11/2020	HED Deadline	Harry
Funding Formula Raw Data submitted to HEIs; CUP; ICC and NMACC for review. PHASE 2: Financial Aid and Degree Data	10/1/2020	HED Deadline	Harry
Institutions confirm Funding Formula raw data - final edits due PHASE 2	10/9/2020	HED Deadline	Harry
I&G Funding Formula Draft submitted to HEIs; CUP; ICC and NMACC (Funding Formula Technical Committee)	10/9/2020	HED Deadline	Harry
I&G Formula reviewed and confirmed, final edits submitted by HEIs, CUP, NMICC, NMACC	10/23/2020	HED Deadline	Harry
Other State Funds/Federal Funds workbook to HEIs and Special Schools Calculation Workbook	10/2/2020	HED Deadline	Debbie
I&G-Internal Svc-RPSP Salary Data Comp Calculations DRAFT from ROAs submitted to HEIs from HED	10/2/2020	HED Deadline	Debbie
I&G-Internal Svc-RPSP Salary Data Comp Calculations confirmed, final edits submitted by HEIs, CUP, NMICC and NMACC returned to HED	10/16/2020	HED Deadline	Debbie
Other State Funds/Federal Funds completed workbook and Special Schools Calc workbook returned from HEIs to HED	10/16/2020	HED Deadline	Debbie
HED Rollup of Institutional Revenues and Expenditures (unaudited from ROAs) sent to HEIs	10/9/2020	HED Deadline	Debbie
Institutions confirm Revenue/Expenditure Rollup and submit edits to HED.	10/23/2020	HED Deadline	Debbie
HED Submits FY21 RPSP Recommendations to HEIs for Review (project verification and requested amounts only)	~10/22/2020	HED Deadline	Loretta
Institutions confirm RPSP projects/requests.	10/28/2020	HED Deadline	Loretta
Financial Reporting			
Report of Actuals (unaudited) for FY20 due to HED	9/15/2020	Financial Reporting Manual (Pg 22)	Debbie
HEIs submit revised ROAs if material differences are noted in Audited Financial Statements	1/15/2020	HED Deadline	Scott, Debbie
IPA Approvals for FY20	4/24/2020	12-6-14 and 2.2.12.E(1) NMAC	Scott
Quarterly Reports and Certification - FY20/Q1	11/30/2019		
Quarterly Reports and Certification - FY20/Q2	2/28/2020		
Quarterly Reports and Certification - FY20/Q3	5/29/2020		
Quarterly Reports and Certification - FY20/Q4	8/31/2020	21-1-33 (B)	Scott
Disposition of Property	30 days prior to Disposition	13-6-1, 13-6-2 and 2.20.1.18 NMAC	Scott
Composite Financial Index based upon FY19 Audited Financial Statements	4/3/2020	Higher Learning Commission	Scott
Endowment Report (As of June 30)	9/15/2020	21-1-27.1, 21-1-38 and 5.3.6 NMAC	Debbie
FY20 Annual Financial Audit due to Office of State Auditor (OSA)	11/1/2020	12-6-12 and 2.2.2.9 A (1) NMAC	Scott
Long-Term Debt Schedule (As of Dec 31)	12/1/2020	HED Deadline	Scott; Harry
Note: All Funding Requests, Proposed Budgets, Budget Adjustment Requests and Quarterly Reports must be approved by the respective Governing Board prior to submission to HED.			
Statutory Due Dates landing on a weekend will be accepted by Close of Business on the following business day.			