DFA- LGD
Local Government Budget Management System
April 27, 2016

Presentation to the
Project Certification Committee
Rick Lopez, Director
Budget and Finance Bureau

**Mission Statement:**

“To assist officials and employees of local public bodies in New Mexico to maintain budget and fiscal integrity for the benefit of our citizens”
Budget and Finance Bureau

• Bureau Chief

• Special Projects Analyst

• 7 Budget and Finance Analysts
Budget and Finance Bureau

Provide Oversight:

• 33 Counties
• 107 Municipalities
• 600 + Plus Special Districts

“collecting, reporting and planning of all financial information related to budgets and finances.”
Budget and Finance Bureau

Responsible for:

• Reviewing Operating Budgets to ensure compliance with state statutes.

  • Verify proper accounting processes are in place for the use of revenues and expenses.
  • Ensure sufficient funds are budgeted to meet needed expenses.
  • Understand all statutes and regulations related to each fund revenue source and expense items.

• Reviewing and approving Budget Adjustments on Local Public Bodies existing budgets.

• Reviewing Monthly and Quarterly financial reports to:
  Take corrective action as needed to rectify financial instability by:
  • Alerting public officials.
  • Communicating corrective action needed to restore solvency.
Budget and Finance Bureau

Responsible for:

• Prepare **Statistical Analysis** regarding revenue and expense comparisons such as:

  • Tax capacities
    • Property Taxes
    • General Obligation and Revenue Bonds
    • GRT types and uses
    • Special Revenues

• Cash Flow Analysis – Advise local public bodies of the use of certain funds to pay for recurring and non-recurring expenditures.
Budget and Finance Bureau

Current System Pitfalls:

• Responsibilities are managed with Excel spreadsheets which have limitations:
  • No automatic data validation
  • No user authentication
  • Difficult to maintain standardized data submissions
  • Potential for data and reports to be manipulated or changed
  • Requires considerable staff time to review, validate and approve data
  • Requires considerable staff time to compile data for statewide reports
  • No automatic process to backup data

• No automatic process in place to track data submission and approvals:
  • Separate spreadsheets are maintained to log in submission and approval dates
  • Requires considerable staff time to keep log accurate and current
Benefits of Proposed Automated System:

- **Improved data processing:**
  - Automated process to collect, validate, query, report, store and backup data
  - Ability to expand the standardized chart of accounts for local government reporting
  - Ability for local governments to electronically submit data which will go through a validation process prior to budget & finance analyst review
  - Ability to quickly generate reports with increased accuracy
  - Ability to store backup documentation within the system
  - Ability to access system online 24 hours/day, 7 days/week
  - Ability to handle a high volume of concurrent users

- **Improved user authentication:**
  - Ability to track dates and actions taken by authorized users
  - Ability to maintain/update user authorization information
  - Ability to communicate with users via system generated email notifications
## LGBMS Project at a Glance

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Planned Cost</th>
<th>Planned Start Date</th>
<th>Planned Finish Date</th>
<th>Status</th>
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<tbody>
<tr>
<td>Special Appropriation</td>
<td>$250,000</td>
<td>5/1/2016</td>
<td>6/30/2017</td>
<td>Pending PCC Approval Prior to Negotiating Vendor Contract</td>
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**Notes:**
- Special Appropriation: Laws of 2015, HB2, Ch. 101, Sect. 7, Item 4
- Status: Pending PCC Approval Prior to Negotiating Vendor Contract
# Questions?

## Contact Information

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<thead>
<tr>
<th>Role</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
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