

Maxwell Municipal Schools
Regular Board Meeting
August 15, 2022



**Maxwell Municipal Schools
Regular School Board Meeting
August 15, 2022 6:30p.m.**

1. Call to Order
2. Welcome of Visitors
3. Pledge to US & NM Flags
4. Consent Agenda
 - a. *Approval of Agenda (pg. 2)
 - b. *Approval of July 18, 2022 Regular Board Meeting Minutes (pg. 3)
5. Consent Agenda-Business
 - a. *Monthly Cash Report (pg. 6)
 - b. *Ratification of Vouchers (pg. 33)
 - c. *Budget Adjustments (none)
 - d. *Asset Disposal (pg. 63)
6. Old Business –
 - a. Staffing Update
7. New Business –
 - a. Community Active Shooter Training
 - b. *2022-2023 Staff Handbook (pg. 87)
8. Hearing from Delegation
9. Consent Agenda –
 - a. *Approval of the 2022-2023 Staff Handbook
10. Other Business
 - a. Superintendent's Report
 - b. Board Call
11. Executive Session – Pending Litigation-J. Baca - To discuss the following, as permitted by the Open Meetings Act: Personnel Matters [section 10-15-1(H)(2)]
12. Setting of Next Regular Board Meeting, September 19, 2022, 6:30 pm
13. *Adjournment
*Action Items

| Regular | Auditorium | 6:30 p.m. | July 18, 2022 |
|---|-------------------|------------------|----------------------|
| Kind of Meeting | Place | Time | Date |
| Present Mary Lou Kern - via phone Monica Hoy – Presiding Officer Krystal Harty Char Mondragon Kacie Deines Amy Roble – Superintendent Susan Robinson – Business Manager Taunya Mitchell – Administrative Assistant | | Absent | |

-
1. **Call to Order:** Vice-President, Monica Hoy, called the meeting to order at 6:30pm.
 2. **Welcome of Visitors:** Tammy Brandfas and Christina Hidalgo
 3. **Pledge to U.S. & N.M. Flags:** Vice-President Hoy asked all those present to stand and salute the flags.
 4. **Approve Agenda:**

Approval of Agenda – Vice-President Hoy entertained a motion to approve the agenda as presented. Kacie Deines made the motion, seconded by Mary Lou Kern. The motion carried a vote of 5-0.

Approval of the Minutes – Vice-President Hoy entertained a motion to approve the regular meeting minutes of June 20, 2022. Char Mondragon made the motion, seconded by Krystal Harty. The motion carried a vote of 5-0.
 5. **Business:**

Business – Business Manager, Susan Robinson, presented the cash report, vouchers and budget adjustments (BARs) SY2022-2023 #1-2 for approval.

Vice-President Hoy entertained a motion to approve the business consent agenda as presented. Char Mondragon made the motion, seconded by Kacie Deines. The motion carried a vote of 5-0.
 6. **Old Business:**

Staffing Update – Superintendent, Amy Roble, updated the Board on the following:

 - Counselor position is still open. Possibly contract with Jill Fernandez from HPREC
 - Samantha Del Toro has been hired for the Math position

Facility Master Plan – Superintendent Roble informed the Board the plan can be amended after approval except the items described in the Capital Plan Priorities.
 7. **New Business:**

Per Capita Feeder Route – Administrative Assistant, Taunya Mitchell, presented the per capita feeder route contract to the Board for approval.

Policy G-5900 Resignation of Professional Staff Members – Amended to include provision for job abandonment – Superintendent Roble presented the revisions made to the policy to the Board for approval.

Policy G-9200 Resignation of Support Staff Members – Amended to include provision for job abandonment – Superintendent Roble presented the revisions made to the policy to the Board for approval.

Policy G-3200 Professional Staff Vacations and Holidays – Amended to include all federal holidays - Superintendent Roble presented the revisions made to the policy to the Board for approval.

2022-2023 Student Handbook - Superintendent Roble presented the revisions made to the handbook to the Board for approval.
 8. **Hearing from**

the Delegation:

Tammy Brandfas expressed her concern regarding Critical Race Theory (CRT), Continued Sexual Education (CSE), Social Emotional Learning (SEL) and Title IX. Superintendent Roble will research and set up a meeting with Tammy.

9. Consent Agenda:

Approval of the 2022-2023 Facility Master Plan – Vice-President Hoy entertained a motion to approve the Facility Master plan as presented. Mary Lou Kern made the motion, seconded by Kacie Deines. The motion carried a vote of 5-0.

Approval of the Per Capita Feeder Route – Vice-President Hoy entertained a motion to approve the Per Capita Feeder Route contract as presented. Kacie Deines made the motion, seconded by Krystal Harty. The motion carried a vote of 5-0.

Approval of Policy G-5900 Resignation of Professional Staff Members – Amended to include provision for job abandonment – Vice-President Hoy entertained a motion to approve Policy G-5900 Resignation of Professional Staff Members – Amended to include provision for job abandonment as presented. Kacie Deines made the motion, seconded by Char Mondragon. The motion carried a vote of 5-0.

Approval of Policy G-9200 Resignation of Support Staff Members – Amended to include provision for job abandonment – Vice-President Hoy entertained a motion to approve Policy G-9200 Resignation of Support Staff Members – Amended to include provision for job abandonment as presented. Kacie Deines made the motion, seconded by Char Mondragon. The motion carried a vote of 5-0.

Approval of Policy G-3200 Professional Staff Vacations and Holidays – Amended to include all federal holidays - Vice-President Hoy entertained a motion to approve Policy G-3200 Professional Staff Vacations and Holidays – Amended to include all federal holidays as presented. Krystal Harty made the motion, seconded by Kacie Deines. The motion carried a vote of 5-0.

Approval of the 2022-2023 Student Handbook - Vice-President Hoy entertained a motion to approve the 2022-2023 Student Handbook as presented. Kacie Deines made the motion, seconded by Char Mondragon. The motion carried a vote of 5-0.

10. Other Business:

Superintendent's Report- Superintendent Roble updated the board on the following:

- School – the campus is in good shape to open in 3 weeks, class schedules will be handed to students on or before the first day, transcripts are being double checked, working with Luna Community College on virtual class times for College Algebra and Freshman Comp, Elementary and 7th Grade will have PE
- Facilities – not all planned summer projects will be completed, hired 5 people to help complete work in buildings for the month of July, a possible community work day on the Saturday before school starts if needed, athletes painting the locker rooms and parking lots
- Superintendent professional development training – National Certification Training from AASA is over a two-year span, requires a capstone project and the cost is \$6,000. Superintendent Roble proposed that she'll pay \$2,000 and the District pays \$4,000. The Board agreed.

Board Call – Krystal Harty stated she was researching for staff to be able to have a concealed carry on campus for security since response time in the area is over an hour. Superintendent Roble informed the Board concealed carry on campus is against state and Federal law, and the District would have to hire a law enforcement officer or a level three security officer contracted with an established company. Superintendent Roble also stated the staff will participate in an active shooter training from Poms and Associates during in-service. After training discussion, Superintendent Roble will contact Poms and Associates regarding a community active shooter training.

11. Executive Session:

Personnel Matters - To discuss the following, as permitted by the Open Meetings Act: Personnel Matters [section 10-15-1(H)(2)] – Vice-President Hoy entertained a motion to enter executive session. Mary Lou Kern made a motion to enter executive

session, seconded by Kacie Deines. The motion carried a vote 5-0, Mary Lou Kern, yes; Monica Hoy, yes; Krystal Harty, yes; Char Mondragon, yes; and Kacie Deines, yes.

Executive session was entered at 7:31pm with the following attendees: Board President Mary Lou Kern, Board Vice-President Monica Hoy, Board Secretary Krystal Harty, Board Member Char Mondragon, Board Member Kacie Deines, and Superintendent Amy Roble.

At 7:55pm, Monica Hoy made a motion to exit executive session, seconded by Krystal Harty. The motion carried a vote of 5-0, Mary Lou Kern, yes; Monica Hoy, yes; Krystal Harty, yes; Char Mondragon, yes; and Kacie Deines, yes. Executive session was exited with the following: Board President Mary Lou Kern, Board Vice-President Monica Hoy, Board Secretary Krystal Harty, Board Member Char Mondragon, Board Member Kacie Deines, and Superintendent Amy Roble.

Vice-President Hoy stated that only those items stated before entering executive session were discussed. No action was taken in executive session.

12. Next Meeting:

The setting of the next regular Board Meeting will be Monday, August 15, 2022 at 6:30 pm.

13. Adjournment:

At 7:56pm, there being no further business, Vice-President Hoy entertained a motion to adjourn the meeting. Char Mondragon made the motion, seconded by Kacie Deines. The motion carried a vote 5-0.

Presiding Officer

Date

Board Secretary

Date

Cash Balance Report & Bank Reconciliations



Maxwell Municipal Schools

Cash Balances by OBJECT

Fiscal Year: 2022-2023

Date Range: 07/01/2022 - 07/31/2022

| Account Number | Title | Beginning Balance | Increases Debits | Decreases Credits | Cash Balance |
|-----------------------------------|--|-------------------|---------------------|----------------------|----------------------------|
| 11000.0000.11012.0000.011000.0000 | OPERATIONAL FUND | 347,545.36 | 207,476.41 | 166,490.28 | 388,531.49 |
| 12000.0000.11012.0000.011000.0000 | TEACHERAGE FUND | 18,916.50 | 850.00 | 2,966.70 | 16,799.80 |
| 13000.0000.11012.0000.011000.0000 | TRANSPORTATION FUND | 0.00 | 0.00 | 2,157.91 | (2,157.91) <i>CY</i> |
| 24106.0000.11012.0000.011000.0000 | IDEA B - ENTITLEMENT | (9,150.84) | 9,150.84 | 347.00 | (347.00) <i>CY</i> |
| 24109.0000.11012.0000.011000.0000 | IDEA B - PRESCHOOL FUND | (1,853.54) | 1,853.54 | 14.00 | (14.00) <i>CY</i> |
| 24120.0000.11012.0000.011000.0000 | IDEA B - REAUTHORIZATION FUND | (36,094.79) | 36,094.79 | 0.00 | 0.00 |
| 24154.0000.11012.0000.011000.0000 | TITLE II - TEACHER/PRINCIPAL TRAINING FUND | (5,677.55) | 0.00 | 0.00 | (5,677.55) <i>PY-AR</i> |
| 24189.0000.11012.0000.011000.0000 | TITLE IV - STUDENT SUPPORT FUND | (726.27) | 726.27 | 0.00 | 0.00 |
| 24308.0000.11012.0000.011000.0000 | CRRSA, ESSER II FUND | 0.30 | 0.00 | 0.00 | 0.30 |
| 24309.0000.11012.0000.011000.0000 | CRRSA - SOCIAL EMOTIONAL LEARNING FUND | (15,564.96) | 4,414.23 | 6,266.41 | (17,417.14) <i>PY + CY</i> |
| 24316.0000.11012.0000.011000.0000 | USDE CRRSA ESSER II, AIR QUALITY FUND | (3,762.32) | 0.00 | 0.00 | (3,762.32) <i>PY</i> |
| 25153.0000.11012.0000.011000.0000 | MEDICAID 3/21 YEARS FUND | 0.00 | 0.00 | 227.00 | (227.00) <i>CY</i> |
| 25233.0000.11012.0000.011000.0000 | REAP FUND | (506.14) | 506.14 | 0.00 | 0.00 |
| 27183.0000.11012.0000.011000.0000 | NM GROWN FFV FUND | (176.14) | 176.14 | 0.00 | 0.00 |
| 27407.0000.11012.0000.011000.0000 | FAMILY INCOME INDEX FUND | (6,876.02) | 742.28 | 0.00 | (6,133.74) <i>PY</i> |
| 28211.0000.11012.0000.011000.0000 | NM COVID19 TESTING PROGRAM DOH FUND | (12,395.54) | 12,395.54 | 0.00 | 0.00 |
| 31701.0000.11012.0000.011000.0000 | CAPITAL IMPROVEMENTS SB-9 LOCAL FUND | 17,156.36 | 505.13 | 0.00 | 17,661.49 |
| 31703.0000.11012.0000.011000.0000 | SB-9 STATE MATCH CASH FUND | 36,626.34 | 0.00 | 0.00 | 36,626.34 |
| 31900.0000.11012.0000.011000.0000 | ED TECH EQUIPMENT FUND | (12,448.83) | 12,448.95 | 0.00 | 0.12 |
| 41000.0000.11012.0000.011000.0000 | DEBT SERVICES FUND | 0.29 | 0.00 | 0.00 | 0.29 |
| 43000.0000.11012.0000.011000.0000 | ED TECH DEBT SERVICE FUND | 67,211.95 | 584.56 | 55,336.32 | 12,460.19 |
| Total OBJECT: | 11012 | 382,224.16 | 287,924.82 | 233,805.62 | 436,343.36 |
| 21000.0000.11013.0000.011000.0000 | LUNCH BANK ACCOUNT | 29,575.80 | 7,490.62 | 680.78 | 36,385.64 |
| 24118.0000.11013.0000.011000.0000 | LUNCH BANK ACCOUNT | (310.20) | 310.20 | 0.00 | 0.00 |
| Total OBJECT: | 11013 | 29,265.60 | 7,800.82 | 680.78 | 36,385.64 |
| 22000.0000.11014.0000.011000.0000 | ATHLETIC FUND | 1,354.53 | 14.86 | 500.00 | 869.39 |
| 23110.0000.11014.0000.011000.0000 | GENERAL ACTIVITY FUND | 355.99 | 0.00 | 0.00 | 355.99 |
| 23112.0000.11014.0000.011000.0000 | PARENT ADVISORY COMMITTEE | 431.24 | 0.00 | 0.00 | 431.24 |
| 23113.0000.11014.0000.011000.0000 | CLASS OF 2023 | 1,515.18 | 25.00 | 0.00 | 1,540.18 |
| 23114.0000.11014.0000.011000.0000 | CLASS OF 2024 | 432.00 | 0.00 | 0.00 | 432.00 |
| 23117.0000.11014.0000.011000.0000 | CLASS OF 2022 | 881.19 | 0.00 | 0.00 | 881.19 |

Maxwell Municipal Schools

Cash Balances by OBJECT

Fiscal Year: 2022-2023

Date Range: 07/01/2022 - 07/31/2022

| Account Number | Title | Beginning Balance | Increases Debits | Decreases Credits | Cash Balance |
|-----------------------------------|---------------------------------|-------------------|---------------------|----------------------|--------------|
| 23118.0000.11014.0000.011000.0000 | PBIS REWARDS | 800.91 | 0.00 | 0.00 | 800.91 |
| 23119.0000.11014.0000.011000.0000 | STUDENT COUNCIL | 45.53 | 0.00 | 0.00 | 45.53 |
| 23120.0000.11014.0000.011000.0000 | CLASS OF 2027 | 70.00 | 0.00 | 0.00 | 70.00 |
| 23121.0000.11014.0000.011000.0000 | BOOSTER CLUB | 1,982.21 | 0.00 | 0.00 | 1,982.21 |
| 23123.0000.11014.0000.011000.0000 | PEE WEE SPORTS | 15,739.98 | 0.00 | 0.00 | 15,739.98 |
| 23125.0000.11014.0000.011000.0000 | CHEERLEADERS - PEE WEE | 499.18 | 0.00 | 0.00 | 499.18 |
| 23126.0000.11014.0000.011000.0000 | FFA | 1,698.56 | 870.00 | 0.00 | 2,568.56 |
| 23127.0000.11014.0000.011000.0000 | LIBRARY | 223.90 | 0.00 | 0.00 | 223.90 |
| 23149.0000.11014.0000.011000.0000 | FCCLA | 3,807.77 | 0.00 | 0.00 | 3,807.77 |
| 23150.0000.11014.0000.011000.0000 | ANNUAL | 1,541.00 | 0.00 | 0.00 | 1,541.00 |
| 23155.0000.11014.0000.011000.0000 | DRAMA FUND | 15.00 | 0.00 | 0.00 | 15.00 |
| 23162.0000.11014.0000.011000.0000 | SCHOOL MALL FUND | 7.67 | 0.00 | 0.00 | 7.67 |
| 23178.0000.11014.0000.011000.0000 | MAXWELL TEACHERS ASSOCIATION | 554.28 | 0.00 | 0.00 | 554.28 |
| 23179.0000.11014.0000.011000.0000 | MAXWELL COMMUNITY FUND | 174.89 | 0.00 | 0.00 | 174.89 |
| 23180.0000.11014.0000.011000.0000 | PERFECTA PRINTING SERVICES FUND | 310.00 | 0.00 | 0.00 | 310.00 |
| 23181.0000.11014.0000.011000.0000 | MAXWELL REUNION FUND | 4,554.44 | 0.00 | 0.00 | 4,554.44 |
| 23182.0000.11014.0000.011000.0000 | DISTRICT ATHLETIC MONEY | 6,321.43 | 0.00 | 0.00 | 6,321.43 |
| Total OBJECT: | 11014 | 43,316.88 | 909.86 | 500.00 | 43,726.74 |
| 31900.0000.11016.0000.011000.0000 | ED TECH TRUST ACCOUNT | 104,070.71 | 0.00 | 12,448.95 | 91,621.76 |
| Total OBJECT: | 11016 | 104,070.71 | 0.00 | 12,448.95 | 91,621.76 |
| | | 558,877.35 | 296,635.50 | 247,435.35 | 608,077.50 |

End of Report

Analyzed Business Checking Plus PF

Account number: 2600775007 ■ July 1, 2022 - July 31, 2022 ■ Page 1 of 4

WELLS
FARGO

MAXWELL MUNICIPAL SCHOOLS
OPERATION ACCOUNT
PO BOX 275
MAXWELL NM 87728-0275

Questions?

Call your Customer Service Officer or Client Services
1-800-AT WELLS (1-800-289-3557)
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: wellsfargo.com

Write: Wells Fargo Bank, N.A. (585)
P.O. Box 6995
Portland, OR 97228-6995



IMPORTANT ACCOUNT INFORMATION

We're making important changes to the terms and conditions of some of our accounts. If these changes affect you, they will be included in the Important Account Information section associated with your specific account.

Account summary

Analyzed Business Checking Plus PF

| Account number | Beginning balance | Total credits | Total debits | Ending balance |
|----------------|-------------------|---------------|---------------|----------------|
| 2600775007 | \$706,500.55 | \$288,603.18 | -\$426,400.64 | \$568,703.09 |

Interest summary

| | |
|--|----------|
| Annual percentage yield earned this period | 0.40% |
| Interest earned during this period | \$183.83 |
| Year to date interest and bonuses paid | \$708.08 |

Credits

Electronic deposits/bank credits

| Effective date | Posted date | Amount | Transaction detail |
|----------------|-------------|-----------|--|
| | 07/06 | 9,667.27 | Post Verify Deposit |
| | 07/07 | 176.14 | State of NEW Mex Vndr Pymt Nmap0001426953 011-000-2122-27183-0005 27183 NM Grown Fvv 12/1/2 |
| | 07/07 | 4,414.23 | State of NEW Mex Vndr Pymt Nmap0001426749 011-000-2122-24309-0003 24309 Crrsa- Social Emoti |
| | 07/08 | 506.14 | Doep Treas 310 Misc Pay 070822 Zm4Apxxxxx13910 2022070746703 |
| | 07/12 | 639.72 | State of NEW Mex Vndr Pymt Nmap0001430338 011-000-2122-24109-0009 24109 Preschool Idea-B 5/ |
| | 07/12 | 36,094.79 | State of NEW Mex Vndr Pymt Nmap0001430772 011-000-2122-24120-0001 24120 Idea-B "Risk Pool" |
| | 07/18 | 678.36 | ACH Returns - Maxwell Municipa - File 7777788888 Coid 2856000156 |

Electronic deposits/bank credits (continued)

| <i>Effective date</i> | <i>Posted date</i> | <i>Amount</i> | <i>Transaction detail</i> |
|-----------------------|--------------------|---------------|---|
| | 07/18 | 742.28 | State of NEW Mex Vndr Pymt Nmap0001436465 011-000-2122-27407-0007 27407 Family Income Index |
| | 07/19 | 678.36 | ACH Returns - Maxwell Municipa - File 7777788888 Coid 2856000156 |
| | 07/19 | 16,027.22 | Post Verify Deposit |
| | 07/21 | 726.27 | State of NEW Mex Vndr Pymt Nmap0001439888 011-000-2122-24189-0008 24189 Student Supp Academ |
| | 07/21 | 1,213.82 | State of NEW Mex Vndr Pymt Nmap0001439953 011-000-2122-24109-0010 24109 Preschool Idea-B 6/ |
| | 07/25 | 206,544.90 | State of NEW Mex Vndr Pymt Nmap0001442637 11000 Seg July 2022 11000 Seg July 2022 |
| | 07/27 | 1,159.01 | Post Verify Deposit |
| | 07/29 | 9,150.84 | State of NEW Mex Vndr Pymt Nmap0001446119 011-000-2122-24106-0010 24106 Entitlement Idea-B |
| 07/31 | 07/29 | 183.83 | Interest Payment |
| | | \$288,603.18 | Total electronic deposits/bank credits |
| | | \$288,603.18 | Total credits |

Debits*Electronic debits/bank debits*

| <i>Effective date</i> | <i>Posted date</i> | <i>Amount</i> | <i>Transaction detail</i> |
|-----------------------|--------------------|---------------|--|
| | 07/01 | 573.12 | < Business to Business ACH Debit - IRS Usatapytmt 070122 270258290873249 Maxwell Schools |
| | 07/07 | 8,251.69 | ACH Prep Origintn - Mms Ven Pay - File 7777788888 Coid 4856000156 |
| | 07/07 | 24,450.68 | ACH Prep Origintn - Mms Ven Pay - File 7777788888 Coid 4856000156 |
| | 07/08 | 70,399.37 | < Business to Business ACH Debit - Nmerb Web Pay 220707 09028 Maxwell Municipal Scho |
| | 07/11 | 212.11 | Client Analysis Svc Chrg 220708 Svc Chge 0622 000002600775007 |
| | 07/12 | 55,336.32 | ACH Prep Origintn - Operations - File 7777788888 Coid 2856000156 |
| | 07/13 | 11,811.17 | ACH Prep Origintn - Operations - File 7777788888 Coid 2856000156 |
| | 07/13 | 25,415.62 | ACH Prep Origintn - Operations - File 7777788888 Coid 2856000156 |
| | 07/13 | 90,696.00 | ACH Prep Origintn - Mms Ven Pay - File 7777788888 Coid 4856000156 |
| | 07/18 | 678.36 | ACH Prep Origintn - Operations - File 7777788888 Coid 2856000156 |
| | 07/18 | 150.50 | < Business to Business ACH Debit - Tax_Rev_Wkc_Ecks Trd Pmnt 220714 2147240064 Maxwell Schools |
| | 07/18 | 7,102.64 | < Business to Business ACH Debit - Tax_Rev_Wwt_Ecks Trd Pmnt 220714 xxxxx8240 Maxwell Municipal Scho |
| | 07/19 | 3,593.68 | < Business to Business ACH Debit - IRS Usatapytmt 071922 270260083205757 Maxwell Schools |
| | 07/27 | 12,961.55 | ACH Prep Origintn - Operations - File 7777788888 Coid 2856000156 |
| | 07/27 | 25,415.64 | ACH Prep Origintn - Operations - File 7777788888 Coid 2856000156 |
| | 07/28 | 335.00 | Nassp 7038600200 220727 Well Municipal Schools |
| | 07/29 | 4,255.84 | < Business to Business ACH Debit - IRS Usatapytmt 072922 270261044823404 Maxwell Schools |
| | | \$341,639.29 | Total electronic debits/bank debits |

< *Business to Business ACH: If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.*

Checks paid

| <i>Number</i> | <i>Amount</i> | <i>Date</i> | <i>Number</i> | <i>Amount</i> | <i>Date</i> | <i>Number</i> | <i>Amount</i> | <i>Date</i> |
|---------------|---------------|-------------|---------------|---------------|-------------------|---------------|---------------|-------------|
| 33235 | 125.00 | 07/07 | 33491 | 6,364.35 | 07/11 | 33516* | 35.00 | 07/28 |
| 33460* | 44.00 | 07/11 | 33492 | 1,123.67 | 07/05 | 33522* | 826.71 | 07/29 |
| 33463* | 302.00 | 07/08 | 33493 | 44.00 | 07/08 | 33528* | 102.43 | 07/29 |
| 33466* | 5,899.04 | 07/21 | 33494 | 46.55 | 07/06 | 33529 | 423.45 | 07/28 |
| 33472* | 271.27 | 07/01 | 33495 | 159.19 | 07/06 | 33530 | 44.00 | 07/27 |
| 33479* | 4,806.65 | 07/05 | 33496 | 494.73 | 07/06 | 33531 | 1,751.73 | 07/28 |
| 33480 | 1,090.00 | 07/06 | 33497 | 800.59 | 07/06 | 33533* | 859.01 | 07/29 |
| 33482* | 118.40 | 07/11 | 33498 | 26,198.07 | 07/15 | 64940* | 1,438.72 | 07/28 |
| 33483 | 347.36 | 07/08 | 33499 | 75.29 | 07/07 | 64943* | 99.18 | 07/25 |
| 33484 | 70.00 | 07/07 | 33504* | 1,618.75 | 07/08 | 64956* | 236.23 | 07/28 |
| 33485 | 200.00 | 07/06 | 33505 | 1,050.16 | 07/13 | 64963* | 960.67 | 07/28 |
| 33486 | 5,355.02 | 07/07 | 33506 | 7,379.21 | 07/11 | 64966* | 43.36 | 07/25 |
| 33487 | 5,748.92 | 07/05 | 33507 | 763.59 | 07/15 | 64967 | 247.61 | 07/14 |
| 33488 | 161.54 | 07/01 | 33512* | 330.58 | 07/28 | 64976* | 247.61 | 07/20 |
| 33489 | 50.00 | 07/05 | 33513 | 676.95 | 07/29 | 65029* | 678.36 | 07/20 |
| 33490 | 1,665.17 | 07/15 | 33514 | 2,184.32 | 07/27 | 65030 | 1,202.91 | 07/28 |
| | | | \$84,761.35 | | Total checks paid | | | |

* Gap in check sequence.

 \$426,400.64 Total debits

Daily ledger balance summary

| <i>Date</i> | <i>Balance</i> | <i>Date</i> | <i>Balance</i> | <i>Date</i> | <i>Balance</i> |
|------------------------------|----------------|--------------|----------------|-------------|----------------|
| 06/30 | 706,500.55 | 07/12 | 561,979.06 | 07/20 | 409,806.74 |
| 07/01 | 705,494.62 | 07/13 | 433,006.11 | 07/21 | 405,847.79 |
| 07/05 | 693,765.38 | 07/14 | 432,758.50 | 07/25 | 612,250.15 |
| 07/06 | 700,641.59 | 07/15 | 404,131.67 | 07/27 | 572,803.65 |
| 07/07 | 666,904.28 | 07/18 | 397,620.81 | 07/28 | 566,089.36 |
| 07/08 | 594,698.94 | 07/19 | 410,732.71 | 07/29 | 568,703.09 |
| 07/11 | 580,580.87 | | | | |
| Average daily ledger balance | | \$541,896.53 | | | |

Effective June 1, 2022, we are making changes to the non-sufficient funds (NSF) and overdraft fees that affect your Commercial Banking account. Please review the below details:

Elimination of Returned Item (Non-sufficient Funds/NSF) Fee

We will no longer charge a NSF fee on certain items we return unpaid due to non-sufficient funds. The fee is displayed on your deposit or Client Analysis statement as NSF RETURN ITEM FEE or service code 24253 - OVERDRAFT CHARGE-RETURNED ITEM. Overdraft fees will continue to apply to items we pay into overdraft (up to a maximum of four fees per day for Commercial Banking accounts). These changes do not affect fees that third parties or other banks may charge.

For current versions of the Commercial Account Agreement, and applicable addenda, please visit wellsfargo.com/treasury. If you have additional questions, contact your relationship team.

Elimination of the overdraft protection transfer and advance fee

If you have linked your account to a savings account or credit card for overdraft protection, we will no longer charge the overdraft protection transfer or advance fee. Advances from a linked credit card will continue to accrue interest from the date of each advance. Overdraft fees continue to apply to any items we pay into overdraft where transfers and advances from your linked accounts cannot cover the cost.

Maxwell Municipal Schools

Bank Reconciliation Report

Fiscal Year: 2022-2023

Bank Account: OPERATIONAL 260-0775007 Ending Date: 7/31/2022

Cash Account: ??????.0000.11012.0000.011000.0000

| | |
|---|---------------|
| Beginning Balance Per Bank: | \$706,500.55 |
| Less Checks Cleared This Period: | -\$425,510.17 |
| Less Other Disbursements Cleared This Period: | \$0.00 |
| Plus Deposits Cleared This Period: | \$287,246.46 |
| Plus Other Receipts Cleared This Period: | \$0.00 |
| Adjustments This Period: | \$466.25 |
| Computed Ending Bank Statement Balance: | \$568,703.09 |
| Less Outstanding Checks: | \$132,359.73 |
| Less Outstanding Other Disbursements: | \$0.00 |
| Plus Outstanding Deposits | \$0.00 |
| Plus Outstanding Other Receipts | \$0.00 |
| Reconciled Bank Balance: | \$436,343.36 |
| Beginning General Ledger Balance: | \$382,224.16 |
| Transactions Through Ending Date: | \$54,119.20 |
| Ending Balance Per General Ledger: | \$436,343.36 |
| Variance: | \$0.00 |

End of Report

Maxwell Municipal Schools

Outstanding Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OPERATIONAL 260-0775007

From Date:
From Check:
From Voucher:

To Date: 7/31/2022
To Check:
To Voucher:

Bank: OPERATIONAL

Account: 260-0775007

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|--|-------------|---------|---------|-------------|--------------------------|------------|-----------|
| 33300 | 02/16/2022 | Carl Vigil | \$234.24 | 1096 | Printed | Expense | <input type="checkbox"/> | | |
| 33441 | 05/25/2022 | William Tucker | \$44.00 | 1140 | Printed | Expense | <input type="checkbox"/> | | |
| 33510 | 07/12/2022 | National Association of Secondary School | \$335.00 | 1000 | Printed | Expense | <input type="checkbox"/> | | |
| 33511 | 07/26/2022 | Adobe Inc. | \$959.99 | 1002 | Printed | Expense | <input type="checkbox"/> | | |
| 33515 | 07/26/2022 | Carnegie Learning, Inc. | \$60.00 | 1002 | Printed | Expense | <input type="checkbox"/> | | |
| 33517 | 07/26/2022 | David Salas | \$236.48 | 1002 | Printed | Expense | <input type="checkbox"/> | | |
| 33518 | 07/26/2022 | Generation Genius, Inc. | \$350.00 | 1002 | Printed | Expense | <input type="checkbox"/> | | |
| 33519 | 07/26/2022 | Global Compliance Network | \$400.00 | 1002 | Printed | Expense | <input type="checkbox"/> | | |
| 33520 | 07/26/2022 | Gopher | \$6,235.50 | 1002 | Printed | Expense | <input type="checkbox"/> | | |
| 33521 | 07/26/2022 | Istation | \$1,967.85 | 1002 | Printed | Expense | <input type="checkbox"/> | | |
| 33523 | 07/26/2022 | NM Coalition of Educational Leaders | \$1,250.00 | 1002 | Printed | Expense | <input type="checkbox"/> | | |
| 33525 | 07/26/2022 | NMASBO | \$350.00 | 1002 | Printed | Expense | <input type="checkbox"/> | | |
| 33526 | 07/26/2022 | PowerSchool Group, LLC | \$4,408.77 | 1002 | Printed | Expense | <input type="checkbox"/> | | |
| 33527 | 07/26/2022 | Quill | \$466.27 | 1002 | Printed | Expense | <input type="checkbox"/> | | |
| 33532 | 07/26/2022 | Tyler Technologies, Inc. | \$13,371.15 | 1002 | Printed | Expense | <input type="checkbox"/> | | |
| 33534 | 07/26/2022 | Zia Natural Gas Company | \$343.41 | 1002 | Printed | Expense | <input type="checkbox"/> | | |
| 64949 | 06/01/2022 | First Financial Administrators | \$241.82 | 1150 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 64950 | 06/01/2022 | NEA of New Mexico | \$55.82 | 1150 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 64951 | 06/01/2022 | NMPSIA - Benefits | \$2,164.08 | 1150 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 64952 | 06/01/2022 | First Financial Administrators | \$241.82 | 1149 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 64953 | 06/01/2022 | NEA of New Mexico | \$55.80 | 1149 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 64954 | 06/01/2022 | NMPSIA - Benefits | \$1,611.24 | 1149 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 64975 | 06/03/2022 | NEA of New Mexico | \$43.36 | 1154 | Printed | Payroll Ded | <input type="checkbox"/> | | |

Maxwell Municipal Schools

Outstanding Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OPERATIONAL 260-0775007

From Date:
From Check:
From Voucher:

To Date: 7/31/2022
To Check:
To Voucher:

Bank: OPERATIONAL

Account: 260-0775007

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|---------------------------------------|-------------|---------|---------|-------------|--------------------------|------------|-----------|
| 64978 | 06/03/2022 | NMPSIA - Benefits | \$8,964.36 | 1154 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 64982 | 06/03/2022 | First Financial Administrators | \$960.67 | 1154 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 64984 | 06/05/2022 | First Financial Administrators | \$960.67 | 1155 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 64986 | 06/05/2022 | NEA of New Mexico | \$43.36 | 1155 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 64987 | 06/05/2022 | NM Child Support Enforcement Division | \$247.61 | 1155 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 64989 | 06/05/2022 | NMPSIA - Benefits | \$8,964.36 | 1155 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 64993 | 06/05/2022 | First Financial Administrators | \$875.92 | 1156 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 64995 | 06/05/2022 | NEA of New Mexico | \$43.36 | 1156 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 64996 | 06/05/2022 | NM Child Support Enforcement Division | \$247.61 | 1156 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 64998 | 06/05/2022 | NMPSIA - Benefits | \$7,277.84 | 1156 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 65000 | 06/05/2022 | Wells Fargo Bank | \$22,572.98 | 1156 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 65002 | 06/05/2022 | First Financial Administrators | \$875.92 | 1157 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 65004 | 06/05/2022 | NEA of New Mexico | \$42.72 | 1157 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 65005 | 06/05/2022 | NM Child Support Enforcement Division | \$247.61 | 1157 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 65007 | 06/05/2022 | NMPSIA - Benefits | \$7,277.84 | 1157 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 65009 | 06/05/2022 | Wells Fargo Bank | \$22,576.22 | 1157 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 65021 | 07/15/2022 | Educational Retirement Board | \$3,974.09 | 1001 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 65022 | 07/15/2022 | First Financial Administrators | \$236.23 | 1001 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 65024 | 07/15/2022 | Nm Retiree Health Care Auth. | \$428.09 | 1001 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 65025 | 07/15/2022 | NMPSIA - Benefits | \$2,178.94 | 1001 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 65026 | 07/15/2022 | Taxation And Revenue Dept | \$385.67 | 1001 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 65027 | 07/15/2022 | Taxation And Revenue Dept. | \$43.00 | 1001 | Printed | Payroll Ded | <input type="checkbox"/> | | |

Maxwell Municipal Schools

Outstanding Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OPERATIONAL 260-0775007

From Date:
From Check:
From Voucher:

To Date: 7/31/2022
To Check:
To Voucher:

Bank: OPERATIONAL

Account: 260-0775007

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|--------------------------------|------------|---------|---------|-------------|--------------------------|------------|-----------|
| 65031 | 07/29/2022 | Educational Retirement Board | \$4,147.45 | 1005 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 65032 | 07/29/2022 | First Financial Administrators | \$236.23 | 1005 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 65034 | 07/29/2022 | Nm Retiree Health Care Auth. | \$446.77 | 1005 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 65035 | 07/29/2022 | NMPSIA - Benefits | \$2,178.94 | 1005 | Printed | Payroll Ded | <input type="checkbox"/> | | |
| 65036 | 07/29/2022 | Taxation And Revenue Dept | \$498.67 | 1005 | Printed | Payroll Ded | <input type="checkbox"/> | | |

Total Checks for Bank:

50

Total Amount:

\$132,359.73

End of Report

Maxwell Municipal Schools

Bank Statement Edit Listing

Fiscal Year: 2022-2023

Bank Account: OPERATIONAL 260-0775007 Ending Date: 7/31/2022

Cash Account: ?????0.0000.11012.0000.011000.0000

Check Transactions:

| Check Number | Check Date | Payee | Check Amount | Cleared Amount | Variance | Clear Date |
|--------------|------------|------------------------------------|--------------|----------------|----------|------------|
| 33235 | 01/06/2022 | Shawn Mitchell | \$125.00 | \$125.00 | \$0.00 | 07/31/2022 |
| 33460 | 06/21/2022 | Kevin Hoy | \$44.00 | \$44.00 | \$0.00 | 07/31/2022 |
| 33463 | 06/21/2022 | Mary Lou Kern | \$302.00 | \$302.00 | \$0.00 | 07/31/2022 |
| 33466 | 06/21/2022 | National Business Furniture | \$5,899.04 | \$5,899.04 | \$0.00 | 07/31/2022 |
| 33472 | 06/21/2022 | Rocky Mountain Physical Therapy | \$271.27 | \$271.27 | \$0.00 | 07/31/2022 |
| 33479 | 06/29/2022 | Amazon Capital Services | \$4,806.65 | \$4,806.65 | \$0.00 | 07/31/2022 |
| 33480 | 06/29/2022 | Blick Art Materials | \$1,090.00 | \$1,090.00 | \$0.00 | 07/31/2022 |
| 33482 | 06/29/2022 | CDW Government, Inc. | \$118.40 | \$118.40 | \$0.00 | 07/31/2022 |
| 33483 | 06/29/2022 | Cognia, Inc. | \$347.36 | \$347.36 | \$0.00 | 07/31/2022 |
| 33484 | 06/29/2022 | Colfax General Lab | \$70.00 | \$70.00 | \$0.00 | 07/31/2022 |
| 33485 | 06/29/2022 | Cooperative Educ. Services | \$200.00 | \$200.00 | \$0.00 | 07/31/2022 |
| 33486 | 06/29/2022 | Electric Horseman | \$5,355.02 | \$5,355.02 | \$0.00 | 07/31/2022 |
| 33487 | 06/29/2022 | Global Industrial | \$5,748.92 | \$5,748.92 | \$0.00 | 07/31/2022 |
| 33488 | 06/29/2022 | Harris Technology | \$161.54 | \$161.54 | \$0.00 | 07/31/2022 |
| 33489 | 06/29/2022 | Penny McFall | \$50.00 | \$50.00 | \$0.00 | 07/31/2022 |
| 33490 | 06/29/2022 | Quill | \$1,665.17 | \$1,665.17 | \$0.00 | 07/31/2022 |
| 33491 | 06/29/2022 | Reality Works | \$6,364.35 | \$6,364.35 | \$0.00 | 07/31/2022 |
| 33492 | 06/29/2022 | Record's Hardware Store | \$1,123.67 | \$1,123.67 | \$0.00 | 07/31/2022 |
| 33493 | 06/29/2022 | Richard Hidalgo | \$44.00 | \$44.00 | \$0.00 | 07/31/2022 |
| 33494 | 06/29/2022 | T-Mobile USA Inc | \$46.55 | \$46.55 | \$0.00 | 07/31/2022 |
| 33495 | 06/29/2022 | The Art of Education | \$159.19 | \$159.19 | \$0.00 | 07/31/2022 |
| 33496 | 06/29/2022 | Tru Degree | \$494.73 | \$494.73 | \$0.00 | 07/31/2022 |
| 33497 | 06/29/2022 | Wright Express Universal Fleet | \$800.59 | \$800.59 | \$0.00 | 07/31/2022 |
| 33498 | 06/29/2022 | Adrian Archuleta Construction, LLC | \$26,198.07 | \$26,198.07 | \$0.00 | 07/31/2022 |
| 33499 | 06/29/2022 | Christina Rubio | \$75.29 | \$75.29 | \$0.00 | 07/31/2022 |
| 33504 | 06/30/2022 | Amadeo Soto | \$1,618.75 | \$1,618.75 | \$0.00 | 07/31/2022 |
| 33505 | 06/30/2022 | Burco Chemical Co. | \$1,050.16 | \$1,050.16 | \$0.00 | 07/31/2022 |
| 33506 | 06/30/2022 | Harris Technology | \$7,379.21 | \$7,379.21 | \$0.00 | 07/31/2022 |
| 33507 | 06/30/2022 | Record's Hardware Store | \$763.59 | \$763.59 | \$0.00 | 07/31/2022 |
| 33508 | 07/12/2022 | BOKF, NA | \$55,336.32 | \$55,336.32 | \$0.00 | 07/31/2022 |
| 33509 | 07/12/2022 | N.M.P.S.I.A. | \$90,696.00 | \$90,696.00 | \$0.00 | 07/31/2022 |
| 33512 | 07/26/2022 | Alpine Lumber | \$330.58 | \$330.58 | \$0.00 | 07/31/2022 |
| 33513 | 07/26/2022 | Amazon Capital Services | \$676.95 | \$676.95 | \$0.00 | 07/31/2022 |
| 33514 | 07/26/2022 | Baca Valley Telephone Company | \$2,184.32 | \$2,184.32 | \$0.00 | 07/31/2022 |
| 33516 | 07/26/2022 | Colfax General Lab | \$35.00 | \$35.00 | \$0.00 | 07/31/2022 |
| 33522 | 07/26/2022 | New Mexico School Board Assoc. | \$826.71 | \$826.71 | \$0.00 | 07/31/2022 |
| 33524 | 07/26/2022 | NM School Superintendent Assoc | \$335.00 | \$335.00 | \$0.00 | 07/31/2022 |
| 33528 | 07/26/2022 | Ray's Field Service | \$102.43 | \$102.43 | \$0.00 | 07/31/2022 |
| 33529 | 07/26/2022 | Record's Hardware Store | \$423.45 | \$423.45 | \$0.00 | 07/31/2022 |

Maxwell Municipal Schools

Bank Statement Edit Listing

Fiscal Year: 2022-2023

Bank Account: OPERATIONAL 260-0775007 Ending Date: 7/31/2022

Cash Account: ?????0000.11012.0000.011000.0000

| | | | | | |
|-------|--|-------------|-------------|--------|------------|
| 33530 | 07/26/2022 Samantha Del Toro | \$44.00 | \$44.00 | \$0.00 | 07/31/2022 |
| 33531 | 07/26/2022 Springer Electric Cooperative | \$1,751.73 | \$1,751.73 | \$0.00 | 07/31/2022 |
| 33533 | 07/26/2022 Village of Maxwell | \$859.01 | \$859.01 | \$0.00 | 07/31/2022 |
| 64891 | 04/15/2022 Taxation And Revenue Dept. | \$141.90 | \$141.90 | \$0.00 | 07/31/2022 |
| 64917 | 05/16/2022 Taxation And Revenue Dept. | \$4.30 | \$4.30 | \$0.00 | 07/31/2022 |
| 64939 | 06/01/2022 Educational Retirement Board | \$17,208.26 | \$17,208.26 | \$0.00 | 07/31/2022 |
| 64940 | 06/01/2022 First Financial Administrators | \$1,438.72 | \$1,438.72 | \$0.00 | 07/31/2022 |
| 64943 | 06/01/2022 NEA of New Mexico | \$99.18 | \$99.18 | \$0.00 | 07/31/2022 |
| 64945 | 06/01/2022 Nm Retiree Health Care Auth. | \$2,010.69 | \$2,010.69 | \$0.00 | 07/31/2022 |
| 64946 | 06/01/2022 NMPSIA - Benefits | \$13,306.06 | \$13,306.06 | \$0.00 | 07/31/2022 |
| 64947 | 06/01/2022 Taxation And Revenue Dept | \$1,625.61 | \$1,625.61 | \$0.00 | 07/31/2022 |
| 64955 | 06/02/2022 Educational Retirement Board | \$2,970.86 | \$2,970.86 | \$0.00 | 07/31/2022 |
| 64956 | 06/02/2022 First Financial Administrators | \$236.23 | \$236.23 | \$0.00 | 07/31/2022 |
| 64958 | 06/02/2022 Nm Retiree Health Care Auth. | \$344.78 | \$344.78 | \$0.00 | 07/31/2022 |
| 64959 | 06/02/2022 NMPSIA - Benefits | \$2,177.62 | \$2,177.62 | \$0.00 | 07/31/2022 |
| 64960 | 06/02/2022 Taxation And Revenue Dept | \$291.12 | \$291.12 | \$0.00 | 07/31/2022 |
| 64962 | 06/03/2022 Educational Retirement Board | \$10,414.09 | \$10,414.09 | \$0.00 | 07/31/2022 |
| 64963 | 06/03/2022 First Financial Administrators | \$960.67 | \$960.67 | \$0.00 | 07/31/2022 |
| 64966 | 06/03/2022 NEA of New Mexico | \$43.36 | \$43.36 | \$0.00 | 07/31/2022 |
| 64967 | 06/03/2022 NM Child Support Enforcement Division | \$247.61 | \$247.61 | \$0.00 | 07/31/2022 |
| 64968 | 06/03/2022 Nm Retiree Health Care Auth. | \$1,222.19 | \$1,222.19 | \$0.00 | 07/31/2022 |
| 64969 | 06/03/2022 NMPSIA - Benefits | \$8,964.36 | \$8,964.36 | \$0.00 | 07/31/2022 |
| 64970 | 06/03/2022 Taxation And Revenue Dept | \$1,067.04 | \$1,067.04 | \$0.00 | 07/31/2022 |
| 64976 | 06/03/2022 NM Child Support Enforcement Division | \$247.61 | \$247.61 | \$0.00 | 07/31/2022 |
| 64977 | 06/03/2022 Nm Retiree Health Care Auth. | \$1,222.19 | \$1,222.19 | \$0.00 | 07/31/2022 |
| 64979 | 06/03/2022 Taxation And Revenue Dept | \$1,067.04 | \$1,067.04 | \$0.00 | 07/31/2022 |
| 64980 | 06/03/2022 Wells Fargo Bank | \$25,415.62 | \$25,415.62 | \$0.00 | 07/31/2022 |
| 64981 | 06/03/2022 Educational Retirement Board | \$10,414.09 | \$10,414.09 | \$0.00 | 07/31/2022 |
| 64983 | 06/05/2022 Educational Retirement Board | \$10,414.10 | \$10,414.10 | \$0.00 | 07/31/2022 |
| 64988 | 06/05/2022 Nm Retiree Health Care Auth. | \$1,222.19 | \$1,222.19 | \$0.00 | 07/31/2022 |
| 64990 | 06/05/2022 Taxation And Revenue Dept | \$1,067.05 | \$1,067.05 | \$0.00 | 07/31/2022 |
| 64991 | 06/05/2022 Wells Fargo Bank | \$25,415.64 | \$25,415.64 | \$0.00 | 07/31/2022 |
| 64992 | 06/05/2022 Educational Retirement Board | \$9,161.36 | \$9,161.36 | \$0.00 | 07/31/2022 |
| 64997 | 06/05/2022 Nm Retiree Health Care Auth. | \$1,076.80 | \$1,076.80 | \$0.00 | 07/31/2022 |
| 64999 | 06/05/2022 Taxation And Revenue Dept | \$950.61 | \$950.61 | \$0.00 | 07/31/2022 |
| 65001 | 06/05/2022 Educational Retirement Board | \$9,162.43 | \$9,162.43 | \$0.00 | 07/31/2022 |
| 65006 | 06/05/2022 Nm Retiree Health Care Auth. | \$1,076.93 | \$1,076.93 | \$0.00 | 07/31/2022 |
| 65008 | 06/05/2022 Taxation And Revenue Dept | \$950.76 | \$950.76 | \$0.00 | 07/31/2022 |
| 65010 | 06/05/2022 Educational Retirement Board | \$46.53 | \$46.53 | \$0.00 | 07/31/2022 |
| 65012 | 06/05/2022 Nm Retiree Health Care Auth. | \$5.40 | \$5.40 | \$0.00 | 07/31/2022 |
| 65014 | 06/30/2022 Educational Retirement Board | \$607.65 | \$607.65 | \$0.00 | 07/31/2022 |
| 65015 | 06/30/2022 Maxwell Schools | \$573.12 | \$573.12 | \$0.00 | 07/31/2022 |
| 65016 | 06/30/2022 Nm Retiree Health Care Auth. | \$70.52 | \$70.52 | \$0.00 | 07/31/2022 |

Maxwell Municipal Schools

Bank Statement Edit Listing

Fiscal Year: 2022-2023

Bank Account: OPERATIONAL 260-0775007 Ending Date: 7/31/2022

Cash Account: ??????.0000.11012.0000.011000.0000

| | | | | | |
|----------------------|---------------------------------------|-------------|--------------|--------------|------------|
| 65017 | 06/30/2022 NMPSIA - Benefits | \$2.64 | \$2.64 | \$0.00 | 07/31/2022 |
| 65018 | 06/30/2022 Taxation And Revenue Dept | \$83.41 | \$83.41 | \$0.00 | 07/31/2022 |
| 65019 | 06/30/2022 Taxation And Revenue Dept. | \$4.30 | \$4.30 | \$0.00 | 07/31/2022 |
| 65023 | 07/15/2022 Maxwell Schools | \$3,593.68 | \$3,593.68 | \$0.00 | 07/31/2022 |
| 65028 | 07/15/2022 Wells Fargo Bank | \$11,811.17 | \$11,811.17 | \$0.00 | 07/31/2022 |
| 65029 | 07/19/2022 Jaron Berry-Eppler | \$678.36 | \$678.36 | \$0.00 | 07/31/2022 |
| 65030 | 07/29/2022 Berry-Eppler, Jaron D. | \$1,202.91 | \$1,202.91 | \$0.00 | 07/31/2022 |
| 65033 | 07/29/2022 Maxwell Schools | \$4,255.84 | \$4,255.84 | \$0.00 | 07/31/2022 |
| 65037 | 07/29/2022 Wells Fargo Bank | \$12,961.55 | \$12,961.55 | \$0.00 | 07/31/2022 |
| Total Checks: | | 91 | \$425,510.17 | \$425,510.17 | \$0.00 |

Deposit Transactions:

| Deposit Number | Deposit Date | Memo | Deposit Amount | Cleared Amount | Variance | Clear Date |
|------------------------|--------------|---------------------|----------------|----------------|----------|------------|
| 3045 | 07/06/2022 | Operational Deposit | \$9,667.27 | \$9,667.27 | \$0.00 | 07/31/2022 |
| 3046 | 07/07/2022 | Operational Deposit | \$176.14 | \$176.14 | \$0.00 | 07/31/2022 |
| 3047 | 07/07/2022 | Operational Deposit | \$4,414.23 | \$4,414.23 | \$0.00 | 07/31/2022 |
| 3048 | 07/08/2022 | Operational Deposit | \$506.14 | \$506.14 | \$0.00 | 07/31/2022 |
| 3049 | 07/12/2022 | Operational Deposit | \$639.72 | \$639.72 | \$0.00 | 07/31/2022 |
| 3050 | 07/12/2022 | Operational Deposit | \$36,094.79 | \$36,094.79 | \$0.00 | 07/31/2022 |
| 3051 | 07/19/2022 | Operational Deposit | \$16,027.22 | \$16,027.22 | \$0.00 | 07/31/2022 |
| 3052 | 07/18/2022 | Operational Deposit | \$742.28 | \$742.28 | \$0.00 | 07/31/2022 |
| 3053 | 07/26/2022 | Operational Deposit | \$1,159.01 | \$1,159.01 | \$0.00 | 07/31/2022 |
| 3054 | 07/21/2022 | Operational Deposit | \$726.27 | \$726.27 | \$0.00 | 07/31/2022 |
| 3055 | 07/21/2022 | Operational Deposi | \$1,213.82 | \$1,213.82 | \$0.00 | 07/31/2022 |
| 3056 | 07/25/2022 | Operational Deposit | \$206,544.90 | \$206,544.90 | \$0.00 | 07/31/2022 |
| 3057 | 07/29/2022 | Operational Deposit | \$9,150.84 | \$9,150.84 | \$0.00 | 07/31/2022 |
| 3058 | 07/31/2022 | Operational Deposit | \$183.83 | \$183.83 | \$0.00 | 07/31/2022 |
| Total Deposits: | | 14 | \$287,246.46 | \$287,246.46 | \$0.00 | |

Other Receipts:

| Transaction Date | Description | Amount |
|------------------|-------------|----------|
| Total | | 0 \$0.00 |

Adjustment Transactions:

| Adjustment Date | Description | Adjustment Amount |
|-----------------|--|-------------------|
| 07/31/2022 | Client Analysis Fee | -\$212.11 |
| 07/31/2022 | Refund of Payroll DD replaced with check | \$678.36 |

Maxwell Municipal Schools

Bank Statement Edit Listing

Fiscal Year: 2022-2023

Bank Account: OPERATIONAL 260-0775007 Ending Date: 7/31/2022

Cash Account: ??????.0000.11012.0000.011000.0000

| | | |
|-------|---|----------|
| Total | 2 | \$466.25 |
|-------|---|----------|

Other Disbursement Transactions:

| Transaction Date | Description | Amount |
|------------------|-------------|--------|
| Total | | 0 |
| | | \$0.00 |

Bank Statement Summary

| | |
|-------------------------------|---------------|
| Beginning Balance Per Bank: | \$706,500.55 |
| Less Checks: | -\$425,510.17 |
| Less Other Disbursements: | \$0.00 |
| Plus Deposits: | \$287,246.46 |
| Plus Other Receipts: | \$0.00 |
| Total Adjustments: | \$466.25 |
| Ending Balance Per Statement: | \$568,703.09 |
| Ending Balance Per Bank: | \$568,703.09 |
| Variance: | \$0.00 |

End of Report

Analyzed Business Checking Plus PF

Account number: 2600775006 ■ July 1, 2022 - July 31, 2022 ■ Page 1 of 2

WELLS
FARGO

MAXWELL MUNICIPAL SCHOOLS
LUNCH ACCOUNT
PO BOX 275
MAXWELL NM 87728-0275

Questions?

Call your Customer Service Officer or Client Services
1-800-AT WELLS (1-800-289-3557)
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: wellsfargo.com

Write: Wells Fargo Bank, N.A. (585)
P.O. Box 6995
Portland, OR 97228-6995



IMPORTANT ACCOUNT INFORMATION

We're making important changes to the terms and conditions of some of our accounts. If these changes affect you, they will be included in the Important Account Information section associated with your specific account.

Account summary

Analyzed Business Checking Plus PF

| Account number | Beginning balance | Total credits | Total debits | Ending balance |
|----------------|-------------------|---------------|--------------|----------------|
| 2600775006 | \$29,265.60 | \$7,800.82 | -\$480.78 | \$36,585.64 |

Interest summary

| | |
|--|---------|
| Annual percentage yield earned this period | 0.40% |
| Interest earned during this period | \$11.65 |
| Year to date interest and bonuses paid | \$36.48 |

Credits

Electronic deposits/bank credits

| Effective date | Posted date | Amount | Transaction detail |
|----------------|-------------|------------|---|
| | 07/07 | 310.20 | State of NEW Mex Vndr Pymt Nmap0001427059 USDA Ffv April 2022 USDA Ffv April 2022 |
| | 07/12 | 7,478.97 | State of NEW Mex Vndr Pymt Nmap0001431333 USDA May 2022 Sso USDA May 2022 Sso |
| 07/31 | 07/29 | 11.65 | Interest Payment |
| | | \$7,800.82 | Total electronic deposits/bank credits |
| | | \$7,800.82 | Total credits |

Debits

Checks paid

| <i>Number</i> | <i>Amount</i> | <i>Date</i> |
|---------------|---------------|-------------|
| 4881 | 480.78 | 07/29 |

| | |
|----------|-------------------|
| \$480.78 | Total checks paid |
|----------|-------------------|

| | |
|----------|--------------|
| \$480.78 | Total debits |
|----------|--------------|

Daily ledger balance summary

| <i>Date</i> | <i>Balance</i> | <i>Date</i> | <i>Balance</i> | <i>Date</i> | <i>Balance</i> |
|-------------|----------------|-------------|----------------|-------------|----------------|
| 06/30 | 29,265.60 | 07/12 | 37,054.77 | 07/29 | 36,585.64 |
| 07/07 | 29,575.80 | | | | |

| | |
|------------------------------|-------------|
| Average daily ledger balance | \$34,294.75 |
|------------------------------|-------------|

Effective June 1, 2022, we are making changes to the non-sufficient funds (NSF) and overdraft fees that affect your Commercial Banking account. Please review the below details:

Elimination of Returned Item (Non-sufficient Funds/NSF) Fee

We will no longer charge a NSF fee on certain items we return unpaid due to non-sufficient funds. The fee is displayed on your deposit or Client Analysis statement as NSF RETURN ITEM FEE or service code 24253 - OVERDRAFT CHARGE-RETURNED ITEM. Overdraft fees will continue to apply to items we pay into overdraft (up to a maximum of four fees per day for Commercial Banking accounts). These changes do not affect fees that third parties or other banks may charge.

For current versions of the Commercial Account Agreement, and applicable addenda, please visit wellsfargo.com/treasury. If you have additional questions, contact your relationship team.

Elimination of the overdraft protection transfer and advance fee

If you have linked your account to a savings account or credit card for overdraft protection, we will no longer charge the overdraft protection transfer or advance fee. Advances from a linked credit card will continue to accrue interest from the date of each advance. Overdraft fees continue to apply to any items we pay into overdraft where transfers and advances from your linked accounts cannot cover the cost.

Maxwell Municipal Schools

Bank Reconciliation Report

Fiscal Year: 2022-2023

Bank Account: LUNCH PROGRAM
260-0775006

Ending Date: 7/31/2022

Cash Account: ??????.0000.11013.0000.011000.0000

| | |
|---|--------------------|
| Beginning Balance Per Bank: | \$29,265.60 |
| Less Checks Cleared This Period: | -\$480.78 |
| Less Other Disbursements Cleared This Period: | \$0.00 |
| Plus Deposits Cleared This Period: | \$7,800.82 |
| Plus Other Receipts Cleared This Period: | \$0.00 |
| Adjustments This Period: | \$0.00 |
| Computed Ending Bank Statement Balance: | <u>\$36,585.64</u> |
| Less Outstanding Checks: | \$200.00 |
| Less Outstanding Other Disbursements: | \$0.00 |
| Plus Outstanding Deposits | \$0.00 |
| Plus Outstanding Other Receipts | \$0.00 |
| Reconciled Bank Balance: | <u>\$36,385.64</u> |
| Beginning General Ledger Balance: | \$29,265.60 |
| Transactions Through Ending Date: | \$7,120.04 |
| Ending Balance Per General Ledger: | <u>\$36,385.64</u> |
| Variance: | <u>\$0.00</u> |

End of Report

Maxwell Municipal Schools

Outstanding Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: LUNCH PROGRAM 260-0775006

From Date:
From Check:
From Voucher:

To Date: 7/31/2022
To Check:
To Voucher:

Bank: LUNCH PROGRAM

Account: 260-0775006

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|--------------------------------|----------|---------|---------|---------|--------------------------|------------|-----------|
| 4882 | 07/26/2022 | New Mexico Environment Depart. | \$200.00 | 1003 | Printed | Expense | <input type="checkbox"/> | | |

Total Checks for Bank:

1

Total Amount:

\$200.00

End of Report

Maxwell Municipal Schools

Bank Statement Edit Listing

Fiscal Year: 2022-2023

Bank Account: LUNCH PROGRAM
260-0775006

Ending Date: 7/31/2022

Cash Account: ?????0.0000.11013.0000.011000.0000

Check Transactions:

| Check Number | Check Date | Payee | Check Amount | Cleared Amount | Variance | Clear Date |
|---------------|------------|--------------------|--------------|----------------|----------|------------|
| 4881 | 07/26/2022 | Burco Chemical Co. | \$480.78 | \$480.78 | \$0.00 | 07/31/2022 |
| Total Checks: | | | 1 | \$480.78 | \$480.78 | \$0.00 |

Deposit Transactions:

| Deposit Number | Deposit Date | Memo | Deposit Amount | Cleared Amount | Variance | Clear Date |
|-----------------|--------------|---------------|----------------|----------------|------------|------------|
| 1445 | 07/07/2022 | Lunch Deposit | \$310.20 | \$310.20 | \$0.00 | 07/31/2022 |
| 1446 | 07/12/2022 | Lunch Deposit | \$7,478.97 | \$7,478.97 | \$0.00 | 07/31/2022 |
| 1447 | 07/31/2022 | Lunch Deposit | \$11.65 | \$11.65 | \$0.00 | 07/31/2022 |
| Total Deposits: | | | 3 | \$7,800.82 | \$7,800.82 | \$0.00 |

Other Receipts:

| Transaction Date | Description | Amount |
|------------------|-------------|--------|
| Total | | 0 |
| | | \$0.00 |

Adjustment Transactions:

| Adjustment Date | Description | Adjustment Amount |
|-----------------|-------------|-------------------|
| Total | | 0 |
| | | \$0.00 |

Other Disbursement Transactions:

| Transaction Date | Description | Amount |
|------------------|-------------|--------|
| Total | | 0 |
| | | \$0.00 |

Maxwell Municipal Schools

Bank Statement Edit Listing

Fiscal Year: 2022-2023

Bank Account: LUNCH PROGRAM
260-0775006

Ending Date: 7/31/2022

Cash Account: ??????.0000.11013.0000.011000.0000

Bank Statement Summary

| | |
|-------------------------------|-------------------|
| Beginning Balance Per Bank: | \$29,265.60 |
| Less Checks: | -\$480.78 |
| Less Other Disbursements: | \$0.00 |
| Plus Deposits: | \$7,800.82 |
| Plus Other Receipts: | \$0.00 |
| Total Adjustments: | \$0.00 |
| Ending Balance Per Statement: | <hr/> \$36,585.64 |
| Ending Balance Per Bank: | \$36,585.64 |
| Variance: | <hr/> \$0.00 |

End of Report

Analyzed Business Checking Plus PF

Account number: 2600775005 ■ July 1, 2022 - July 31, 2022 ■ Page 1 of 2

WELLS
FARGO

MAXWELL MUNICIPAL SCHOOLS
ACTIVITY ACCOUNT
PO BOX 275
MAXWELL NM 87728-0275

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Portland, OR 97228-6995



IMPORTANT ACCOUNT INFORMATION

We're making important changes to the terms and conditions of some of our accounts. If these changes affect you, they will be included in the Important Account Information section associated with your specific account.

Account summary

Analyzed Business Checking Plus PF

| Account number | Beginning balance | Total credits | Total debits | Ending balance |
|----------------|-------------------|---------------|--------------|----------------|
| 2600775005 | \$43,561.88 | \$909.86 | -\$245.00 | \$44,226.74 |

Interest summary

| | |
|--|---------|
| Annual percentage yield earned this period | 0.40% |
| Interest paid during this period | \$14.86 |
| Year to date interest and bonuses paid | \$59.14 |
| Interest earned for this statement period | \$14.87 |

Credits

Electronic deposits/bank credits

| Effective date | Posted date | Amount | Transaction detail |
|----------------|-------------|----------|--|
| | 07/12 | 25.00 | Post Verify Deposit |
| | 07/19 | 870.00 | Post Verify Deposit |
| 07/31 | 07/29 | 14.86 | Interest Payment |
| | | \$909.86 | Total electronic deposits/bank credits |
| | | \$909.86 | Total credits |

Debits
Checks paid

| <i>Number</i> | <i>Amount</i> | <i>Date</i> | <i>Number</i> | <i>Amount</i> | <i>Date</i> |
|---------------|---------------|-------------|-------------------|---------------|-------------|
| 9570 | 155.00 | 07/07 | 9571 | 90.00 | 07/07 |
| \$245.00 | | | Total checks paid | | |
| \$245.00 | | | Total debits | | |

Daily ledger balance summary

| <i>Date</i> | <i>Balance</i> | <i>Date</i> | <i>Balance</i> | <i>Date</i> | <i>Balance</i> |
|------------------------------|----------------|-------------|----------------|-------------|----------------|
| 06/30 | 43,561.88 | 07/12 | 43,341.88 | 07/29 | 44,226.74 |
| 07/07 | 43,316.88 | 07/19 | 44,211.88 | | |
| Average daily ledger balance | | \$43,745.74 | | | |

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We will no longer charge a NSF fee on certain items we return unpaid due to non-sufficient funds. The fee is displayed on your deposit or Client Analysis statement as NSF RETURN ITEM FEE or service code 24253 - OVERDRAFT CHARGE-RETURNED ITEM. Overdraft fees will continue to apply to items we pay into overdraft (up to a maximum of four fees per day for Commercial Banking accounts). These changes do not affect fees that third parties or other banks may charge.

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Elimination of the overdraft protection transfer and advance fee

If you have linked your account to a savings account or credit card for overdraft protection, we will no longer charge the overdraft protection transfer or advance fee. Advances from a linked credit card will continue to accrue interest from the date of each advance. Overdraft fees continue to apply to any items we pay into overdraft where transfers and advances from your linked accounts cannot cover the cost.

Maxwell Municipal Schools

Bank Reconciliation Report

Fiscal Year: 2022-2023

Bank Account: ACTIVITIES 260-0775005

Ending Date: 7/31/2022

Cash Account: ??????.0000.11014.0000.011000.0000

| | |
|--|--------------------|
| Beginning Balance Per Bank: | \$43,561.88 |
| Less Checks Cleared This Period: | -\$245.00 |
| Less Other Disbursements Cleared This Period: | \$0.00 |
| Plus Deposits Cleared This Period: | \$909.86 |
| Plus Other Receipts Cleared This Period: | \$0.00 |
| Adjustments This Period: | \$0.00 |
| Computed Ending Bank Statement Balance: | \$44,226.74 |
| Less Outstanding Checks: | \$500.00 |
| Less Outstanding Other Disbursements: | \$0.00 |
| Plus Outstanding Deposits | \$0.00 |
| Plus Outstanding Other Receipts | \$0.00 |
| Reconciled Bank Balance: | \$43,726.74 |
| Beginning General Ledger Balance: | \$43,316.88 |
| Transactions Through Ending Date: | \$409.86 |
| Ending Balance Per General Ledger: | \$43,726.74 |
| Variance: | \$0.00 |

End of Report

Maxwell Municipal Schools

Outstanding Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: ACTIVITIES 260-0775005

From Date:

To Date: 7/31/2022

From Check:

To Check:

From Voucher:

To Voucher:

Bank: ACTIVITIES

Account: 260-0775005

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|--------------|------------|--------|----------|---------|---------|---------|--------------------------|------------|-----------|
| 9572 | 07/26/2022 | NMHSCA | \$500.00 | 1004 | Printed | Expense | <input type="checkbox"/> | | |

Total Checks for Bank:

1

Total Amount:

\$500.00

End of Report

Maxwell Municipal Schools

Bank Statement Edit Listing

Fiscal Year: 2022-2023

Bank Account: ACTIVITIES 260-0775005

Ending Date: 7/31/2022

Cash Account: ?????0.0000.11014.0000.011000.0000

Check Transactions:

| Check Number | Check Date | Payee | Check Amount | Cleared Amount | Variance | Clear Date |
|---------------|------------|----------------------------|--------------|----------------|----------|------------|
| 9570 | 06/21/2022 | New Mexico FFA Association | \$155.00 | \$155.00 | \$0.00 | 07/31/2022 |
| 9571 | 06/21/2022 | NM FFA State | \$90.00 | \$90.00 | \$0.00 | 07/31/2022 |
| Total Checks: | | | 2 | \$245.00 | \$245.00 | \$0.00 |

Deposit Transactions:

| Deposit Number | Deposit Date | Memo | Deposit Amount | Cleared Amount | Variance | Clear Date |
|-----------------|--------------|------------------|----------------|----------------|----------|------------|
| 2755 | 07/12/2022 | Activity Deposit | \$25.00 | \$25.00 | \$0.00 | 07/31/2022 |
| 2756 | 07/19/2022 | Activity Deposit | \$435.00 | \$435.00 | \$0.00 | 07/31/2022 |
| 2757 | 07/19/2022 | Activity Deposit | \$50.00 | \$50.00 | \$0.00 | 07/31/2022 |
| 2758 | 07/19/2022 | Activity Deposit | \$385.00 | \$385.00 | \$0.00 | 07/31/2022 |
| 2759 | 07/31/2022 | Activity Deposit | \$14.86 | \$14.86 | \$0.00 | 07/31/2022 |
| Total Deposits: | | | 5 | \$909.86 | \$909.86 | \$0.00 |

Other Receipts:

| Transaction Date | Description | Amount |
|------------------|-------------|--------|
| Total | 0 | \$0.00 |

Adjustment Transactions:

| Adjustment Date | Description | Adjustment Amount |
|-----------------|-------------|-------------------|
| Total | 0 | \$0.00 |

Other Disbursement Transactions:

| Transaction Date | Description | Amount |
|------------------|-------------|--------|
| Total | 0 | \$0.00 |

Maxwell Municipal Schools

Bank Statement Edit Listing

Fiscal Year: 2022-2023

Bank Account: ACTIVITIES 260-0775005

Ending Date: 7/31/2022

Cash Account: ??????.0000.11014.0000.011000.0000

Bank Statement Summary

| | |
|-------------------------------|-------------------|
| Beginning Balance Per Bank: | \$43,561.88 |
| Less Checks: | -\$245.00 |
| Less Other Disbursements: | \$0.00 |
| Plus Deposits: | \$909.86 |
| Plus Other Receipts: | \$0.00 |
| Total Adjustments: | \$0.00 |
| Ending Balance Per Statement: | <hr/> \$44,226.74 |
| Ending Balance Per Bank: | \$44,226.74 |
| Variance: | <hr/> \$0.00 |

End of Report

Expense & Payroll Vouchers



MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1000

Voucher Date: 07/12/2022


Prepared By:



Printed: 07/12/2022 06:44:52 PM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$146,367.32 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern President

Monica Hoy Vice President

Krystal Harty Secretary/Treasurer

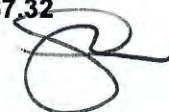
Kacie Deines Member

Charlene Mondragon Member

MAXWELL MUNICIPAL SCHOOLS

| Fund | | Amount |
|-------|----------------------|-------------|
| 11000 | OPERATIONAL | \$85,775.30 |
| 12000 | TEACHERAGE | \$2,666.70 |
| 13000 | PUPIL TRANSPORTATION | \$2,001.00 |
| 24106 | ENTITLEMENT IDEA-B | \$347.00 |
| 24109 | IDEA B - PRESCHOOL | \$14.00 |
| 25153 | MEDICAID 3/21 YEARS | \$227.00 |
| 43000 | ED TECH DEBT SERVICE | \$55,336.32 |

\$146,367.32



Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1000

07/12/2022

Fiscal Year: 2022-2023

Vendor Remit Name
Description

Vendor #

QTY

PO No.

Invoice
Invoice Date

Account

Amount

BOKF, NA

Check Group:

| | | | | | |
|--------------------------------|---|-------|--------------------------|-----------------------------------|-------------|
| Ed TEch Bond Interest Payment | 1 | 22545 | MAXWELL2020 7/12/2022 | 43000.5000.58322.0000.011000.0000 | \$174.50 |
| Semi Annual Paying Agent Fee | 1 | 22545 | MAXWELL2020 7/12/2022 | 43000.5000.53414.0000.011000.0000 | \$161.82 |
| Ed Tech Note Principal Payment | 1 | 22545 | MAXWELL2020 7/12/2022 | 43000.5000.58311.0000.011000.0000 | \$55,000.00 |

Check #: 33508

PO/InvoiceTotal: \$55,336.32

Vendor Total: \$55,336.32

N.M.P.S.I.A.

142

Check Group:

| | | | | | |
|---|------|-------|-------------------------|-----------------------------------|-------------|
| General Liability Insurance | 1 | 23006 | FY23-00011 7/12/2022 | 11000.2600.55200.0000.011000.0000 | \$8,264.00 |
| Bus Liability Insurance | 1 | 23006 | FY23-00011 7/12/2022 | 11000.2600.55200.0000.011000.0000 | \$1,690.00 |
| Bus Liability Insurance | 1 | 23006 | FY23-00011 7/12/2022 | 13000.2700.55200.0000.011000.0000 | \$1,690.00 |
| Property Insurance | 0.05 | 23006 | FY23-00011 7/12/2022 | 12000.2600.55200.0000.011000.0000 | \$2,666.70 |
| Property Insurance | 0.95 | 23006 | FY23-00011 7/12/2022 | 11000.2600.55200.0000.011000.0000 | \$50,667.30 |
| Equipment Breakdown Coverage | 1 | 23006 | FY23-00011 7/12/2022 | 11000.2600.55200.0000.011000.0000 | \$419.00 |
| Mandatory Catastrophic Student Accident Insurance | 1 | 23006 | FY23-00011 7/12/2022 | 11000.2600.55200.0000.011000.0000 | \$425.00 |
| Automobile Coverage | 1 | 23006 | FY23-00011 7/12/2022 | 11000.2600.55200.0000.011000.0000 | \$2,313.00 |
| Bus Inspector | 1 | 23006 | FY23-00011 7/12/2022 | 13000.2700.55200.0000.011000.0000 | \$19.00 |

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1000

07/12/2022

Fiscal Year: 2022-2023

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|----------------------------------|----------|-----|--------|-------------------------|-----------------------------------|------------|
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.1000.52710.0000.011000.1611 | \$164.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.1000.52710.1010.011100.1411 | \$4,195.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.1000.52710.1010.011100.1413 | \$963.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.1000.52710.1010.011100.1711 | \$544.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.1000.52710.1010.011105.1411 | \$1,970.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.1000.52710.1010.011108.1411 | \$3,823.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.1000.52710.2000.011100.1412 | \$264.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.1000.52710.2000.011105.1412 | \$264.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.1000.52710.2000.011105.1712 | \$76.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.1000.52710.2000.011108.1412 | \$264.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.1000.52710.9000.011105.1618 | \$398.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.1000.52710.9000.011105.1622 | \$71.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.1000.52710.9000.011108.1618 | \$265.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.1000.52710.9000.011108.1622 | \$47.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.2100.52710.0000.011000.1214 | \$982.00 |

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1000

07/12/2022

Fiscal Year: 2022-2023

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|----------------------------------|----------|-----|--------|-------------------------|-----------------------------------|------------|
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.2100.52710.0000.011000.1215 | \$783.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.2200.52710.0000.011000.1213 | \$102.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.2200.52710.0000.011000.1511 | \$33.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.2300.52710.0000.011000.1111 | \$1,637.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.2300.52710.0000.011000.1113 | \$542.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.2400.52710.0000.011000.1112 | \$1,276.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.2400.52710.0000.011000.1217 | \$449.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.2500.52710.0000.011000.1115 | \$1,076.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.2600.52710.0000.011000.1615 | \$921.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.2600.52720.0000.011000.1219 | \$17.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 11000.3100.52710.0000.011000.1617 | \$536.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 13000.2700.52710.0000.011000.1622 | \$292.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 24106.1000.52710.2000.011100.1712 | \$288.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 24106.2100.52710.2000.011000.1211 | \$59.00 |
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 25153.1000.52710.2000.011105.1216 | \$227.00 |

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1000

07/12/2022

Fiscal Year: 2022-2023

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|-----------------------------------|--------------|
| Workers' Compensation Insurance | | 1 | 23006 | FY23-00011 7/12/2022 | 24109.2100.52710.2000.011000.1211 | \$14.00 |
| Check #: 33509 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$90,696.00 |
| Vendor Total: | | | | | | \$90,696.00 |
| National Association of Secondary School | 162 | | | | | |
| Check Group: | | | | | | |
| NASSP Institutional annual membership for C. Hidalgo | | 1 | 23050 | 9001622115 7/12/2022 | 11000.2400.53711.0000.011000.0000 | \$250.00 |
| NM Institutional Membership | | 1 | 23050 | 9001622115 7/12/2022 | 11000.2400.53711.0000.011000.0000 | \$85.00 |
| Check #: 33510 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$335.00 |
| Vendor Total: | | | | | | \$335.00 |
| Grand Total: | | | | | | \$146,367.32 |

End of Report

ATR

MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1001

Voucher Date: 07/15/2022

Prepared By:



Printed: 07/19/2022 03:54:25 PM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$22,650.87 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Monica Hoy

Vice President

Krystal Harty

Secretary/Treasurer

Kacie Deines

Member

Charlene Mondragon

Member

MAXWELL MUNICIPAL SCHOOLS

| Fund | Amount |
|-------------------|--------------------|
| 11000 OPERATIONAL | \$22,650.87 |
| | \$22,650.87 |



Maxwell Municipal Schools

Labor Summary Report

Fiscal Year: 2022-2023

Pay Period: 1

Pay Cycle: OP PAYROLL

Starting: 07/01/2022

Ending: 07/15/2022

Pay Date: 07/15/2022

| | <u>Certified</u> | <u>Classified</u> | <u>Total</u> |
|---|------------------|-------------------|--------------|
| Gross Pay | \$8,631.29 | \$8,704.35 | \$17,335.64 |
| Employee Deductions: | | | |
| Federal Income Tax | \$900.97 | \$192.25 | \$1,093.22 |
| FICA - Social Security | \$492.09 | \$521.16 | \$1,013.25 |
| FICA - Medicare | \$115.09 | \$121.89 | \$236.98 |
| Deduction - Regular (Not Tax Exempt) | \$86.31 | \$169.40 | \$255.71 |
| Deduction - Section 125 (Fed and FICA Tax Exempt) | \$694.40 | \$298.39 | \$992.79 |
| Direct Deposit Deduction | \$525.00 | \$0.00 | \$525.00 |
| State Tax - New Mexico | \$256.77 | \$128.90 | \$385.67 |
| Retirement - New Mexico ERB | \$923.55 | \$603.30 | \$1,526.85 |
| Workers Compensation - New Mexico | \$4.00 | \$16.00 | \$20.00 |
| Total Employee Deductions: | \$3,998.18 | \$2,051.29 | \$6,049.47 |
| Total Net Pay: | \$4,633.11 | \$6,653.06 | \$11,286.17 |
| Direct Deposit: | \$4,633.11 | \$6,653.06 | \$11,286.17 |
| Net Pay Checks: | \$0.00 | \$0.00 | \$0.00 |
| Employer Paid Benefits: | | | |
| FICA - Social Security | \$492.09 | \$521.16 | \$1,013.25 |
| FICA - Medicare | \$115.09 | \$121.89 | \$236.98 |
| Deduction - Regular (Not Tax Exempt) | \$172.63 | \$112.77 | \$285.40 |
| Deduction - Section 125 (Fed and FICA Tax Exempt) | \$879.02 | \$430.34 | \$1,309.36 |
| Retirement - New Mexico ERB | \$1,480.27 | \$966.97 | \$2,447.24 |
| Workers Compensation - New Mexico | \$4.60 | \$18.40 | \$23.00 |
| Total Employer Benefits: | \$3,143.70 | \$2,171.53 | \$5,315.23 |
| Gross: | \$8,631.29 | \$8,704.35 | \$17,335.64 |
| Total Payroll Expense: | \$11,774.99 | \$10,875.88 | \$22,650.87 |
| Number of Employees Paid | 2 | 8 | 10 |
| Number of Males | 0 | 6 | 6 |
| Number of Females | 2 | 2 | 4 |

Maxwell Municipal Schools

Labor Summary Report

Fiscal Year: 2022-2023

Pay Period: 1

Pay Cycle: OP PAYROLL

Starting: 07/01/2022

Ending: 07/15/2022

Pay Date: 07/15/2022

Certified

Classified

Total

Payroll Balancing Data

| | | | |
|-----------------------|-------------|-----------------------|-------------|
| | | Direct Deposit | \$11,286.17 |
| | | Employee Checks | \$0.00 |
| Gross Pay | \$17,335.64 | Total Net Pay | \$11,286.17 |
| ER Contributions | \$5,315.23 | EE Deductions | \$6,049.47 |
| | | ER Contributions | \$5,315.23 |
| Total Payroll Expense | \$22,650.87 | Total Payroll Expense | \$22,650.87 |

End of Report

MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1002

Voucher Date: 07/26/2022

Prepared By:



Printed: 07/26/2022 11:11:43 AM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$37,968.60 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Monica Hoy

Vice President

Krystal Harty

Secretary/Treasurer

Kacie Deines

Member

Charlene Mondragon

Member

MAXWELL MUNICIPAL SCHOOLS

| Fund | | Amount |
|-------|-----------------------------------|--------------------|
| 11000 | OPERATIONAL | \$31,245.28 |
| 12000 | TEACHERAGE | \$300.00 |
| 13000 | PUPIL TRANSPORTATION | \$156.91 |
| 24309 | CRRSA - Social Emotional Learning | \$6,266.41 |
| | | \$37,968.60 |



Amy Roble (Jul 28, 2022 10:18 MDT)

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1002

07/26/2022

Fiscal Year: 2022-2023

Vendor Remit Name
Description

Vendor #

QTY

PO No.

Invoice
Invoice Date

Account

Amount

Adobe Inc.

Check Group:

| | | | | | |
|--------------------------------|---|-------|-------------------------|-----------------------------------|----------|
| Adobe Sign Annual Subscription | 1 | 22561 | 2219312769 7/25/2022 | 11000.2500.56113.0000.011000.0000 | \$320.00 |
| Adobe Sign Annual Subscription | 2 | 22561 | 2219312769 7/25/2022 | 11000.2300.56113.0000.011000.0000 | \$639.99 |

Check #: 33511

PO/InvoiceTotal: \$959.99

Vendor Total: \$959.99

Alpine Lumber

Check Group:

| | | | | | |
|---------------------|---|-------|-----------------------|-----------------------------------|----------|
| Floor Tiles - 12x12 | 2 | 23069 | 52253144 7/25/2022 | 11000.2600.56118.0000.011000.0000 | \$309.00 |
| Scouring Pads | 1 | 23069 | 52253144 7/25/2022 | 11000.2600.56118.0000.011000.0000 | \$4.59 |
| Paint - Black Flat | 1 | 23069 | 52253144 7/25/2022 | 11000.2600.56118.0000.011000.0000 | \$16.99 |

Check #: 33512

PO/InvoiceTotal: \$330.58

Vendor Total: \$330.58

Amazon Capital Services

Check Group:

| | | | | | |
|---------------------------------------|---|-------|---------------------------------|-----------------------------------|---------|
| Canson SL Series Mix Media Pad 9 x 12 | 1 | 22549 | 17GV-KT7X-CT6 N 7/25/2022 | 24309.1000.56118.1010.011105.0000 | \$15.46 |
| Canson SL Series Mix Media Pad 9 x 12 | 1 | 22549 | 1JDM-HY4H-DXF V 7/25/2022 | 24309.1000.56118.1010.011105.0000 | \$15.45 |

Check #: 33513

PO/InvoiceTotal: \$30.91

Check Group:

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1002

07/26/2022

Fiscal Year: 2022-2023

Vendor Remit Name
Description

Vendor #

QTY

PO No.

Invoice
Invoice Date

Account

Amount

Clear Desk Pad Protector Cover

3 22558

13F1-GMLR-3NJJ
7/25/2022

13000.2700.56118.0000.011000.0000

\$79.47

Bamboo Expandable Organizer

-1 22558

V555706
7/25/2022

13000.2700.56118.0000.011000.0000

(\$24.99)

Check #: 33513

PO/InvoiceTotal: \$54.48

Check Group:

Single Magnetic Cabinet Catch

1 22566

19MW-FCTL-QN
MF
7/25/2022

11000.2600.56118.0000.011000.0000

\$64.00

4" Cabinet Pulls - 25 pack

1 22566

19MW-FCTL-QN
MF
7/25/2022

11000.2600.56118.0000.011000.0000

\$13.52

Microfiber Cleaning Cloth - 24 Pack

1 22566

19MW-FCTL-QN
MF
7/25/2022

11000.2600.56118.0000.011000.0000

\$13.60

Mohawk Finishing Product OZ Cream Polish

1 22566

19MW-FCTL-QN
MF
7/25/2022

11000.2600.56118.0000.011000.0000

\$25.00

Simpli-Magic Terry Towel Cleaning Cloths

1 22566

19MW-FCTL-QN
MF
7/25/2022

11000.2600.56118.0000.011000.0000

\$26.99

Check #: 33513

PO/InvoiceTotal: \$143.11

Check Group:

Glide Master Stainless Dual Jet S-Bend Carpet Cleaning Wand

1 23061

173R-9N6N-TJKY
7/25/2022

11000.2600.56118.0000.011000.0000

\$278.59

HUANUO Keyboard Tray Under Desk, 360 Adjustable Ergonomic Sliding Keyboard & Mouse Tray, 25" W x 9.8" D, Black

1 23061

173R-9N6N-TJKY
7/25/2022

11000.2500.56118.0000.011000.0000

\$99.69

Check #: 33513

PO/InvoiceTotal: \$378.28

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1002

07/26/2022

Fiscal Year: 2022-2023

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|---|----------|-----|--------|---------------------------------|-----------------------------------|------------|
| Check Group: | | | | | | |
| Bissell Natural Sweep Carpet and Floor Sweeper | | 1 | 23062 | 1D7M-DYYV-DHR X 7/25/2022 | 11000.2600.56118.0000.011000.0000 | \$30.95 |
| Handheld Vacuum Cleaner | | 1 | 23062 | 1D7M-DYYV-DHR X 7/25/2022 | 11000.2600.56118.0000.011000.0000 | \$39.22 |
| Check #: 33513 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$70.17 |
| Vendor Total: | | | | | | \$676.95 |
| Baca Valley Telephone Company | 102 | | | | | |
| Check Group: | | | | | | |
| Monthly phone service | | 1 | 23001 | July 2022 7/25/2022 | 11000.2600.54416.0000.011000.0000 | \$1,664.36 |
| Monthly T-1 Service | | 1 | 23001 | July 2022 7/25/2022 | 11000.2600.54416.0000.011000.0000 | \$519.96 |
| Check #: 33514 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$2,184.32 |
| Vendor Total: | | | | | | \$2,184.32 |
| Carnegie Learning, Inc. | | | | | | |
| Check Group: | | | | | | |
| MyPL+ Essential National 3rd Edition MSMS and/or HSMS - Blended (PL) | | 0.5 | 23071 | 1032212 7/25/2022 | 11000.1000.56109.1010.011105.0000 | \$30.00 |
| MyPL+ Essential National 3rd Edition MSMS and/or HSMS - Blended (PL) | | 0.5 | 23071 | 1032212 7/25/2022 | 11000.1000.56109.1010.011108.0000 | \$30.00 |
| Check #: 33515 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$60.00 |
| Vendor Total: | | | | | | \$60.00 |
| Colfax General Lab | | | | | | |
| Check Group: | | | | | | |

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1002

07/26/2022

Fiscal Year: 2022-2023

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|--------------------------|-----------------------------------|-----------|
| 5 Panel Drug Screening (Non-DOT) | | 0.5 | 23041 | 1468- 07/07 7/26/2022 | 11000.1000.53711.1010.011105.0000 | \$17.50 |
| 5 Panel Drug Screening (Non-DOT) | | 0.5 | 23041 | 1468- 07/07 7/26/2022 | 11000.1000.53711.1010.011108.0000 | \$17.50 |
| Check #: 33516 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$35.00 |
| Vendor Total: | | | | | | \$35.00 |
| David Salas | 2012 | | | | | |
| Check Group: | | | | | | |
| Refund rental deposit | | 1 | 23077 | Refund 7/26/2022 | 12000.0000.41910.0000.011000.0000 | \$300.00 |
| Outstanding water bill | | -1 | 23077 | Refund 7/26/2022 | 12000.2600.54415.0000.011000.0000 | (\$63.52) |
| Check #: 33517 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$236.48 |
| Vendor Total: | | | | | | \$236.48 |
| Generation Genius, Inc. | | | | | | |
| Check Group: | | | | | | |
| 2 Classroom (Science & Math) licenses for educational streaming video subscription | | 2 | 23064 | 149841 7/25/2022 | 11000.1000.56109.1010.011100.0000 | \$350.00 |
| Check #: 33518 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$350.00 |
| Vendor Total: | | | | | | \$350.00 |
| Global Compliance Network | | | | | | |
| Check Group: | | | | | | |
| Unlmted Access for Mandatory Training Modules for FY23 | | 1 | 22560 | 12502 7/25/2022 | 11000.2300.53330.0000.011000.0000 | \$400.00 |
| Check #: 33519 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$400.00 |

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1002

07/26/2022

Fiscal Year: 2022-2023

Vendor Remit Name
Description

Vendor #

QTY

PO No.

Invoice
Invoice Date

Account

Amount

| | | | | | | | |
|---|------|-------|----------|-----------------------------------|-----------|---------------|----------|
| Gopher | 2335 | | | | | Vendor Total: | \$400.00 |
| Check Group: | | | | | | | |
| Wilson Evolution Composite Basketball - Mens | -2 | 22422 | CR29420 | 24309.1000.56118.1010.011105.0000 | 7/25/2022 | (\$149.90) | |
| 10% Discount Applied - Wilson Evolution Composite Basketball - Mens | -2 | 22422 | CR29420 | 24309.1000.56118.1010.011105.0000 | 7/25/2022 | \$14.99 | |
| Gopher Advantage Table Tennis Packs | 1 | 22422 | IN165247 | 24309.1000.56118.1010.011105.0000 | 7/25/2022 | \$4,096.13 | |
| Tachikara Fuzzie Soccer Balls | 2 | 22422 | IN165247 | 24309.1000.56118.1010.011100.0000 | 7/25/2022 | \$92.12 | |
| Sofstricker Indoor Soccer Balls | 4 | 22422 | IN165247 | 24309.1000.56118.1010.011100.0000 | 7/25/2022 | \$119.80 | |
| Gopher Relax Lacrosse Sets | 0.5 | 22422 | IN165247 | 24309.1000.56118.1010.011105.0000 | 7/25/2022 | \$160.84 | |
| Gopher Relax Lacrosse Sets | 0.5 | 22422 | IN165247 | 24309.1000.56118.1010.011108.0000 | 7/25/2022 | \$160.84 | |
| Gopher Relax Lacrosse Sticks, Blue | 2 | 22422 | IN165247 | 24309.1000.56118.1010.011105.0000 | 7/25/2022 | \$57.53 | |
| Gopher Relax Lacrosse Sticks, Red | 2 | 22422 | IN165247 | 24309.1000.56118.1010.011108.0000 | 7/25/2022 | \$57.53 | |
| Eclipse Ball Game | 0.5 | 22422 | IN165247 | 24309.1000.56118.1010.011105.0000 | 7/25/2022 | \$210.42 | |
| Eclipse Ball Game | 0.5 | 22422 | IN165247 | 24309.1000.56118.1010.011108.0000 | 7/25/2022 | \$210.42 | |
| Eclipse Ball Racquet | 2 | 22422 | IN165247 | 24309.1000.56118.1010.011105.0000 | 7/25/2022 | \$69.06 | |
| Eclipse Ball Racquet | 2 | 22422 | IN165247 | 24309.1000.56118.1010.011108.0000 | 7/25/2022 | \$69.06 | |

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1002

07/26/2022

Fiscal Year: 2022-2023

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|---|----------|-----|--------|-------------------------|-----------------------------------|-----------|
| Juggling Cube Set | | 0.5 | 22422 | IN165247 7/25/2022 | 24309.1000.56118.1010.011105.0000 | \$108.96 |
| Juggling Cube Set | | 0.5 | 22422 | IN165247 7/25/2022 | 24309.1000.56118.1010.011108.0000 | \$108.96 |
| Wilson Evolution Composite Basketball - Womens | | 3 | 22422 | IN165247 7/25/2022 | 24309.1000.56118.1010.011105.0000 | \$259.25 |
| Wilson Evolution Composite Basketball - Womens | | 2 | 22422 | IN165247 7/25/2022 | 24309.1000.56118.1010.011108.0000 | \$172.83 |
| Wilson Evolution Composite Basketball - Mens | | 5 | 22422 | IN165247 7/25/2022 | 24309.1000.56118.1010.011105.0000 | \$409.15 |
| Wilson Evolution Composite Basketball - Mens | | 2 | 22422 | IN165247 7/25/2022 | 24309.1000.56118.1010.011108.0000 | \$172.83 |
| 10% Discount Applied - Tachikara Fuzzie Soccer Balls | | 2 | 22422 | IN165247 7/25/2022 | 24309.1000.56118.1010.011100.0000 | (\$7.99) |
| 10% Discount Applied - Eclipse Ball Game | | 0.5 | 22422 | IN165247 7/25/2022 | 24309.1000.56118.1010.011105.0000 | (\$18.25) |
| 10% Discount Applied - Eclipse Ball Game | | 0.5 | 22422 | IN165247 7/25/2022 | 24309.1000.56118.1010.011108.0000 | (\$18.25) |
| 10% Discount Applied - Eclipse Ball Racquet | | 2 | 22422 | IN165247 7/25/2022 | 24309.1000.56118.1010.011105.0000 | (\$5.99) |
| 10% Discount Applied - Eclipse Ball Racquet | | 2 | 22422 | IN165247 7/25/2022 | 24309.1000.56118.1010.011108.0000 | (\$5.99) |
| 10% Discount Applied - Juggling Cube Set | | 0.5 | 22422 | IN165247 7/25/2022 | 24309.1000.56118.1010.011105.0000 | (\$9.45) |
| 10% Discount Applied - Juggling Cube Set | | 0.5 | 22422 | IN165247 7/25/2022 | 24309.1000.56118.1010.011108.0000 | (\$9.45) |
| 10% Discount Applied - Wilson Evolution Composite Basketball - Womens | | 3 | 22422 | IN165247 7/25/2022 | 24309.1000.56118.1010.011105.0000 | (\$22.49) |
| 10% Discount Applied - Wilson Evolution Composite Basketball - Womens | | 2 | 22422 | IN165247 7/25/2022 | 24309.1000.56118.1010.011108.0000 | (\$14.99) |

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1002

07/26/2022

Fiscal Year: 2022-2023

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|-----------------------------------|------------|
| 10% Discount Applied - Wilson Evolution Composite Basketball - Mens | | 5 | 22422 | IN165247 7/25/2022 | 24309.1000.56118.1010.011105.0000 | (\$37.48) |
| 10% Discount Applied - Wilson Evolution Composite Basketball - Mens | | 2 | 22422 | IN165247 7/25/2022 | 24309.1000.56118.1010.011108.0000 | (\$14.99) |
| | | | | | Check #: 33520 | |
| | | | | | PO/InvoiceTotal: | \$6,235.50 |
| | | | | | Vendor Total: | \$6,235.50 |
| Istation | | | | | | |
| Check Group: | | | | | | |
| IM.Student - Math | | 35 | 22471 | V561347 7/25/2022 | 11000.1000.53711.1010.011100.0000 | \$649.77 |
| IM.Student - Reading | | 35 | 22471 | V561347 7/25/2022 | 11000.1000.53711.1010.011100.0000 | \$1,318.08 |
| | | | | | Check #: 33521 | |
| | | | | | PO/InvoiceTotal: | \$1,967.85 |
| | | | | | Vendor Total: | \$1,967.85 |
| New Mexico School Board Assoc. | 11 | | | | | |
| Check Group: | | | | | | |
| Annual Dues 2022-23 | | 1 | 23051 | V414978 7/25/2022 | 11000.2300.53711.0000.011000.0000 | \$826.71 |
| | | | | | Check #: 33522 | |
| | | | | | PO/InvoiceTotal: | \$826.71 |
| | | | | | Vendor Total: | \$826.71 |
| NM Coalition of Educational Leaders | | | | | | |
| Check Group: | | | | | | |
| Annual District Membership Dues 21-22 | | 1 | 21309 | 95213 7/25/2022 | 11000.2300.53711.0000.011000.0000 | \$500.00 |
| | | | | | Check #: 33523 | |
| | | | | | PO/InvoiceTotal: | \$500.00 |

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1002

07/26/2022

Fiscal Year: 2022-2023

Vendor Remit Name
Description

Vendor #

QTY

PO No.

Invoice
Invoice Date

Account

Amount

Check Group:

NMCEL 2022 Summer Conference Registration 7/11-7/15

1

22463

95401

7/25/2022

11000.2300.53330.0000.011000.0000

\$250.00

Check #: 33523

PO/InvoiceTotal: \$250.00

Check Group:

Annual District Membership Dues 22-23

1

23056

95493

7/25/2022

11000.2300.53711.0000.011000.0000

\$500.00

Check #: 33523

PO/InvoiceTotal: \$500.00

Vendor Total: \$1,250.00

NM School Superintendent Assoc

1224

Check Group:

Annual Membership dues for NMSSA 22-23

1

23052

3208

7/25/2022

11000.2300.53711.0000.011000.0000

\$100.00

Annual Dues for AASA 22-23

1

23052

3208

7/25/2022

11000.2300.53711.0000.011000.0000

\$235.00

Check #: 33524

PO/InvoiceTotal: \$335.00

Vendor Total: \$335.00

NMASBO

29

Check Group:

Annual Membership Renewal FY23

1

22552

300000805

7/25/2022

11000.2500.53711.0000.011000.0000

\$350.00

Check #: 33525

PO/InvoiceTotal: \$350.00

Vendor Total: \$350.00

PowerSchool Group, LLC

Check Group:

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1002

07/26/2022

Fiscal Year: 2022-2023

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|-------------------------------------|----------|------|--------|----------------------------------|-----------------------------------|------------|
| Annual Hosting and Maintenance Fees | | 0.44 | 22544 | FY19 Overpayment 7/25/2022 | 11000.1000.53711.1010.011100.0000 | (\$251.75) |
| Annual Hosting and Maintenance Fees | | 0.17 | 22544 | FY19 Overpayment 7/25/2022 | 11000.1000.53711.1010.011108.0000 | (\$97.27) |
| Annual Hosting and Maintenance Fees | | 0.39 | 22544 | FY19 Overpayment 7/25/2022 | 11000.1000.53711.1010.011105.0000 | (\$223.14) |
| Annual Hosting and Maintenance Fees | | 0.44 | 22544 | INV308389 7/25/2022 | 11000.1000.53711.1010.011100.0000 | \$2,191.61 |
| Annual Hosting and Maintenance Fees | | 0.17 | 22544 | INV308389 7/25/2022 | 11000.1000.53711.1010.011108.0000 | \$846.76 |
| Annual Hosting and Maintenance Fees | | 0.39 | 22544 | INV308389 7/25/2022 | 11000.1000.53711.1010.011105.0000 | \$1,942.56 |
| Check #: 33526 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$4,408.77 |
| Vendor Total: | | | | | | \$4,408.77 |
| Quill | 776 | | | | | |
| Check Group: | | | | | | |
| Quill Brand File Folders - Yellow | | 1 | 22563 | 26078902 7/25/2022 | 11000.2500.56118.0000.011000.0000 | \$18.54 |
| Quill Brand File Folders - Green | | 1 | 22563 | 26078902 7/25/2022 | 11000.2500.56118.0000.011000.0000 | \$15.58 |
| Quill Brand File Folders - Violet | | 1 | 22563 | 26078902 7/25/2022 | 11000.2500.56118.0000.011000.0000 | \$22.40 |
| Oxford 3x5 index cards - lined | | 25 | 22563 | 26078902 7/25/2022 | 11000.1000.56118.1010.011105.0000 | \$12.50 |
| Basic Duty Storage Boxes w/lids | | 1 | 22563 | 26078902 7/25/2022 | 11000.2500.56118.0000.011000.0000 | \$27.99 |
| Adams Carbonless Receipt Books | | 12 | 22563 | 26078902 7/25/2022 | 11000.1000.56118.1010.011000.0000 | \$89.64 |

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1002

07/26/2022

Fiscal Year: 2022-2023

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|------------------------------------|----------|-----|--------|-------------------------|-----------------------------------|----------|
| Computer Air Spray | | 1 | 22563 | 26078902 7/25/2022 | 11000.2200.56118.0000.011000.0000 | \$29.44 |
| HP 305A Cyan Laser Toner Cartridge | | 2 | 22563 | 26078902 7/25/2022 | 11000.1000.56118.1010.011000.0000 | \$250.18 |
| Check #: 33527 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$466.27 |
| Vendor Total: | | | | | | \$466.27 |
| Ray's Field Service | | | | | | |
| Check Group: | | | | | | |
| Repair wires on door opener | | 1 | 23042 | L-12529 7/26/2022 | 13000.2700.54314.0000.011000.0000 | \$102.43 |
| Check #: 33528 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$102.43 |
| Vendor Total: | | | | | | \$102.43 |
| Record's Hardware Store | 19 | | | | | |
| Check Group: | | | | | | |
| Fantastik Cleaner | | 1 | 23011 | 347144 7/25/2022 | 11000.2600.56118.0000.011000.0000 | \$8.58 |
| Trim Brush/Paint Liners/Primer | | 1 | 23011 | 348036 7/25/2022 | 11000.2600.56118.0000.011000.0000 | \$127.51 |
| Concrete Patch | | 1 | 23011 | 348141 7/25/2022 | 11000.2600.56118.0000.011000.0000 | \$9.99 |
| Stripper Floorwax | | 1 | 23011 | 348272 7/25/2022 | 11000.2600.56118.0000.011000.0000 | \$35.98 |
| Paint/Paintbrushes/Spackle | | 1 | 23011 | 348367 7/25/2022 | 11000.2600.56118.0000.011000.0000 | \$241.39 |
| Check #: 33529 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$423.45 |
| Vendor Total: | | | | | | \$423.45 |

Samantha Del Toro

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1002

07/26/2022

Fiscal Year: 2022-2023

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|---|----------|-----|--------|---------------------------|-----------------------------------|-------------|
| Check Group: | | | | | | |
| Reimbursement for Background Check | | 1 | 22559 | Fingerprints 7/25/2022 | 11000.1000.53711.1010.011000.0000 | \$44.00 |
| Check #: 33530 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$44.00 |
| Vendor Total: | | | | | | \$44.00 |
| Springer Electric Cooperative | 70 | | | | | |
| Check Group: | | | | | | |
| #1294201 - 206 Fourth Street | | 1 | 23013 | 47908 7/25/2022 | 11000.2600.54411.0000.011000.0000 | \$191.62 |
| #1294202 - 412 Parque Avenue | | 1 | 23013 | 47908 7/25/2022 | 11000.2600.54411.0000.011000.0000 | \$46.91 |
| #1294203 - Kindergarten | | 1 | 23013 | 47908 7/25/2022 | 11000.2600.54411.0000.011000.0000 | \$54.47 |
| #1294204 - Vermejo Avenue | | 1 | 23013 | 47908 7/25/2022 | 11000.2600.54411.0000.011000.0000 | \$47.49 |
| #1294207 - Gym | | 1 | 23013 | 47908 7/25/2022 | 11000.2600.54411.0000.011000.0000 | \$676.64 |
| #1294208 - Mutlipurpose Bldg | | 1 | 23013 | 47908 7/25/2022 | 11000.2600.54411.0000.011000.0000 | \$415.24 |
| #1294209 - 206 Fourth Street | | 1 | 23013 | 47908 7/25/2022 | 11000.2600.54411.0000.011000.0000 | \$319.36 |
| Check #: 33531 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$1,751.73 |
| Vendor Total: | | | | | | \$1,751.73 |
| Tyler Technologies, Inc. | | | | | | |
| Check Group: | | | | | | |
| IVEE Core Accounting Annual Fees to included Core Accounting, State Reporting, Info-Link, General Fixed Assets & Barcode Interface. | | 1 | 22542 | 025-379969 7/25/2022 | 11000.2500.53711.0000.011000.0000 | \$13,371.15 |

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1002

07/26/2022

Fiscal Year: 2022-2023

Vendor Remit Name
Description

Vendor #

QTY

PO No.

Invoice
Invoice Date

Account

Amount

Check #: 33532

PO/InvoiceTotal: \$13,371.15

Vendor Total: \$13,371.15

Village of Maxwell

69

Check Group:

| | | | | | |
|---------------------------------------|---|-------|----------------------|-----------------------------------|----------|
| 30.01 - Vermejo Avenue Portables | 1 | 23018 | V737717 7/25/2022 | 11000.2600.54415.0000.011000.0000 | \$69.20 |
| 31.01 - 207 5th Street Gym/Cafeteria | 1 | 23018 | V737717 7/25/2022 | 11000.2600.54415.0000.011000.0000 | \$183.65 |
| 61.01 - 403 4th Street Elementary | 1 | 23018 | V737717 7/25/2022 | 11000.2600.54415.0000.011000.0000 | \$183.07 |
| 62.01 - 207 4th Street Auditorium | 1 | 23018 | V737717 7/25/2022 | 11000.2600.54415.0000.011000.0000 | \$77.93 |
| 71.01 - 207 5th Street High School | 1 | 23018 | V737717 7/25/2022 | 11000.2600.54415.0000.011000.0000 | \$182.39 |
| 32.01 - 411 Parque Ave Central Office | 1 | 23018 | V737717 7/25/2022 | 11000.2600.54415.0000.011000.0000 | \$99.25 |
| 145.07 - 612 Kiowa Avenue | 1 | 23018 | V737717 7/25/2022 | 12000.2600.54415.0000.011000.0000 | \$63.52 |

Check #: 33533

PO/InvoiceTotal: \$859.01

Vendor Total: \$859.01

Zia Natural Gas Company

1140

Check Group:

| | | | | | |
|--|---|-------|----------------------|-----------------------------------|---------|
| 52841 - 402 Vermejo Avenue Portables | 1 | 23020 | V144107 7/25/2022 | 11000.2600.54412.0000.011000.0000 | \$24.85 |
| G215 - 412 Parque Avenue High School | 1 | 23020 | V144107 7/25/2022 | 11000.2600.54412.0000.011000.0000 | \$57.63 |
| 30490 - 411 Parque Avenue Central Office | 1 | 23020 | V144107 7/25/2022 | 11000.2600.54412.0000.011000.0000 | \$23.97 |

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1002

07/26/2022

Fiscal Year: 2022-2023

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|-----------------------------------|----------|
| 30509 - 206 Fourth Street Elementary | | 1 | 23020 | V144107 7/25/2022 | 11000.2600.54412.0000.011000.0000 | \$31.27 |
| 32190 - 207 Fifth Street Gym/Cafeteria | | 1 | 23020 | V144107 7/25/2022 | 11000.2600.54412.0000.011000.0000 | \$122.01 |
| 30514 - 310 Fourth Street Auditorium | | 1 | 23020 | V144107 7/25/2022 | 11000.2600.54412.0000.011000.0000 | \$83.68 |

Check #: 33534

| | |
|------------------|-------------|
| PO/InvoiceTotal: | \$343.41 |
| Vendor Total: | \$343.41 |
| Grand Total: | \$37,968.60 |


End of Report

ATR
ATR

MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1003

Voucher Date: 07/26/2022

Prepared By: 

Printed: 07/26/2022 11:13:29 AM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$680.78 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Monica Hoy

Vice President

Krystal Harty

Secretary/Treasurer

Kacie Deines

Member

Charlene Mondragon

Member

MAXWELL MUNICIPAL SCHOOLS

| Fund | | Amount |
|-------|---------------|-----------------|
| 21000 | FOOD SERVICES | \$680.78 |
| | | <u>\$680.78</u> |



Amy Roble (Jul 28, 2022 10:18 MDT)

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1003

07/26/2022

Fiscal Year: 2022-2023

Vendor Remit Name
Description

Vendor #

QTY

PO No.

Invoice
Invoice Date

Account

Amount

Burco Chemical Co.

711

Check Group:

Stripper/Buf Pads

1

23002

29161

7/25/2022

21000.3100.56118.0000.011000.0000

\$277.62

Wax

1

23002

29212

7/25/2022

21000.3100.56118.0000.011000.0000

\$203.16

Check #: 4881

PO/InvoiceTotal: \$480.78

Vendor Total: \$480.78

New Mexico Environment Depart.

514

Check Group:

Annual Food Service Permit

1

23008

1114338

7/25/2022

21000.3100.53711.0000.011000.0000

\$200.00

Check #: 4882

PO/InvoiceTotal: \$200.00

Vendor Total: \$200.00

Grand Total: \$680.78

End of Report

ATR
ATR

MAXWELL MUNICIPAL SCHOOLS VOUCHER

Voucher No: 1004

Voucher Date: 07/26/2022

Prepared By:



Printed: 07/26/2022 11:15:01 AM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$500.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Mary Lou Kern

President

Monica Hoy

Vice President

Krystal Harty

Secretary/Treasurer

Kacie Deines

Member

Charlene Mondragon

Member

MAXWELL MUNICIPAL SCHOOLS

| Fund | | Amount |
|-------|-----------|----------|
| 22000 | ATHLETICS | \$500.00 |
| | | \$500.00 |



Amy Roble (Jul 28, 2022 10:11 MDT)

Maxwell Municipal Schools

Voucher Detail Listing

Voucher Batch Number: 1004

07/26/2022

Fiscal Year: 2022-2023

Vendor Remit Name
Description

Vendor #

QTY

PO No.

Invoice
Invoice Date

Account

Amount

NMHSCA

Check Group:

School Based Membership - Coaches Association

1 23030

V594112
7/25/2022

22000.1000.53711.9000.011000.0000

\$500.00

Check #: 9572

PO/InvoiceTotal: \$500.00

Vendor Total: \$500.00

Grand Total: \$500.00

End of Report

ATR
ATR

MAXWELL MUNICIPAL SCHOOLS VOUCHER

Entity Number: 11-0-11

Voucher No: 4, 1005

Voucher Date: 07/29/2022

Prepared By: 

Pay Period: 2

Pay Cycle: OP PAYROLL

Printed: 07/28/2022 09:43:06 AM

MAXWELL MUNICIPAL SCHOOLS is hereby authorized to draw warrants against MAXWELL MUNICIPAL SCHOOLS funds for the sum of \$25,928.36 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Administrator

Mary Lou Kern

President

Monica Hoy

Vice President

Krystal Harty

Secretary/Treasurer

Kacie Deines

Member

Charlene Mondragon

Member

| FUND | GROSS | FICA | RETIREMENT | BENEFITS | TOTALS |
|-------|-------------|------------|------------|------------|-------------|
| 11000 | \$20,290.84 | \$1,476.31 | \$0.00 | \$4,161.21 | \$25,928.36 |
| | \$20,290.84 | \$1,476.31 | \$0.00 | \$4,161.21 | \$25,928.36 |

AK

Maxwell Municipal Schools

Labor Summary Report

Fiscal Year: 2022-2023

Pay Period: 2

Pay Cycle: OP PAYROLL

Starting: 07/16/2022

Ending: 07/31/2022

Pay Date: 07/29/2022

| | <u>Certified</u> | <u>Classified</u> | <u>Total</u> |
|---|------------------|-------------------|--------------|
| Gross Pay | \$8,631.29 | \$11,659.55 | \$20,290.84 |
| <u>Employee Deductions:</u> | | | |
| Federal Income Tax | \$900.97 | \$402.25 | \$1,303.22 |
| FICA - Social Security | \$492.09 | \$704.40 | \$1,196.49 |
| FICA - Medicare | \$115.09 | \$164.73 | \$279.82 |
| Deduction - Regular (Not Tax Exempt) | \$86.31 | \$175.63 | \$261.94 |
| Deduction - Section 125 (Fed and FICA Tax Exempt) | \$694.40 | \$298.39 | \$992.79 |
| Direct Deposit Deduction | \$525.00 | \$0.00 | \$525.00 |
| State Tax - New Mexico | \$256.77 | \$241.90 | \$498.67 |
| Retirement - New Mexico ERB | \$923.55 | \$669.90 | \$1,593.45 |
| <u>Total Employee Deductions:</u> | \$3,994.18 | \$2,657.20 | \$6,651.38 |
| <u>Total Net Pay:</u> | \$4,637.11 | \$9,002.35 | \$13,639.46 |
| <u>Direct Deposit:</u> | \$4,637.11 | \$7,799.44 | \$12,436.55 |
| <u>Net Pay Checks:</u> | \$0.00 | \$1,202.91 | \$1,202.91 |
| <u>Employer Paid Benefits:</u> | | | |
| FICA - Social Security | \$492.09 | \$704.40 | \$1,196.49 |
| FICA - Medicare | \$115.09 | \$164.73 | \$279.82 |
| Deduction - Regular (Not Tax Exempt) | \$172.63 | \$125.22 | \$297.85 |
| Deduction - Section 125 (Fed and FICA Tax Exempt) | \$879.02 | \$430.34 | \$1,309.36 |
| Retirement - New Mexico ERB | \$1,480.27 | \$1,073.73 | \$2,554.00 |
| <u>Total Employer Benefits:</u> | \$3,139.10 | \$2,498.42 | \$5,637.52 |
| <u>Gross:</u> | \$8,631.29 | \$11,659.55 | \$20,290.84 |
| <u>Total Payroll Expense:</u> | \$11,770.39 | \$14,157.97 | \$25,928.36 |

| | | | |
|--------------------------|---|---|----|
| Number of Employees Paid | 2 | 8 | 10 |
| Number of Males | 0 | 6 | 6 |
| Number of Females | 2 | 2 | 4 |

Payroll Balancing Data

Direct Deposit

\$12,436.55

Maxwell Municipal Schools

Labor Summary Report

Fiscal Year: 2022-2023

Pay Period: 2

Pay Cycle: OP PAYROLL

Starting: 07/16/2022

Ending: 07/31/2022

Pay Date: 07/29/2022

| | <u>Certified</u> | <u>Classified</u> | <u>Total</u> |
|-----------------------|------------------|-----------------------|--------------|
| | | Employee Checks | \$1,202.91 |
| Gross Pay | \$20,290.84 | Total Net Pay | \$13,639.46 |
| | | EE Deductions | \$6,651.38 |
| ER Contributions | \$5,637.52 | ER Contributions | \$5,637.52 |
| Total Payroll Expense | \$25,928.36 | Total Payroll Expense | \$25,928.36 |

ATR

End of Report

Asset Disposal



Maxwell Municipal Schools
REQUEST FOR AUTHORIZATION TO DISPOSE OF EQUIPMENT

2022-2023

| Tag No. | Description (Include Model Number) | GFA | Serial No. | Date Acquired | Recorded Cost/Value | Sale/Trade-in Amount | Explanation |
|---------|------------------------------------|-----|-------------------|---------------|---------------------|----------------------|---------------------|
| 3658 | Whirlpool A/C Model ACM082XK1 | | KQP0302562 | 12/31/03 | \$560.00 | \$0.00 | No longer working |
| 4592 | Epson DLP Projector | | 1D081V01109450091 | 06/07/10 | \$429.99 | \$0.00 | Motor Burned Out |
| 4832 | HP Probook 4540 | | 2CE3381H9V | 12/05/13 | \$515.00 | \$0.00 | Obsolete Technology |
| 4860 | HP Probook 640 | | 5CG4391799 | 11/20/14 | \$746.00 | \$0.00 | Obsolete Technology |
| 4862 | HP Probook 640 | | 5CG439178S | 11/20/14 | \$746.00 | \$0.00 | Obsolete Technology |
| 4864 | HP Probook 640 | | 5CG4391788 | 11/20/14 | \$746.00 | \$0.00 | Obsolete Technology |
| 4866 | HP Probook 640 | | 5CG439177W | 11/20/14 | \$746.00 | \$0.00 | Obsolete Technology |
| 4869 | HP Probook 640 | | 5CG4391782 | 11/20/14 | \$746.00 | \$0.00 | Obsolete Technology |
| 4988 | Now Board | | N/A | 10/21/13 | \$499.99 | \$0.00 | Obsolete Technology |
| 4989 | Now Board | | N/A | 10/21/13 | \$499.99 | \$0.00 | Obsolete Technology |
| 5294 | Apple IMAC A1224 AIO | | W881610GZE3 | 10/31/17 | \$0.00 | \$0.00 | Broken |
| 5354 | Whirlpool A/C Model ACM052MM0 | | QMP2014592 | 12/31/03 | \$560.00 | \$0.00 | No longer working |
| 5401 | Whirlpool A/C Model ACM052MM0 | | DMP2114752 | 12/31/03 | \$560.00 | \$0.00 | No longer working |
| 5425 | Whirlpool A/C | | N/A | 12/31/03 | \$560.00 | \$0.00 | No longer working |
| 5434 | Whirlpool A/C Model ACM052MM0 | | OMP2014645 | 12/31/03 | \$560.00 | \$0.00 | No longer working |
| 5472 | HP Chromebook | | B3HPH33 | 06/23/20 | \$203.00 | \$0.00 | Broken Screen |
| 5475 | HP Chromebook | | FVGHH33 | 06/23/20 | \$203.00 | \$0.00 | Broken Screen |
| 5658 | Brother XL261059 Sewing Machine | | B8G145808 | 06/05/08 | \$133.99 | \$0.00 | Broken |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

SIGNATURE



Business Manager

SIGNATURE

Board Authorized Agent

Superintendent

08/15/2022

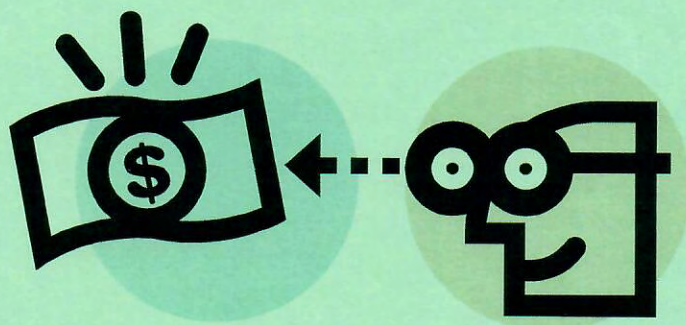
Board Approval Date

Notes:

Deleted from GFA listing by:

Date:

Monthly Revenue Report



Maxwell Municipal Schools

Monthly Revenue Report

Fiscal Year: 2022-2023

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2022

To Date: 7/31/2022

| Account Number | Description | Budget | Adjustments | GL Budget | Current | YTD | Balance | Encumbrance | Budget Bal | % Rem |
|-----------------------------------|--|------------------|-------------|------------------|----------------|----------------|------------------|-------------|------------------|---------|
| 11000.0000.11111.0000.011000.0000 | UNRESTRICTED CASH | (\$267,597.00) | \$0.00 | (\$267,597.00) | \$0.00 | \$0.00 | (\$267,597.00) | \$0.00 | (\$267,597.00) | 100.00% |
| 11000.0000.41500.0000.011000.0000 | INVESTMENT INCOME | (\$785.00) | \$0.00 | (\$785.00) | (\$183.83) | (\$183.83) | (\$601.17) | \$0.00 | (\$601.17) | 76.58% |
| 11000.0000.43101.0000.011000.0000 | STATE EQUALIZATION GUARANTEE | (\$2,478,539.00) | \$0.00 | (\$2,478,539.00) | (\$206,544.90) | (\$206,544.90) | (\$2,271,994.10) | \$0.00 | (\$2,271,994.10) | 91.67% |
| 11000.0000.46100.0000.011000.0000 | CAPITAL CONTRIBUTIONS | (\$5,772.00) | \$0.00 | (\$5,772.00) | \$0.00 | \$0.00 | (\$5,772.00) | \$0.00 | (\$5,772.00) | 100.00% |
| | FUND: OPERATIONAL - 11000 | (\$2,752,693.00) | \$0.00 | (\$2,752,693.00) | (\$206,728.73) | (\$206,728.73) | (\$2,545,964.27) | \$0.00 | (\$2,545,964.27) | 92.49% |
| 12000.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$17,601.00) | \$0.00 | (\$17,601.00) | \$0.00 | \$0.00 | (\$17,601.00) | \$0.00 | (\$17,601.00) | 100.00% |
| 12000.0000.41910.0000.011000.0000 | RENTALS | (\$9,600.00) | \$0.00 | (\$9,600.00) | (\$550.00) | (\$550.00) | (\$9,050.00) | \$0.00 | (\$9,050.00) | 94.27% |
| | FUND: TEACHERAGE - 12000 | (\$27,201.00) | \$0.00 | (\$27,201.00) | (\$550.00) | (\$550.00) | (\$26,651.00) | \$0.00 | (\$26,651.00) | 97.98% |
| 13000.0000.43206.0000.011000.0000 | TRANSPORTATION DISTRIBUTION | (\$71,476.00) | \$0.00 | (\$71,476.00) | \$0.00 | \$0.00 | (\$71,476.00) | \$0.00 | (\$71,476.00) | 100.00% |
| | FUND: PUPIL TRANSPORTATION - 13000 | (\$71,476.00) | \$0.00 | (\$71,476.00) | \$0.00 | \$0.00 | (\$71,476.00) | \$0.00 | (\$71,476.00) | 100.00% |
| 15200.0000.41110.0000.011000.0000 | AD VALOREM TAXES - SCHOOL DISTRICT | (\$10,094.00) | \$0.00 | (\$10,094.00) | (\$70.02) | (\$70.02) | (\$10,023.98) | \$0.00 | (\$10,023.98) | 99.31% |
| | FUND: LOCAL REVENUE OPERATIONAL - 15200 | (\$10,094.00) | \$0.00 | (\$10,094.00) | (\$70.02) | (\$70.02) | (\$10,023.98) | \$0.00 | (\$10,023.98) | 99.31% |
| 21000.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$28,603.00) | \$0.00 | (\$28,603.00) | \$0.00 | \$0.00 | (\$28,603.00) | \$0.00 | (\$28,603.00) | 100.00% |
| 21000.0000.41500.0000.011000.0000 | INVESTMENT INCOME | (\$46.00) | \$0.00 | (\$46.00) | (\$11.65) | (\$11.65) | (\$34.35) | \$0.00 | (\$34.35) | 74.67% |
| 21000.0000.44500.0000.011000.0000 | RESTRICTED GRANTS-IN-AID FROM THE FEDERAL | (\$48,454.00) | \$0.00 | (\$48,454.00) | \$0.00 | \$0.00 | (\$48,454.00) | \$0.00 | (\$48,454.00) | 100.00% |
| 21000.0000.44501.0000.011000.0000 | RESTRICTED GRANT - USDA BREAKFAST/LUNCH | \$0.00 | \$0.00 | \$0.00 | (\$7,478.97) | (\$7,478.97) | \$7,478.97 | \$0.00 | \$7,478.97 | 0.00% |
| | FUND: FOOD SERVICES - 21000 | (\$77,103.00) | \$0.00 | (\$77,103.00) | (\$7,490.62) | (\$7,490.62) | (\$69,612.38) | \$0.00 | (\$69,612.38) | 90.28% |
| 22000.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$1,033.00) | \$0.00 | (\$1,033.00) | \$0.00 | \$0.00 | (\$1,033.00) | \$0.00 | (\$1,033.00) | 100.00% |
| 22000.0000.41500.0000.011000.0000 | INVESTMENT INCOME | (\$74.00) | \$0.00 | (\$74.00) | (\$14.86) | (\$14.86) | (\$59.14) | \$0.00 | (\$59.14) | 79.92% |
| 22000.0000.41701.0000.011000.0000 | FEES - ACTIVITIES | (\$9,404.00) | \$0.00 | (\$9,404.00) | \$0.00 | \$0.00 | (\$9,404.00) | \$0.00 | (\$9,404.00) | 100.00% |
| 22000.0000.41705.0000.011000.0000 | FEES - USERS | (\$25,000.00) | \$0.00 | (\$25,000.00) | \$0.00 | \$0.00 | (\$25,000.00) | \$0.00 | (\$25,000.00) | 100.00% |
| | FUND: ATHLETICS - 22000 | (\$35,511.00) | \$0.00 | (\$35,511.00) | (\$14.86) | (\$14.86) | (\$35,496.14) | \$0.00 | (\$35,496.14) | 99.96% |
| 23110.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$356.00) | \$0.00 | (\$356.00) | \$0.00 | \$0.00 | (\$356.00) | \$0.00 | (\$356.00) | 100.00% |
| 23110.0000.41705.0000.011000.0000 | FEES - USERS | (\$335.00) | \$0.00 | (\$335.00) | \$0.00 | \$0.00 | (\$335.00) | \$0.00 | (\$335.00) | 100.00% |
| | FUND: GENERAL ACTIVITY FUND - 23110 | (\$691.00) | \$0.00 | (\$691.00) | \$0.00 | \$0.00 | (\$691.00) | \$0.00 | (\$691.00) | 100.00% |
| 23112.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$432.00) | \$0.00 | (\$432.00) | \$0.00 | \$0.00 | (\$432.00) | \$0.00 | (\$432.00) | 100.00% |
| | FUND: PARENT ADVISORY COMMITTEE - 23112 | (\$432.00) | \$0.00 | (\$432.00) | \$0.00 | \$0.00 | (\$432.00) | \$0.00 | (\$432.00) | 100.00% |
| 23113.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$7,736.00) | \$0.00 | (\$7,736.00) | \$0.00 | \$0.00 | (\$7,736.00) | \$0.00 | (\$7,736.00) | 100.00% |
| 23113.0000.41705.0000.011000.0000 | FEES - USERS | (\$5,000.00) | \$0.00 | (\$5,000.00) | (\$25.00) | (\$25.00) | (\$4,975.00) | \$0.00 | (\$4,975.00) | 99.50% |
| | FUND: CLASS OF 2023 - 23113 | (\$12,736.00) | \$0.00 | (\$12,736.00) | (\$25.00) | (\$25.00) | (\$12,711.00) | \$0.00 | (\$12,711.00) | 99.80% |
| 23114.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$432.00) | \$0.00 | (\$432.00) | \$0.00 | \$0.00 | (\$432.00) | \$0.00 | (\$432.00) | 100.00% |

Maxwell Municipal Schools

Monthly Revenue Report

Fiscal Year: 2022-2023

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2022

To Date: 7/31/2022

| Account Number | Description | Budget | Adjustments | GL Budget | Current | YTD | Balance | Encumbrance | Budget Bal | % Rem |
|-----------------------------------|--------------------------------------|---------------|-------------|---------------|--------------|--------------|---------------|-------------|---------------|---------|
| 23114.0000.41705.0000.011000.0000 | FEES - USERS | (\$500.00) | \$0.00 | (\$500.00) | \$0.00 | \$0.00 | (\$500.00) | \$0.00 | (\$500.00) | 100.00% |
| | FUND: CLASS OF 2024 - 23114 | (\$932.00) | \$0.00 | (\$932.00) | \$0.00 | \$0.00 | (\$932.00) | \$0.00 | (\$932.00) | 100.00% |
| 23115.0000.41705.0000.011000.0000 | FEES - USERS | (\$500.00) | \$0.00 | (\$500.00) | \$0.00 | \$0.00 | (\$500.00) | \$0.00 | (\$500.00) | 100.00% |
| | FUND: CLASS OF 2020 - 23115 | (\$500.00) | \$0.00 | (\$500.00) | \$0.00 | \$0.00 | (\$500.00) | \$0.00 | (\$500.00) | 100.00% |
| 23116.0000.41705.0000.011000.0000 | FEES - USERS | (\$300.00) | \$0.00 | (\$300.00) | \$0.00 | \$0.00 | (\$300.00) | \$0.00 | (\$300.00) | 100.00% |
| | FUND: CLASS OF 2021 - 23116 | (\$300.00) | \$0.00 | (\$300.00) | \$0.00 | \$0.00 | (\$300.00) | \$0.00 | (\$300.00) | 100.00% |
| 23117.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$882.00) | \$0.00 | (\$882.00) | \$0.00 | \$0.00 | (\$882.00) | \$0.00 | (\$882.00) | 100.00% |
| | FUND: CLASS OF 2022 - 23117 | (\$882.00) | \$0.00 | (\$882.00) | \$0.00 | \$0.00 | (\$882.00) | \$0.00 | (\$882.00) | 100.00% |
| 23118.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$801.00) | \$0.00 | (\$801.00) | \$0.00 | \$0.00 | (\$801.00) | \$0.00 | (\$801.00) | 100.00% |
| | FUND: PBIS REWARDS - 23118 | (\$801.00) | \$0.00 | (\$801.00) | \$0.00 | \$0.00 | (\$801.00) | \$0.00 | (\$801.00) | 100.00% |
| 23119.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$46.00) | \$0.00 | (\$46.00) | \$0.00 | \$0.00 | (\$46.00) | \$0.00 | (\$46.00) | 100.00% |
| | FUND: STUDENT COUNCIL - 23119 | (\$46.00) | \$0.00 | (\$46.00) | \$0.00 | \$0.00 | (\$46.00) | \$0.00 | (\$46.00) | 100.00% |
| 23120.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$70.00) | \$0.00 | (\$70.00) | \$0.00 | \$0.00 | (\$70.00) | \$0.00 | (\$70.00) | 100.00% |
| 23120.0000.41705.0000.011000.0000 | FEES - USERS | (\$35.00) | \$0.00 | (\$35.00) | \$0.00 | \$0.00 | (\$35.00) | \$0.00 | (\$35.00) | 100.00% |
| | FUND: CLASS OF 2027 - 23120 | (\$105.00) | \$0.00 | (\$105.00) | \$0.00 | \$0.00 | (\$105.00) | \$0.00 | (\$105.00) | 100.00% |
| 23121.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$1,983.00) | \$0.00 | (\$1,983.00) | \$0.00 | \$0.00 | (\$1,983.00) | \$0.00 | (\$1,983.00) | 100.00% |
| 23121.0000.41705.0000.011000.0000 | FEES - USERS | (\$2,780.00) | \$0.00 | (\$2,780.00) | \$0.00 | \$0.00 | (\$2,780.00) | \$0.00 | (\$2,780.00) | 100.00% |
| | FUND: BOOSTER CLUB - 23121 | (\$4,763.00) | \$0.00 | (\$4,763.00) | \$0.00 | \$0.00 | (\$4,763.00) | \$0.00 | (\$4,763.00) | 100.00% |
| 23123.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$15,740.00) | \$0.00 | (\$15,740.00) | \$0.00 | \$0.00 | (\$15,740.00) | \$0.00 | (\$15,740.00) | 100.00% |
| 23123.0000.41705.0000.011000.0000 | FEES - USERS | (\$4,000.00) | \$0.00 | (\$4,000.00) | \$0.00 | \$0.00 | (\$4,000.00) | \$0.00 | (\$4,000.00) | 100.00% |
| | FUND: PEE WEE SPORTS - 23123 | (\$19,740.00) | \$0.00 | (\$19,740.00) | \$0.00 | \$0.00 | (\$19,740.00) | \$0.00 | (\$19,740.00) | 100.00% |
| 23125.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$500.00) | \$0.00 | (\$500.00) | \$0.00 | \$0.00 | (\$500.00) | \$0.00 | (\$500.00) | 100.00% |
| | FUND: CHEERLEADERS - PEE WEE - 23125 | (\$500.00) | \$0.00 | (\$500.00) | \$0.00 | \$0.00 | (\$500.00) | \$0.00 | (\$500.00) | 100.00% |
| 23126.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$1,699.00) | \$0.00 | (\$1,699.00) | \$0.00 | \$0.00 | (\$1,699.00) | \$0.00 | (\$1,699.00) | 100.00% |
| 23126.0000.41705.0000.011000.0000 | FEES - USERS | (\$5,000.00) | \$0.00 | (\$5,000.00) | (\$2,320.16) | (\$2,320.16) | (\$2,679.84) | \$0.00 | (\$2,679.84) | 53.60% |
| | FUND: FFA - 23126 | (\$6,699.00) | \$0.00 | (\$6,699.00) | (\$2,320.16) | (\$2,320.16) | (\$4,378.84) | \$0.00 | (\$4,378.84) | 65.37% |
| 23127.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$224.00) | \$0.00 | (\$224.00) | \$0.00 | \$0.00 | (\$224.00) | \$0.00 | (\$224.00) | 100.00% |
| 23127.0000.41705.0000.011000.0000 | FEES - USERS | (\$500.00) | \$0.00 | (\$500.00) | \$0.00 | \$0.00 | (\$500.00) | \$0.00 | (\$500.00) | 100.00% |
| | FUND: LIBRARY - 23127 | (\$724.00) | \$0.00 | (\$724.00) | \$0.00 | \$0.00 | (\$724.00) | \$0.00 | (\$724.00) | 100.00% |
| 23149.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$3,808.00) | \$0.00 | (\$3,808.00) | \$0.00 | \$0.00 | (\$3,808.00) | \$0.00 | (\$3,808.00) | 100.00% |
| | FUND: FCCLA - 23149 | (\$3,808.00) | \$0.00 | (\$3,808.00) | \$0.00 | \$0.00 | (\$3,808.00) | \$0.00 | (\$3,808.00) | 100.00% |

Maxwell Municipal Schools

Monthly Revenue Report

Fiscal Year: 2022-2023

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2022

To Date: 7/31/2022

☐ Exclude inactive accounts with zero balance

| Account Number | Description | Budget | Adjustments | GL Budget | Current | YTD | Balance | Encumbrance | Budget Bal | % Rem |
|-----------------------------------|---|---------------|-------------|---------------|---------------|---------------|---------------|-------------|---------------|---------|
| 23150.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$1,541.00) | \$0.00 | (\$1,541.00) | \$0.00 | \$0.00 | (\$1,541.00) | \$0.00 | (\$1,541.00) | 100.00% |
| 23150.0000.41705.0000.011000.0000 | FEES - USERS | (\$1,050.00) | \$0.00 | (\$1,050.00) | \$0.00 | \$0.00 | (\$1,050.00) | \$0.00 | (\$1,050.00) | 100.00% |
| | FUND: ANNUAL - 23150 | (\$2,591.00) | \$0.00 | (\$2,591.00) | \$0.00 | \$0.00 | (\$2,591.00) | \$0.00 | (\$2,591.00) | 100.00% |
| 23155.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$15.00) | \$0.00 | (\$15.00) | \$0.00 | \$0.00 | (\$15.00) | \$0.00 | (\$15.00) | 100.00% |
| | FUND: DRAMA - 23155 | (\$15.00) | \$0.00 | (\$15.00) | \$0.00 | \$0.00 | (\$15.00) | \$0.00 | (\$15.00) | 100.00% |
| 23162.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$8.00) | \$0.00 | (\$8.00) | \$0.00 | \$0.00 | (\$8.00) | \$0.00 | (\$8.00) | 100.00% |
| | FUND: SCHOOL MALL - 23162 | (\$8.00) | \$0.00 | (\$8.00) | \$0.00 | \$0.00 | (\$8.00) | \$0.00 | (\$8.00) | 100.00% |
| 23178.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$555.00) | \$0.00 | (\$555.00) | \$0.00 | \$0.00 | (\$555.00) | \$0.00 | (\$555.00) | 100.00% |
| | FUND: MAXWELL TEACHERS ASSOCIATION - 23178 | (\$555.00) | \$0.00 | (\$555.00) | \$0.00 | \$0.00 | (\$555.00) | \$0.00 | (\$555.00) | 100.00% |
| 23179.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$175.00) | \$0.00 | (\$175.00) | \$0.00 | \$0.00 | (\$175.00) | \$0.00 | (\$175.00) | 100.00% |
| | FUND: MAXWELL COMMUNITY FUND - 23179 | (\$175.00) | \$0.00 | (\$175.00) | \$0.00 | \$0.00 | (\$175.00) | \$0.00 | (\$175.00) | 100.00% |
| 23180.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$310.00) | \$0.00 | (\$310.00) | \$0.00 | \$0.00 | (\$310.00) | \$0.00 | (\$310.00) | 100.00% |
| | FUND: PERFECTA PRINTING SERVICES - 23180 | (\$310.00) | \$0.00 | (\$310.00) | \$0.00 | \$0.00 | (\$310.00) | \$0.00 | (\$310.00) | 100.00% |
| 23181.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$4,555.00) | \$0.00 | (\$4,555.00) | \$0.00 | \$0.00 | (\$4,555.00) | \$0.00 | (\$4,555.00) | 100.00% |
| | FUND: MAXWELL REUNION FUND - 23181 | (\$4,555.00) | \$0.00 | (\$4,555.00) | \$0.00 | \$0.00 | (\$4,555.00) | \$0.00 | (\$4,555.00) | 100.00% |
| 23182.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$6,322.00) | \$0.00 | (\$6,322.00) | \$0.00 | \$0.00 | (\$6,322.00) | \$0.00 | (\$6,322.00) | 100.00% |
| 23182.0000.41705.0000.011000.0000 | FEES - USERS | (\$5,000.00) | \$0.00 | (\$5,000.00) | \$0.00 | \$0.00 | (\$5,000.00) | \$0.00 | (\$5,000.00) | 100.00% |
| | FUND: DISTRICT ATHLETIC MONEY - 23182 | (\$11,322.00) | \$0.00 | (\$11,322.00) | \$0.00 | \$0.00 | (\$11,322.00) | \$0.00 | (\$11,322.00) | 100.00% |
| 24101.0000.44500.0000.011000.0000 | RESTRICTED GRANTS-IN-AID FROM THE FEDERAL | (\$1,000.00) | \$0.00 | (\$1,000.00) | \$0.00 | \$0.00 | (\$1,000.00) | \$0.00 | (\$1,000.00) | 100.00% |
| 24101.0000.44504.0000.011000.0000 | FEDERAL FLOWTHROUGH PRIOR YEAR | (\$21,552.00) | \$0.00 | (\$21,552.00) | \$0.00 | \$0.00 | (\$21,552.00) | \$0.00 | (\$21,552.00) | 100.00% |
| | FUND: TITLE I - IASA - 24101 | (\$22,552.00) | \$0.00 | (\$22,552.00) | \$0.00 | \$0.00 | (\$22,552.00) | \$0.00 | (\$22,552.00) | 100.00% |
| 24106.0000.44500.0000.011000.0000 | RESTRICTED GRANTS-IN-AID FROM THE FEDERAL | (\$39,172.00) | \$0.00 | (\$39,172.00) | \$0.00 | \$0.00 | (\$39,172.00) | \$0.00 | (\$39,172.00) | 100.00% |
| 24106.0000.44504.0000.011000.0000 | FEDERAL FLOWTHROUGH PRIOR YEAR | \$0.00 | \$0.00 | \$0.00 | (\$9,150.84) | (\$9,150.84) | \$9,150.84 | \$0.00 | \$9,150.84 | 0.00% |
| | FUND: ENTITLEMENT IDEA-B - 24106 | (\$39,172.00) | \$0.00 | (\$39,172.00) | (\$9,150.84) | (\$9,150.84) | (\$30,021.16) | \$0.00 | (\$30,021.16) | 76.64% |
| 24109.0000.44500.0000.011000.0000 | RESTRICTED GRANTS-IN-AID FROM THE FEDERAL | (\$2,354.00) | \$0.00 | (\$2,354.00) | (\$1,853.54) | (\$1,853.54) | (\$500.46) | \$0.00 | (\$500.46) | 21.26% |
| | FUND: IDEA B - PRESCHOOL - 24109 | (\$2,354.00) | \$0.00 | (\$2,354.00) | (\$1,853.54) | (\$1,853.54) | (\$500.46) | \$0.00 | (\$500.46) | 21.26% |
| 24118.0000.44500.0000.011000.0000 | RESTRICTED GRANTS-IN-AID FROM THE FEDERAL | \$0.00 | \$0.00 | \$0.00 | (\$310.20) | (\$310.20) | \$310.20 | \$0.00 | \$310.20 | 0.00% |
| | FUND: FRESH FRUITS & VEGETABLES - 24118 | \$0.00 | \$0.00 | \$0.00 | (\$310.20) | (\$310.20) | \$310.20 | \$0.00 | \$310.20 | 0.00% |
| 24120.0000.44500.0000.011000.0000 | RESTRICTED GRANTS-IN-AID FROM THE FEDERAL | \$0.00 | \$0.00 | \$0.00 | (\$36,094.79) | (\$36,094.79) | \$36,094.79 | \$0.00 | \$36,094.79 | 0.00% |
| | FUND: IDEA-B REALLOCATION RISK POOL - 24120 | \$0.00 | \$0.00 | \$0.00 | (\$36,094.79) | (\$36,094.79) | \$36,094.79 | \$0.00 | \$36,094.79 | 0.00% |

Maxwell Municipal Schools

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From Date: 7/1/2022

To Date: 7/31/2022

☐ Exclude inactive accounts with zero balance

| Account Number | Description | Budget | Adjustments | GL Budget | Current | YTD | Balance | Encumbrance | Budget Bal | % Rem |
|---|--|----------------|-------------|----------------|---------------|---------------|----------------|-------------|----------------|---------|
| 24154.0000.44500.0000.011000.0000 | RESTRICTED GRANTS-IN-AID FROM THE FEDERAL | (\$1,941.00) | \$0.00 | (\$1,941.00) | \$0.00 | \$0.00 | (\$1,941.00) | \$0.00 | (\$1,941.00) | 100.00% |
| FUND: TEACHER/PRINCIPAL TRAINING & RECRUITING - 24154 | | (\$1,941.00) | \$0.00 | (\$1,941.00) | \$0.00 | \$0.00 | (\$1,941.00) | \$0.00 | (\$1,941.00) | 100.00% |
| 24189.0000.44500.0000.011000.0000 | RESTRICTED GRANTS-IN-AID FROM THE FEDERAL | (\$10,000.00) | \$0.00 | (\$10,000.00) | \$0.00 | \$0.00 | (\$10,000.00) | \$0.00 | (\$10,000.00) | 100.00% |
| 24189.0000.44504.0000.011000.0000 | FEDERAL FLOWTHROUGH PRIOR YEAR | (\$2,701.00) | \$0.00 | (\$2,701.00) | (\$726.27) | (\$726.27) | (\$1,974.73) | \$0.00 | (\$1,974.73) | 73.11% |
| IV - STUDENT SUPPORT AND ACADEMIC ENRICHMENT - 24189 | | (\$12,701.00) | \$0.00 | (\$12,701.00) | (\$726.27) | (\$726.27) | (\$11,974.73) | \$0.00 | (\$11,974.73) | 94.28% |
| 24309.0000.44500.0000.011100.0000 | RESTRICTED GRANTS-IN-AID FROM THE FEDERAL | \$0.00 | \$0.00 | \$0.00 | (\$4,414.23) | (\$4,414.23) | \$4,414.23 | \$0.00 | \$4,414.23 | 0.00% |
| FUND: CRRSA - Social Emotional Learning - 24309 | | \$0.00 | \$0.00 | \$0.00 | (\$4,414.23) | (\$4,414.23) | \$4,414.23 | \$0.00 | \$4,414.23 | 0.00% |
| 24330.0000.44500.0000.011000.0000 | RESTRICTED GRANTS-IN-AID FROM THE FEDERAL | (\$104,584.00) | \$0.00 | (\$104,584.00) | \$0.00 | \$0.00 | (\$104,584.00) | \$0.00 | (\$104,584.00) | 100.00% |
| FUND: CRRSA, ESSER III - 24330 | | (\$104,584.00) | \$0.00 | (\$104,584.00) | \$0.00 | \$0.00 | (\$104,584.00) | \$0.00 | (\$104,584.00) | 100.00% |
| 25153.0000.43214.0000.011000.0000 | Inter-Governmental Contract Revenue/REC | (\$27,000.00) | \$0.00 | (\$27,000.00) | \$0.00 | \$0.00 | (\$27,000.00) | \$0.00 | (\$27,000.00) | 100.00% |
| FUND: MEDICAID 3/21 YEARS - 25153 | | (\$27,000.00) | \$0.00 | (\$27,000.00) | \$0.00 | \$0.00 | (\$27,000.00) | \$0.00 | (\$27,000.00) | 100.00% |
| 25233.0000.44301.0000.011000.0000 | OTHER RESTRICTED GRANTS - FEDERAL DIRECT | (\$8,796.00) | \$0.00 | (\$8,796.00) | (\$506.14) | (\$506.14) | (\$8,289.86) | \$0.00 | (\$8,289.86) | 94.25% |
| FUND: RURAL EDUCATION ACHIEVEMENT PROGRAM - 25233 | | (\$8,796.00) | \$0.00 | (\$8,796.00) | (\$506.14) | (\$506.14) | (\$8,289.86) | \$0.00 | (\$8,289.86) | 94.25% |
| 27107.0000.43204.0000.011000.0000 | PRIOR YEAR BALANCES | (\$6,559.00) | \$0.00 | (\$6,559.00) | \$0.00 | \$0.00 | (\$6,559.00) | \$0.00 | (\$6,559.00) | 100.00% |
| FUND: 2012 GO BOND STUDENT LIBRARY - 27107 | | (\$6,559.00) | \$0.00 | (\$6,559.00) | \$0.00 | \$0.00 | (\$6,559.00) | \$0.00 | (\$6,559.00) | 100.00% |
| 27155.0000.43204.0000.011000.0000 | PRIOR YEAR BALANCES | (\$1,570.00) | \$0.00 | (\$1,570.00) | \$0.00 | \$0.00 | (\$1,570.00) | \$0.00 | (\$1,570.00) | 100.00% |
| FUND: BREAKFAST AFTER THE BELL - 27155 | | (\$1,570.00) | \$0.00 | (\$1,570.00) | \$0.00 | \$0.00 | (\$1,570.00) | \$0.00 | (\$1,570.00) | 100.00% |
| 27178.0000.43202.0000.011000.0000 | PED STATE FLOWTHROUGH GRANTS | (\$110,032.00) | \$0.00 | (\$110,032.00) | \$0.00 | \$0.00 | (\$110,032.00) | \$0.00 | (\$110,032.00) | 100.00% |
| FUND: SCHOOL BUSES - 27178 | | (\$110,032.00) | \$0.00 | (\$110,032.00) | \$0.00 | \$0.00 | (\$110,032.00) | \$0.00 | (\$110,032.00) | 100.00% |
| 27183.0000.43202.0000.011000.0000 | PED STATE FLOWTHROUGH GRANTS | (\$6,435.00) | \$0.00 | (\$6,435.00) | (\$176.14) | (\$176.14) | (\$6,258.86) | \$0.00 | (\$6,258.86) | 97.26% |
| FUND: NM GROWN FVV - 27183 | | (\$6,435.00) | \$0.00 | (\$6,435.00) | (\$176.14) | (\$176.14) | (\$6,258.86) | \$0.00 | (\$6,258.86) | 97.26% |
| 27405.0000.43202.0000.011000.0000 | PED STATE FLOWTHROUGH GRANTS | (\$2,500.00) | \$0.00 | (\$2,500.00) | \$0.00 | \$0.00 | (\$2,500.00) | \$0.00 | (\$2,500.00) | 100.00% |
| FUND: 2020 SCHOOL BUS CAMERAS - 27405 | | (\$2,500.00) | \$0.00 | (\$2,500.00) | \$0.00 | \$0.00 | (\$2,500.00) | \$0.00 | (\$2,500.00) | 100.00% |
| 27407.0000.43202.0000.011000.0000 | PED STATE FLOWTHROUGH GRANTS | (\$20,000.00) | \$0.00 | (\$20,000.00) | (\$742.28) | (\$742.28) | (\$19,257.72) | \$0.00 | (\$19,257.72) | 96.29% |
| FUND: FAMILY INCOME INDEX - 27407 | | (\$20,000.00) | \$0.00 | (\$20,000.00) | (\$742.28) | (\$742.28) | (\$19,257.72) | \$0.00 | (\$19,257.72) | 96.29% |
| 28211.0000.43203.0000.000000.0000 | STATE DIRECT GRANTS | \$0.00 | \$0.00 | \$0.00 | (\$12,395.54) | (\$12,395.54) | \$12,395.54 | \$0.00 | \$12,395.54 | 0.00% |
| FUND: NM COVID19 TESTING PROGRAM DOH - 28211 | | \$0.00 | \$0.00 | \$0.00 | (\$12,395.54) | (\$12,395.54) | \$12,395.54 | \$0.00 | \$12,395.54 | 0.00% |
| 31400.0000.43202.0000.011000.0000 | PED STATE FLOWTHROUGH GRANTS | (\$195,000.00) | \$0.00 | (\$195,000.00) | \$0.00 | \$0.00 | (\$195,000.00) | \$0.00 | (\$195,000.00) | 100.00% |
| FUND: SPECIAL CAPITAL OUTLAY-STATE - 31400 | | (\$195,000.00) | \$0.00 | (\$195,000.00) | \$0.00 | \$0.00 | (\$195,000.00) | \$0.00 | (\$195,000.00) | 100.00% |
| 31701.0000.11111.0000.011000.0000 | UNRESTRICTED CASH | (\$21,170.00) | \$0.00 | (\$21,170.00) | \$0.00 | \$0.00 | (\$21,170.00) | \$0.00 | (\$21,170.00) | 100.00% |

Maxwell Municipal Schools

Monthly Revenue Report

Fiscal Year: 2022-2023

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2022

To Date: 7/31/2022

☐ Exclude inactive accounts with zero balance

| Account Number | Description | Budget | Adjustments | GL Budget | Current | YTD | Balance | Encumbrance | Budget Bal | % Rem |
|-----------------------------------|--|------------------|-------------|------------------|----------------|----------------|------------------|-------------|------------------|---------|
| 31701.0000.41110.0000.011000.0000 | AD VALOREM TAXES - SCHOOL DISTRICT | (\$44,661.00) | \$0.00 | (\$44,661.00) | (\$510.23) | (\$510.23) | (\$44,150.77) | \$0.00 | (\$44,150.77) | 98.86% |
| | FUND: CAPITAL IMPROVEMENTS SB-9 LOCAL - 31701 | (\$65,831.00) | \$0.00 | (\$65,831.00) | (\$510.23) | (\$510.23) | (\$65,320.77) | \$0.00 | (\$65,320.77) | 99.22% |
| 31703.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$36,626.00) | \$0.00 | (\$36,626.00) | \$0.00 | \$0.00 | (\$36,626.00) | \$0.00 | (\$36,626.00) | 100.00% |
| | FUND: SB-9 STATE MATCH CASH - 31703 | (\$36,626.00) | \$0.00 | (\$36,626.00) | \$0.00 | \$0.00 | (\$36,626.00) | \$0.00 | (\$36,626.00) | 100.00% |
| 31900.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$96,599.00) | \$0.00 | (\$96,599.00) | \$0.00 | \$0.00 | (\$96,599.00) | \$0.00 | (\$96,599.00) | 100.00% |
| 31900.0000.41500.0000.011000.0000 | INVESTMENT INCOME | (\$250.00) | \$0.00 | (\$250.00) | \$0.00 | \$0.00 | (\$250.00) | \$0.00 | (\$250.00) | 100.00% |
| | FUND: EDUCATIONAL TECHNOLOGY EQUIPMENT ACT - 31900 | (\$96,849.00) | \$0.00 | (\$96,849.00) | \$0.00 | \$0.00 | (\$96,849.00) | \$0.00 | (\$96,849.00) | 100.00% |
| 43000.0000.11112.0000.011000.0000 | RESTRICTED CASH | (\$68,579.00) | \$0.00 | (\$68,579.00) | \$0.00 | \$0.00 | (\$68,579.00) | \$0.00 | (\$68,579.00) | 100.00% |
| 43000.0000.41110.0000.011000.0000 | AD VALOREM TAXES - SCHOOL DISTRICT | (\$54,538.00) | \$0.00 | (\$54,538.00) | (\$590.46) | (\$590.46) | (\$53,947.54) | \$0.00 | (\$53,947.54) | 98.92% |
| | FUND: ED TECH DEBT SERVICE - 43000 | (\$123,117.00) | \$0.00 | (\$123,117.00) | (\$590.46) | (\$590.46) | (\$122,526.54) | \$0.00 | (\$122,526.54) | 99.52% |
| Grand Total: | | (\$3,930,887.00) | \$0.00 | (\$3,930,887.00) | (\$284,670.05) | (\$284,670.05) | (\$3,646,216.95) | \$0.00 | (\$3,646,216.95) | 92.76% |

End of Report

Monthly Expenditure Report



Maxwell Municipal Schools

Monthly Expenditure Report

Fiscal Year: 2022-2023

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2022

To Date: 7/31/2022

☐ Exclude inactive accounts with zero balance

| Account Number | Description | Budget | Adjustments | GL Budget | Current | YTD | Balance | Encumbrance | Budget Bal | % Rem |
|-----------------------------------|--------------------------------------|----------------|-------------|----------------|-------------|-------------|----------------|--------------|--------------|---------|
| 11000.1000.51100.0000.000000.0000 | SALARIES EXPENSE | \$910,486.00 | \$0.00 | \$910,486.00 | \$0.00 | \$0.00 | \$910,486.00 | \$812,036.44 | \$98,449.56 | 10.81% |
| 11000.1000.51300.0000.000000.0000 | ADDITIONAL COMPENSATION | \$57,300.00 | \$0.00 | \$57,300.00 | \$0.00 | \$0.00 | \$57,300.00 | \$8,142.50 | \$49,157.50 | 85.79% |
| 11000.1000.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$163,596.00 | \$0.00 | \$163,596.00 | \$0.00 | \$0.00 | \$163,596.00 | \$1,398.94 | \$162,197.06 | 99.14% |
| 11000.1000.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$19,077.00 | \$0.00 | \$19,077.00 | \$0.00 | \$0.00 | \$19,077.00 | \$163.14 | \$18,913.86 | 99.14% |
| 11000.1000.52210.0000.000000.0000 | FICA PAYMENTS | \$61,221.00 | \$0.00 | \$61,221.00 | \$0.00 | \$0.00 | \$61,221.00 | \$471.88 | \$60,749.12 | 99.23% |
| 11000.1000.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$14,092.00 | \$0.00 | \$14,092.00 | \$0.00 | \$0.00 | \$14,092.00 | \$110.35 | \$13,981.65 | 99.22% |
| 11000.1000.52311.0000.000000.0000 | HEALTH AND MEDICAL PREMIUMS | \$98,369.00 | \$0.00 | \$98,369.00 | \$0.00 | \$0.00 | \$98,369.00 | \$723.62 | \$97,645.38 | 99.26% |
| 11000.1000.52312.0000.000000.0000 | LIFE | \$535.00 | \$0.00 | \$535.00 | \$0.00 | \$0.00 | \$535.00 | \$3.96 | \$531.04 | 99.26% |
| 11000.1000.52313.0000.000000.0000 | DENTAL | \$5,567.00 | \$0.00 | \$5,567.00 | \$0.00 | \$0.00 | \$5,567.00 | \$33.49 | \$5,533.51 | 99.40% |
| 11000.1000.52314.0000.000000.0000 | VISION | \$909.00 | \$0.00 | \$909.00 | \$0.00 | \$0.00 | \$909.00 | \$6.91 | \$902.09 | 99.24% |
| 11000.1000.52315.0000.000000.0000 | DISABILITY | \$901.00 | \$0.00 | \$901.00 | \$0.00 | \$0.00 | \$901.00 | \$10.29 | \$890.71 | 98.86% |
| 11000.1000.52710.0000.000000.0000 | WORKER'S COMPENSATION PREMIUM | \$13,890.00 | \$0.00 | \$13,890.00 | \$13,308.00 | \$13,308.00 | \$582.00 | \$0.00 | \$582.00 | 4.19% |
| 11000.1000.52720.0000.000000.0000 | WORKER'S COMPENSATION EMPLOYER'S FEE | \$556.00 | \$0.00 | \$556.00 | \$0.00 | \$0.00 | \$556.00 | \$9.20 | \$546.80 | 98.35% |
| 11000.1000.53330.0000.000000.0000 | PROFESSIONAL DEVELOPMENT | \$900.00 | \$0.00 | \$900.00 | \$0.00 | \$0.00 | \$900.00 | \$97.06 | \$802.94 | 89.22% |
| 11000.1000.53711.0000.000000.0000 | OTHER CHARGES | \$5,940.00 | \$0.00 | \$5,940.00 | \$6,455.62 | \$6,455.62 | (\$515.62) | \$2,818.50 | (\$3,334.12) | -56.13% |
| 11000.1000.53760.0000.000000.0000 | TUITION FOR CONCURRENT ENROLLMENT | \$4,500.00 | \$0.00 | \$4,500.00 | \$0.00 | \$0.00 | \$4,500.00 | \$2,000.00 | \$2,500.00 | 55.56% |
| 11000.1000.55817.0000.000000.0000 | STUDENT TRAVEL | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 100.00% |
| 11000.1000.55915.0000.000000.0000 | OTHER CONTRACT SERVICES | \$15,005.00 | \$0.00 | \$15,005.00 | \$0.00 | \$0.00 | \$15,005.00 | \$0.00 | \$15,005.00 | 100.00% |
| 11000.1000.56112.0000.000000.0000 | OTHER INSTRUCTIONAL MATERIALS | \$27,302.00 | \$0.00 | \$27,302.00 | \$0.00 | \$0.00 | \$27,302.00 | \$36,022.99 | (\$8,720.99) | -31.94% |
| 11000.1000.56113.0000.000000.0000 | SOFTWARE | \$5,088.00 | \$0.00 | \$5,088.00 | \$0.00 | \$0.00 | \$5,088.00 | \$1,800.00 | \$3,288.00 | 64.62% |
| 11000.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$22,109.00 | \$0.00 | \$22,109.00 | \$352.32 | \$352.32 | \$21,756.68 | \$9,078.73 | \$12,677.95 | 57.34% |
| | FUNCTION: INSTRUCTION - 1000 | \$1,427,843.00 | \$0.00 | \$1,427,843.00 | \$20,115.94 | \$20,115.94 | \$1,407,727.06 | \$874,928.00 | \$532,799.06 | 37.31% |
| 11000.2100.51100.0000.000000.0000 | SALARIES EXPENSE | \$134,750.00 | \$0.00 | \$134,750.00 | \$0.00 | \$0.00 | \$134,750.00 | \$48,127.00 | \$86,623.00 | 64.28% |
| 11000.2100.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$23,110.00 | \$0.00 | \$23,110.00 | \$0.00 | \$0.00 | \$23,110.00 | \$0.00 | \$23,110.00 | 100.00% |
| 11000.2100.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$2,695.00 | \$0.00 | \$2,695.00 | \$0.00 | \$0.00 | \$2,695.00 | \$0.00 | \$2,695.00 | 100.00% |
| 11000.2100.52210.0000.000000.0000 | FICA PAYMENTS | \$8,354.00 | \$0.00 | \$8,354.00 | \$0.00 | \$0.00 | \$8,354.00 | \$0.00 | \$8,354.00 | 100.00% |
| 11000.2100.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$1,954.00 | \$0.00 | \$1,954.00 | \$0.00 | \$0.00 | \$1,954.00 | \$0.00 | \$1,954.00 | 100.00% |
| 11000.2100.52311.0000.000000.0000 | HEALTH AND MEDICAL PREMIUMS | \$19,217.00 | \$0.00 | \$19,217.00 | \$0.00 | \$0.00 | \$19,217.00 | \$0.00 | \$19,217.00 | 100.00% |
| 11000.2100.52312.0000.000000.0000 | LIFE | \$64.00 | \$0.00 | \$64.00 | \$0.00 | \$0.00 | \$64.00 | \$0.00 | \$64.00 | 100.00% |
| 11000.2100.52313.0000.000000.0000 | DENTAL | \$1,232.00 | \$0.00 | \$1,232.00 | \$0.00 | \$0.00 | \$1,232.00 | \$0.00 | \$1,232.00 | 100.00% |
| 11000.2100.52314.0000.000000.0000 | VISION | \$147.00 | \$0.00 | \$147.00 | \$0.00 | \$0.00 | \$147.00 | \$0.00 | \$147.00 | 100.00% |
| 11000.2100.52315.0000.000000.0000 | DISABILITY | \$166.00 | \$0.00 | \$166.00 | \$0.00 | \$0.00 | \$166.00 | \$0.00 | \$166.00 | 100.00% |
| 11000.2100.52710.0000.000000.0000 | WORKER'S COMPENSATION PREMIUM | \$1,748.00 | \$0.00 | \$1,748.00 | \$1,765.00 | \$1,765.00 | (\$17.00) | \$0.00 | (\$17.00) | -0.97% |
| 11000.2100.52720.0000.000000.0000 | WORKER'S COMPENSATION EMPLOYER'S FEE | \$87.00 | \$0.00 | \$87.00 | \$0.00 | \$0.00 | \$87.00 | \$0.00 | \$87.00 | 100.00% |

Maxwell Municipal Schools

Monthly Expenditure Report

Fiscal Year: 2022-2023

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|---|--------------------------------------|--------------|-------------|--------------|-------------|-------------|--------------|--------------|---------------|---------|
| 11000.2100.53211.0000.000000.0000 | DIAGNOSTICIANS - CONTRACTED | \$7,500.00 | \$0.00 | \$7,500.00 | \$0.00 | \$0.00 | \$7,500.00 | \$0.00 | \$7,500.00 | 100.00% |
| 11000.2100.53212.0000.000000.0000 | SPEECH THERAPISTS - CONTRACTED | \$19,869.00 | \$0.00 | \$19,869.00 | \$0.00 | \$0.00 | \$19,869.00 | \$20,159.44 | (\$290.44) | -1.46% |
| 11000.2100.53213.0000.000000.0000 | OCCUPATIONAL THERAPISTS - CONTRACTED | \$24,000.00 | \$0.00 | \$24,000.00 | \$0.00 | \$0.00 | \$24,000.00 | \$24,000.00 | \$0.00 | 0.00% |
| 11000.2100.53214.0000.000000.0000 | THERAPISTS - CONTRACTED | \$2,713.00 | \$0.00 | \$2,713.00 | \$0.00 | \$0.00 | \$2,713.00 | \$2,941.00 | (\$228.00) | -8.40% |
| 11000.2100.53215.0000.000000.0000 | PSYCHOLOGISTS - CONTRACTED | \$33,822.00 | \$0.00 | \$33,822.00 | \$0.00 | \$0.00 | \$33,822.00 | \$33,822.00 | \$0.00 | 0.00% |
| 11000.2100.53218.0000.000000.0000 | SPECIALISTS - CONTRACTED | \$9,106.00 | \$0.00 | \$9,106.00 | \$0.00 | \$0.00 | \$9,106.00 | \$9,106.00 | \$0.00 | 0.00% |
| 11000.2100.53414.0000.000000.0000 | OTHER SERVICES | \$800.00 | \$0.00 | \$800.00 | \$0.00 | \$0.00 | \$800.00 | \$0.00 | \$800.00 | 100.00% |
| 11000.2100.53711.0000.000000.0000 | OTHER CHARGES | \$530.00 | \$0.00 | \$530.00 | \$0.00 | \$0.00 | \$530.00 | \$0.00 | \$530.00 | 100.00% |
| 11000.2100.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$200.00 | \$0.00 | \$200.00 | \$0.00 | \$0.00 | \$200.00 | \$0.00 | \$200.00 | 100.00% |
| FUNCTION: SUPPORT SERVICES-STUDENTS - 2100 | | \$292,064.00 | \$0.00 | \$292,064.00 | \$1,765.00 | \$1,765.00 | \$290,299.00 | \$138,155.44 | \$152,143.56 | 52.09% |
| 11000.2200.51100.0000.000000.0000 | SALARIES EXPENSE | \$31,908.00 | \$0.00 | \$31,908.00 | \$0.00 | \$0.00 | \$31,908.00 | \$6,287.06 | \$25,620.94 | 80.30% |
| 11000.2200.51300.0000.000000.0000 | ADDITIONAL COMPENSATION | \$2,500.00 | \$0.00 | \$2,500.00 | \$208.34 | \$208.34 | \$2,291.66 | \$2,291.66 | \$0.00 | 0.00% |
| 11000.2200.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$5,901.00 | \$0.00 | \$5,901.00 | \$35.74 | \$35.74 | \$5,865.26 | \$17.87 | \$5,847.39 | 99.09% |
| 11000.2200.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$689.00 | \$0.00 | \$689.00 | \$4.16 | \$4.16 | \$684.84 | \$2.08 | \$682.76 | 99.09% |
| 11000.2200.52210.0000.000000.0000 | FICA PAYMENTS | \$2,133.00 | \$0.00 | \$2,133.00 | \$12.76 | \$12.76 | \$2,120.24 | \$6.38 | \$2,113.86 | 99.10% |
| 11000.2200.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$499.00 | \$0.00 | \$499.00 | \$2.98 | \$2.98 | \$496.02 | \$1.49 | \$494.53 | 99.10% |
| 11000.2200.52311.0000.000000.0000 | HEALTH AND MEDICAL PREMIUMS | \$6,598.00 | \$0.00 | \$6,598.00 | \$0.00 | \$0.00 | \$6,598.00 | \$0.00 | \$6,598.00 | 100.00% |
| 11000.2200.52312.0000.000000.0000 | LIFE | \$32.00 | \$0.00 | \$32.00 | \$0.00 | \$0.00 | \$32.00 | \$0.00 | \$32.00 | 100.00% |
| 11000.2200.52313.0000.000000.0000 | DENTAL | \$220.00 | \$0.00 | \$220.00 | \$0.00 | \$0.00 | \$220.00 | \$0.00 | \$220.00 | 100.00% |
| 11000.2200.52314.0000.000000.0000 | VISION | \$44.00 | \$0.00 | \$44.00 | \$0.00 | \$0.00 | \$44.00 | \$0.00 | \$44.00 | 100.00% |
| 11000.2200.52710.0000.000000.0000 | WORKER'S COMPENSATION PREMIUM | \$198.00 | \$0.00 | \$198.00 | \$135.00 | \$135.00 | \$63.00 | \$0.00 | \$63.00 | 31.82% |
| 11000.2200.52720.0000.000000.0000 | WORKER'S COMPENSATION EMPLOYER'S FEE | \$6.00 | \$0.00 | \$6.00 | \$0.17 | \$0.17 | \$5.83 | \$0.00 | \$5.83 | 97.17% |
| 11000.2200.53414.0000.000000.0000 | OTHER SERVICES | \$25,000.00 | \$0.00 | \$25,000.00 | \$0.00 | \$0.00 | \$25,000.00 | \$36,028.80 | (\$11,028.80) | -44.12% |
| 11000.2200.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$250.00 | \$0.00 | \$250.00 | \$29.44 | \$29.44 | \$220.56 | \$0.00 | \$220.56 | 88.22% |
| FUNCTION: SUPPORT SERVICES-INSTRUCTION - 2200 | | \$75,978.00 | \$0.00 | \$75,978.00 | \$428.59 | \$428.59 | \$75,549.41 | \$44,635.34 | \$30,914.07 | 40.69% |
| 11000.2300.51100.0000.000000.0000 | SALARIES EXPENSE | \$166,279.00 | \$0.00 | \$166,279.00 | \$13,856.58 | \$13,856.58 | \$152,422.42 | \$152,422.42 | \$0.00 | 0.00% |
| 11000.2300.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$28,517.00 | \$0.00 | \$28,517.00 | \$2,376.40 | \$2,376.40 | \$26,140.60 | \$1,188.20 | \$24,952.40 | 87.50% |
| 11000.2300.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$3,326.00 | \$0.00 | \$3,326.00 | \$277.14 | \$277.14 | \$3,048.86 | \$138.57 | \$2,910.29 | 87.50% |
| 11000.2300.52210.0000.000000.0000 | FICA PAYMENTS | \$10,309.00 | \$0.00 | \$10,309.00 | \$785.66 | \$785.66 | \$9,523.34 | \$392.83 | \$9,130.51 | 88.57% |
| 11000.2300.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$2,412.00 | \$0.00 | \$2,412.00 | \$183.74 | \$183.74 | \$2,228.26 | \$91.87 | \$2,136.39 | 88.57% |
| 11000.2300.52311.0000.000000.0000 | HEALTH AND MEDICAL PREMIUMS | \$20,246.00 | \$0.00 | \$20,246.00 | \$1,612.32 | \$1,612.32 | \$18,633.68 | \$806.16 | \$17,827.52 | 88.05% |
| 11000.2300.52312.0000.000000.0000 | LIFE | \$64.00 | \$0.00 | \$64.00 | \$5.28 | \$5.28 | \$58.72 | \$2.64 | \$56.08 | 87.63% |
| 11000.2300.52313.0000.000000.0000 | DENTAL | \$1,232.00 | \$0.00 | \$1,232.00 | \$102.64 | \$102.64 | \$1,129.36 | \$51.32 | \$1,078.04 | 87.50% |
| 11000.2300.52314.0000.000000.0000 | VISION | \$204.00 | \$0.00 | \$204.00 | \$16.96 | \$16.96 | \$187.04 | \$8.48 | \$178.56 | 87.53% |

Maxwell Municipal Schools

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From Date: 7/1/2022

To Date: 7/31/2022

☐ Exclude inactive accounts with zero balance

| Account Number | Description | Budget | Adjustments | GL Budget | Current | YTD | Balance | Encumbrance | Budget Bal | % Rem |
|---|--------------------------------------|--------------|-------------|--------------|-------------|-------------|--------------|--------------|-------------|----------|
| 11000.2300.52710.0000.000000.0000 | WORKER'S COMPENSATION PREMIUM | \$2,246.00 | \$0.00 | \$2,246.00 | \$2,179.00 | \$2,179.00 | \$67.00 | \$0.00 | \$67.00 | 2.98% |
| 11000.2300.52720.0000.000000.0000 | WORKER'S COMPENSATION EMPLOYER'S FEE | \$20.00 | \$0.00 | \$20.00 | \$4.60 | \$4.60 | \$15.40 | \$0.00 | \$15.40 | 77.00% |
| 11000.2300.53330.0000.000000.0000 | PROFESSIONAL DEVELOPMENT | \$2,500.00 | \$0.00 | \$2,500.00 | \$650.00 | \$650.00 | \$1,850.00 | \$0.00 | \$1,850.00 | 74.00% |
| 11000.2300.53411.0000.000000.0000 | AUDITING | \$14,937.00 | \$0.00 | \$14,937.00 | \$0.00 | \$0.00 | \$14,937.00 | \$0.00 | \$14,937.00 | 100.00% |
| 11000.2300.53413.0000.000000.0000 | LEGAL | \$16,155.00 | \$0.00 | \$16,155.00 | \$0.00 | \$0.00 | \$16,155.00 | \$15,620.00 | \$535.00 | 3.31% |
| 11000.2300.53414.0000.000000.0000 | OTHER SERVICES | \$3,828.00 | \$0.00 | \$3,828.00 | \$0.00 | \$0.00 | \$3,828.00 | \$4,107.04 | (\$279.04) | -7.29% |
| 11000.2300.53711.0000.000000.0000 | OTHER CHARGES | \$6,000.00 | \$0.00 | \$6,000.00 | \$2,373.82 | \$2,373.82 | \$3,626.18 | \$596.00 | \$3,030.18 | 50.50% |
| 11000.2300.53712.0000.000000.0000 | COUNTY TAX COLLECTION COSTS | \$0.00 | \$0.00 | \$0.00 | \$0.70 | \$0.70 | (\$0.70) | \$0.00 | (\$0.70) | 0.00% |
| 11000.2300.55400.0000.000000.0000 | ADVERTISING | \$665.00 | \$0.00 | \$665.00 | \$0.00 | \$0.00 | \$665.00 | \$0.00 | \$665.00 | 100.00% |
| 11000.2300.55811.0000.000000.0000 | BOARD TRAVEL | \$5,000.00 | \$0.00 | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | \$0.00 | \$5,000.00 | 100.00% |
| 11000.2300.55812.0000.000000.0000 | BOARD TRAINING | \$1,750.00 | \$0.00 | \$1,750.00 | \$0.00 | \$0.00 | \$1,750.00 | \$0.00 | \$1,750.00 | 100.00% |
| 11000.2300.56113.0000.000000.0000 | SOFTWARE | \$650.00 | \$0.00 | \$650.00 | \$639.99 | \$639.99 | \$10.01 | \$0.00 | \$10.01 | 1.54% |
| 11000.2300.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$1,500.00 | \$0.00 | \$1,500.00 | \$0.00 | \$0.00 | \$1,500.00 | \$0.00 | \$1,500.00 | 100.00% |
| ATION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300 | | \$287,840.00 | \$0.00 | \$287,840.00 | \$25,064.83 | \$25,064.83 | \$262,775.17 | \$175,425.53 | \$87,349.64 | 30.35% |
| 11000.2400.51100.0000.000000.0000 | SALARIES EXPENSE | \$131,729.00 | \$0.00 | \$131,729.00 | \$0.00 | \$0.00 | \$131,729.00 | \$131,729.00 | \$0.00 | 0.00% |
| 11000.2400.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$22,592.00 | \$0.00 | \$22,592.00 | \$0.00 | \$0.00 | \$22,592.00 | \$244.92 | \$22,347.08 | 98.92% |
| 11000.2400.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$2,634.00 | \$0.00 | \$2,634.00 | \$0.00 | \$0.00 | \$2,634.00 | \$109.77 | \$2,524.23 | 95.83% |
| 11000.2400.52210.0000.000000.0000 | FICA PAYMENTS | \$8,167.00 | \$0.00 | \$8,167.00 | \$0.00 | \$0.00 | \$8,167.00 | \$295.87 | \$7,871.13 | 96.38% |
| 11000.2400.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$1,910.00 | \$0.00 | \$1,910.00 | \$0.00 | \$0.00 | \$1,910.00 | \$69.19 | \$1,840.81 | 96.38% |
| 11000.2400.52311.0000.000000.0000 | HEALTH AND MEDICAL PREMIUMS | \$24,547.00 | \$0.00 | \$24,547.00 | \$0.00 | \$0.00 | \$24,547.00 | \$1,032.03 | \$23,514.97 | 95.80% |
| 11000.2400.52312.0000.000000.0000 | LIFE | \$64.00 | \$0.00 | \$64.00 | \$0.00 | \$0.00 | \$64.00 | \$2.64 | \$61.36 | 95.88% |
| 11000.2400.52313.0000.000000.0000 | DENTAL | \$616.00 | \$0.00 | \$616.00 | \$0.00 | \$0.00 | \$616.00 | \$25.66 | \$590.34 | 95.83% |
| 11000.2400.52314.0000.000000.0000 | VISION | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$4.24 | (\$4.24) | 0.00% |
| 11000.2400.52315.0000.000000.0000 | DISABILITY | \$296.00 | \$0.00 | \$296.00 | \$0.00 | \$0.00 | \$296.00 | \$13.05 | \$282.95 | 95.59% |
| 11000.2400.52710.0000.000000.0000 | WORKER'S COMPENSATION PREMIUM | \$1,779.00 | \$0.00 | \$1,779.00 | \$1,725.00 | \$1,725.00 | \$54.00 | \$0.00 | \$54.00 | 3.04% |
| 11000.2400.52720.0000.000000.0000 | WORKER'S COMPENSATION EMPLOYER'S FEE | \$20.00 | \$0.00 | \$20.00 | \$0.00 | \$0.00 | \$20.00 | \$4.60 | \$15.40 | 77.00% |
| 11000.2400.53414.0000.000000.0000 | OTHER SERVICES | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | \$1,000.00 | \$0.00 | 0.00% |
| 11000.2400.53711.0000.000000.0000 | OTHER CHARGES | \$335.00 | \$0.00 | \$335.00 | \$335.00 | \$335.00 | \$0.00 | \$335.00 | (\$335.00) | -100.00% |
| 11000.2400.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$200.00 | \$0.00 | \$200.00 | \$0.00 | \$0.00 | \$200.00 | \$0.00 | \$200.00 | 100.00% |
| ATION: SUPPORT SERVICES-SCHOOL ADMINISTRATION - 2400 | | \$195,889.00 | \$0.00 | \$195,889.00 | \$2,060.00 | \$2,060.00 | \$193,829.00 | \$134,865.97 | \$58,963.03 | 30.10% |
| 11000.2500.51100.0000.000000.0000 | SALARIES EXPENSE | \$82,151.00 | \$0.00 | \$82,151.00 | \$6,845.92 | \$6,845.92 | \$75,305.08 | \$75,305.08 | \$0.00 | 0.00% |
| 11000.2500.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$14,089.00 | \$0.00 | \$14,089.00 | \$1,174.08 | \$1,174.08 | \$12,914.92 | \$587.04 | \$12,327.88 | 87.50% |
| 11000.2500.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$1,643.00 | \$0.00 | \$1,643.00 | \$136.92 | \$136.92 | \$1,506.08 | \$68.46 | \$1,437.62 | 87.50% |
| 11000.2500.52210.0000.000000.0000 | FICA PAYMENTS | \$5,093.00 | \$0.00 | \$5,093.00 | \$376.86 | \$376.86 | \$4,716.14 | \$188.43 | \$4,527.71 | 88.90% |

Maxwell Municipal Schools

Monthly Expenditure Report

Fiscal Year: 2022-2023

From Date: 7/1/2022

To Date: 7/31/2022

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

| Account Number | Description | Budget | Adjustments | GL Budget | Current | YTD | Balance | Encumbrance | Budget Bal | % Rem |
|-----------------------------------|--------------------------------------|--------------|-------------|--------------|-------------|-------------|---------------|-------------|---------------|----------|
| 11000.2500.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$1,191.00 | \$0.00 | \$1,191.00 | \$88.14 | \$88.14 | \$1,102.86 | \$44.07 | \$1,058.79 | 88.90% |
| 11000.2500.52311.0000.000000.0000 | HEALTH AND MEDICAL PREMIUMS | \$10,520.00 | \$0.00 | \$10,520.00 | \$827.00 | \$827.00 | \$9,693.00 | \$413.50 | \$9,279.50 | 88.21% |
| 11000.2500.52312.0000.000000.0000 | LIFE | \$32.00 | \$0.00 | \$32.00 | \$2.64 | \$2.64 | \$29.36 | \$1.32 | \$28.04 | 87.63% |
| 11000.2500.52313.0000.000000.0000 | DENTAL | \$392.00 | \$0.00 | \$392.00 | \$32.66 | \$32.66 | \$359.34 | \$16.33 | \$343.01 | 87.50% |
| 11000.2500.52314.0000.000000.0000 | VISION | \$76.00 | \$0.00 | \$76.00 | \$6.30 | \$6.30 | \$69.70 | \$3.15 | \$66.55 | 87.57% |
| 11000.2500.52710.0000.000000.0000 | WORKER'S COMPENSATION PREMIUM | \$1,109.00 | \$0.00 | \$1,109.00 | \$1,076.00 | \$1,076.00 | \$33.00 | \$0.00 | \$33.00 | 2.98% |
| 11000.2500.52720.0000.000000.0000 | WORKER'S COMPENSATION EMPLOYER'S FEE | \$10.00 | \$0.00 | \$10.00 | \$2.30 | \$2.30 | \$7.70 | \$0.00 | \$7.70 | 77.00% |
| 11000.2500.53330.0000.000000.0000 | PROFESSIONAL DEVELOPMENT | \$2,250.00 | \$0.00 | \$2,250.00 | \$0.00 | \$0.00 | \$2,250.00 | \$0.00 | \$2,250.00 | 100.00% |
| 11000.2500.53414.0000.000000.0000 | OTHER SERVICES | \$15,000.00 | \$0.00 | \$15,000.00 | \$0.00 | \$0.00 | \$15,000.00 | \$0.00 | \$15,000.00 | 100.00% |
| 11000.2500.53711.0000.000000.0000 | OTHER CHARGES | \$0.00 | \$0.00 | \$0.00 | \$13,721.15 | \$13,721.15 | (\$13,721.15) | \$0.00 | (\$13,721.15) | 0.00% |
| 11000.2500.56113.0000.000000.0000 | SOFTWARE | \$325.00 | \$0.00 | \$325.00 | \$320.00 | \$320.00 | \$5.00 | \$0.00 | \$5.00 | 1.54% |
| 11000.2500.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$2,000.00 | \$0.00 | \$2,000.00 | \$184.20 | \$184.20 | \$1,815.80 | \$380.00 | \$1,435.80 | 71.79% |
| | FUNCTION: CENTRAL SERVICES - 2500 | \$135,881.00 | \$0.00 | \$135,881.00 | \$24,794.17 | \$24,794.17 | \$111,086.83 | \$77,007.38 | \$34,079.45 | 25.08% |
| 11000.2600.51100.0000.000000.0000 | SALARIES EXPENSE | \$71,600.00 | \$0.00 | \$71,600.00 | \$16,715.64 | \$16,715.64 | \$54,884.36 | \$71,496.29 | (\$16,611.93) | -23.20% |
| 11000.2600.51200.0000.000000.0000 | OVERTIME EXPENSE | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | 100.00% |
| 11000.2600.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$12,451.00 | \$0.00 | \$12,451.00 | \$1,415.02 | \$1,415.02 | \$11,035.98 | \$677.92 | \$10,358.06 | 83.19% |
| 11000.2600.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$1,452.00 | \$0.00 | \$1,452.00 | \$165.03 | \$165.03 | \$1,286.97 | \$79.07 | \$1,207.90 | 83.19% |
| 11000.2600.52210.0000.000000.0000 | FICA PAYMENTS | \$4,501.00 | \$0.00 | \$4,501.00 | \$1,034.46 | \$1,034.46 | \$3,466.54 | \$618.04 | \$2,848.50 | 63.29% |
| 11000.2600.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$1,053.00 | \$0.00 | \$1,053.00 | \$241.94 | \$241.94 | \$811.06 | \$144.54 | \$666.52 | 63.30% |
| 11000.2600.52311.0000.000000.0000 | HEALTH AND MEDICAL PREMIUMS | \$15,743.00 | \$0.00 | \$15,743.00 | \$0.00 | \$0.00 | \$15,743.00 | \$0.00 | \$15,743.00 | 100.00% |
| 11000.2600.52312.0000.000000.0000 | LIFE | \$64.00 | \$0.00 | \$64.00 | \$5.28 | \$5.28 | \$58.72 | \$2.64 | \$56.08 | 87.63% |
| 11000.2600.52313.0000.000000.0000 | DENTAL | \$616.00 | \$0.00 | \$616.00 | \$0.00 | \$0.00 | \$616.00 | \$0.00 | \$616.00 | 100.00% |
| 11000.2600.52314.0000.000000.0000 | VISION | \$45.00 | \$0.00 | \$45.00 | \$0.00 | \$0.00 | \$45.00 | \$0.00 | \$45.00 | 100.00% |
| 11000.2600.52315.0000.000000.0000 | DISABILITY | \$92.00 | \$0.00 | \$92.00 | \$7.64 | \$7.64 | \$84.36 | \$3.82 | \$80.54 | 87.54% |
| 11000.2600.52710.0000.000000.0000 | WORKER'S COMPENSATION PREMIUM | \$968.00 | \$0.00 | \$968.00 | \$921.00 | \$921.00 | \$47.00 | \$0.00 | \$47.00 | 4.86% |
| 11000.2600.52720.0000.000000.0000 | WORKER'S COMPENSATION EMPLOYER'S FEE | \$19.00 | \$0.00 | \$19.00 | \$32.93 | \$32.93 | (\$13.93) | \$0.00 | (\$13.93) | -73.32% |
| 11000.2600.53711.0000.000000.0000 | OTHER CHARGES | \$400.00 | \$0.00 | \$400.00 | \$0.00 | \$0.00 | \$400.00 | \$285.81 | \$114.19 | 28.55% |
| 11000.2600.54311.0000.000000.0000 | M&R - FURNITURE/FIXTURES/EQUIPME | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | 100.00% |
| 11000.2600.54312.0000.000000.0000 | M&R - BUILDINGS AND GROUNDS | \$1,500.00 | \$0.00 | \$1,500.00 | \$0.00 | \$0.00 | \$1,500.00 | \$0.00 | \$1,500.00 | 100.00% |
| 11000.2600.54313.0000.000000.0000 | M&R - VEHICLES | \$3,000.00 | \$0.00 | \$3,000.00 | \$0.00 | \$0.00 | \$3,000.00 | \$7,600.00 | (\$4,600.00) | -153.33% |
| 11000.2600.54411.0000.000000.0000 | ELECTRICITY | \$33,176.00 | \$0.00 | \$33,176.00 | \$1,751.73 | \$1,751.73 | \$31,424.27 | \$0.00 | \$31,424.27 | 94.72% |
| 11000.2600.54412.0000.000000.0000 | BUILDING HEAT/NATURAL GAS | \$23,373.00 | \$0.00 | \$23,373.00 | \$343.41 | \$343.41 | \$23,029.59 | \$23,029.59 | \$0.00 | 0.00% |
| 11000.2600.54415.0000.000000.0000 | WATER/SEWAGE | \$4,392.00 | \$0.00 | \$4,392.00 | \$795.49 | \$795.49 | \$3,596.51 | \$3,596.51 | \$0.00 | 0.00% |
| 11000.2600.54416.0000.000000.0000 | COMMUNICATIONS | \$25,500.00 | \$0.00 | \$25,500.00 | \$2,184.32 | \$2,184.32 | \$23,315.68 | \$25,915.68 | (\$2,600.00) | -10.20% |

Maxwell Municipal Schools

Monthly Expenditure Report

Fiscal Year: 2022-2023

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2022

To Date: 7/31/2022

| Account Number | Description | Budget | Adjustments | GL Budget | Current | YTD | Balance | Encumbrance | Budget Bal | % Rem |
|---|--|----------------|-------------|----------------|--------------|--------------|----------------|----------------|--------------|----------|
| 11000.2600.55200.0000.000000.0000 | INSURANCE (OTHER THAN EMPLOYEE BENEFITS) | \$66,510.00 | \$0.00 | \$66,510.00 | \$63,778.30 | \$63,778.30 | \$2,731.70 | \$0.00 | \$2,731.70 | 4.11% |
| 11000.2600.55915.0000.000000.0000 | OTHER CONTRACT SERVICES | \$600.00 | \$0.00 | \$600.00 | \$0.00 | \$0.00 | \$600.00 | \$2,002.50 | (\$1,402.50) | -233.75% |
| 11000.2600.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$15,000.00 | \$0.00 | \$15,000.00 | \$1,245.90 | \$1,245.90 | \$13,754.10 | \$13,692.09 | \$62.01 | 0.41% |
| 11000.2600.56211.0000.000000.0000 | GASOLINE | \$2,500.00 | \$0.00 | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | \$2,500.00 | \$0.00 | 0.00% |
| 11000.2600.56214.0000.000000.0000 | LUBRICANTS/ANTI-FREEZE | \$250.00 | \$0.00 | \$250.00 | \$0.00 | \$0.00 | \$250.00 | \$0.00 | \$250.00 | 100.00% |
| 11000.2600.56215.0000.000000.0000 | TIRES/TUBES | \$250.00 | \$0.00 | \$250.00 | \$0.00 | \$0.00 | \$250.00 | \$500.00 | (\$250.00) | -100.00% |
| 11000.2600.57332.0000.000000.0000 | SUPPLY ASSETS (\$5,000 OR LESS) | \$2,500.00 | \$0.00 | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | \$0.00 | \$2,500.00 | 100.00% |
| FUNCTION: OPERATION AND MAINTENANCE OF PLANT - 2600 | | \$289,555.00 | \$0.00 | \$289,555.00 | \$90,638.09 | \$90,638.09 | \$198,916.91 | \$152,144.50 | \$46,772.41 | 16.15% |
| 11000.3100.51100.0000.000000.0000 | SALARIES EXPENSE | \$23,160.00 | \$0.00 | \$23,160.00 | \$0.00 | \$0.00 | \$23,160.00 | \$30,347.00 | (\$7,187.00) | -31.03% |
| 11000.3100.51300.0000.000000.0000 | ADDITIONAL COMPENSATION | \$325.00 | \$0.00 | \$325.00 | \$0.00 | \$0.00 | \$325.00 | \$0.00 | \$325.00 | 100.00% |
| 11000.3100.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$4,028.00 | \$0.00 | \$4,028.00 | \$0.00 | \$0.00 | \$4,028.00 | \$0.00 | \$4,028.00 | 100.00% |
| 11000.3100.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$469.00 | \$0.00 | \$469.00 | \$0.00 | \$0.00 | \$469.00 | \$0.00 | \$469.00 | 100.00% |
| 11000.3100.52210.0000.000000.0000 | FICA PAYMENTS | \$1,456.00 | \$0.00 | \$1,456.00 | \$0.00 | \$0.00 | \$1,456.00 | \$0.00 | \$1,456.00 | 100.00% |
| 11000.3100.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$340.00 | \$0.00 | \$340.00 | \$0.00 | \$0.00 | \$340.00 | \$0.00 | \$340.00 | 100.00% |
| 11000.3100.52311.0000.000000.0000 | HEALTH AND MEDICAL PREMIUMS | \$12,764.00 | \$0.00 | \$12,764.00 | \$0.00 | \$0.00 | \$12,764.00 | \$0.00 | \$12,764.00 | 100.00% |
| 11000.3100.52312.0000.000000.0000 | LIFE | \$32.00 | \$0.00 | \$32.00 | \$0.00 | \$0.00 | \$32.00 | \$0.00 | \$32.00 | 100.00% |
| 11000.3100.52313.0000.000000.0000 | DENTAL | \$425.00 | \$0.00 | \$425.00 | \$0.00 | \$0.00 | \$425.00 | \$0.00 | \$425.00 | 100.00% |
| 11000.3100.52314.0000.000000.0000 | VISION | \$82.00 | \$0.00 | \$82.00 | \$0.00 | \$0.00 | \$82.00 | \$0.00 | \$82.00 | 100.00% |
| 11000.3100.52710.0000.000000.0000 | WORKER'S COMPENSATION PREMIUM | \$552.00 | \$0.00 | \$552.00 | \$536.00 | \$536.00 | \$16.00 | \$0.00 | \$16.00 | 2.90% |
| 11000.3100.52720.0000.000000.0000 | WORKER'S COMPENSATION EMPLOYER'S FEE | \$10.00 | \$0.00 | \$10.00 | \$0.00 | \$0.00 | \$10.00 | \$0.00 | \$10.00 | 100.00% |
| FUNCTION: FOOD SERVICES OPERATIONS - 3100 | | \$43,643.00 | \$0.00 | \$43,643.00 | \$536.00 | \$536.00 | \$43,107.00 | \$30,347.00 | \$12,760.00 | 29.24% |
| FUND: OPERATIONAL - 11000 | | \$2,748,693.00 | \$0.00 | \$2,748,693.00 | \$165,402.62 | \$165,402.62 | \$2,583,290.38 | \$1,627,509.16 | \$955,781.22 | 34.77% |
| 12000.2600.54311.0000.000000.0000 | M&R - FURNITURE/FIXTURES/EQUIPME | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | 100.00% |
| 12000.2600.54312.0000.000000.0000 | M&R - BUILDINGS AND GROUNDS | \$5,000.00 | \$0.00 | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | \$0.00 | \$5,000.00 | 100.00% |
| 12000.2600.54411.0000.000000.0000 | ELECTRICITY | \$100.00 | \$0.00 | \$100.00 | \$0.00 | \$0.00 | \$100.00 | \$0.00 | \$100.00 | 100.00% |
| 12000.2600.54412.0000.000000.0000 | BUILDING HEAT/NATURAL GAS | \$100.00 | \$0.00 | \$100.00 | \$0.00 | \$0.00 | \$100.00 | \$51.34 | \$48.66 | 48.66% |
| 12000.2600.54415.0000.000000.0000 | WATER/SEWAGE | \$125.00 | \$0.00 | \$125.00 | \$0.00 | \$0.00 | \$125.00 | \$0.00 | \$125.00 | 100.00% |
| 12000.2600.55200.0000.000000.0000 | INSURANCE (OTHER THAN EMPLOYEE BENEFITS) | \$1,400.00 | \$0.00 | \$1,400.00 | \$2,666.70 | \$2,666.70 | (\$1,266.70) | \$0.00 | (\$1,266.70) | -90.48% |
| 12000.2600.55915.0000.000000.0000 | OTHER CONTRACT SERVICES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$80.12 | (\$80.12) | 0.00% |
| 12000.2600.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$3,000.00 | \$0.00 | \$3,000.00 | \$0.00 | \$0.00 | \$3,000.00 | \$250.00 | \$2,750.00 | 91.67% |
| 12000.2600.57332.0000.000000.0000 | SUPPLY ASSETS (\$5,000 OR LESS) | \$2,500.00 | \$0.00 | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | \$0.00 | \$2,500.00 | 100.00% |
| FUNCTION: OPERATION AND MAINTENANCE OF PLANT - 2600 | | \$13,225.00 | \$0.00 | \$13,225.00 | \$2,666.70 | \$2,666.70 | \$10,558.30 | \$381.46 | \$10,176.84 | 76.95% |
| 12000.4000.54500.0000.000000.0000 | CONSTRUCTION SERVICES | \$13,976.00 | \$0.00 | \$13,976.00 | \$0.00 | \$0.00 | \$13,976.00 | \$0.00 | \$13,976.00 | 100.00% |

Maxwell Municipal Schools

Monthly Expenditure Report

Fiscal Year: 2022-2023

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2022

To Date: 7/31/2022

☐ Exclude inactive accounts with zero balance

| Account Number | Description | Budget | Adjustments | GL Budget | Current | YTD | Balance | Encumbrance | Budget Bal | % Rem |
|--|--|-------------|-------------|-------------|------------|------------|-------------|-------------|--------------|----------|
| ICTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000 | | \$13,976.00 | \$0.00 | \$13,976.00 | \$0.00 | \$0.00 | \$13,976.00 | \$0.00 | \$13,976.00 | 100.00% |
| | FUND: TEACHERAGE - 12000 | \$27,201.00 | \$0.00 | \$27,201.00 | \$2,666.70 | \$2,666.70 | \$24,534.30 | \$381.46 | \$24,152.84 | 88.79% |
| 13000.2700.51100.0000.000000.0000 | SALARIES EXPENSE | \$22,776.00 | \$0.00 | \$22,776.00 | \$0.00 | \$0.00 | \$22,776.00 | \$0.00 | \$22,776.00 | 100.00% |
| 13000.2700.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$3,906.00 | \$0.00 | \$3,906.00 | \$0.00 | \$0.00 | \$3,906.00 | \$0.00 | \$3,906.00 | 100.00% |
| 13000.2700.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$554.00 | \$0.00 | \$554.00 | \$0.00 | \$0.00 | \$554.00 | \$0.00 | \$554.00 | 100.00% |
| 13000.2700.52210.0000.000000.0000 | FICA PAYMENTS | \$1,412.00 | \$0.00 | \$1,412.00 | \$0.00 | \$0.00 | \$1,412.00 | \$0.00 | \$1,412.00 | 100.00% |
| 13000.2700.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$330.00 | \$0.00 | \$330.00 | \$0.00 | \$0.00 | \$330.00 | \$0.00 | \$330.00 | 100.00% |
| 13000.2700.52311.0000.000000.0000 | HEALTH AND MEDICAL PREMIUMS | \$12,763.00 | \$0.00 | \$12,763.00 | \$0.00 | \$0.00 | \$12,763.00 | \$0.00 | \$12,763.00 | 100.00% |
| 13000.2700.52312.0000.000000.0000 | LIFE | \$32.00 | \$0.00 | \$32.00 | \$0.00 | \$0.00 | \$32.00 | \$0.00 | \$32.00 | 100.00% |
| 13000.2700.52313.0000.000000.0000 | DENTAL | \$425.00 | \$0.00 | \$425.00 | \$0.00 | \$0.00 | \$425.00 | \$0.00 | \$425.00 | 100.00% |
| 13000.2700.52314.0000.000000.0000 | VISION | \$45.00 | \$0.00 | \$45.00 | \$0.00 | \$0.00 | \$45.00 | \$0.00 | \$45.00 | 100.00% |
| 13000.2700.52315.0000.000000.0000 | DISABILITY | \$200.00 | \$0.00 | \$200.00 | \$0.00 | \$0.00 | \$200.00 | \$0.00 | \$200.00 | 100.00% |
| 13000.2700.52710.0000.000000.0000 | WORKER'S COMPENSATION PREMIUM | \$313.00 | \$0.00 | \$313.00 | \$292.00 | \$292.00 | \$21.00 | \$0.00 | \$21.00 | 6.71% |
| 13000.2700.52720.0000.000000.0000 | WORKER'S COMPENSATION EMPLOYER'S FEE | \$10.00 | \$0.00 | \$10.00 | \$0.00 | \$0.00 | \$10.00 | \$0.00 | \$10.00 | 100.00% |
| 13000.2700.53330.0000.000000.0000 | PROFESSIONAL DEVELOPMENT | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$100.00 | \$400.00 | 80.00% |
| 13000.2700.53711.0000.000000.0000 | OTHER CHARGES | \$2,000.00 | \$0.00 | \$2,000.00 | \$0.00 | \$0.00 | \$2,000.00 | \$1,167.50 | \$832.50 | 41.63% |
| 13000.2700.54314.0000.000000.0000 | M&R - BUSES | \$4,500.00 | \$0.00 | \$4,500.00 | \$102.43 | \$102.43 | \$4,397.57 | \$4,697.57 | (\$300.00) | -6.67% |
| 13000.2700.55111.0000.000000.0000 | TRANSPORTATION PER-CAPITA FEEDERS | \$3,860.00 | \$0.00 | \$3,860.00 | \$0.00 | \$0.00 | \$3,860.00 | \$3,850.70 | \$9.30 | 0.24% |
| 13000.2700.55200.0000.000000.0000 | INSURANCE (OTHER THAN EMPLOYEE BENEFITS) | \$2,000.00 | \$0.00 | \$2,000.00 | \$1,709.00 | \$1,709.00 | \$291.00 | \$0.00 | \$291.00 | 14.55% |
| 13000.2700.55915.0000.000000.0000 | OTHER CONTRACT SERVICES | \$150.00 | \$0.00 | \$150.00 | \$0.00 | \$0.00 | \$150.00 | \$94.01 | \$55.99 | 37.33% |
| 13000.2700.55916.0000.000000.0000 | BUS INSPECTIONS | \$300.00 | \$0.00 | \$300.00 | \$0.00 | \$0.00 | \$300.00 | \$702.59 | (\$402.59) | -134.20% |
| 13000.2700.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$2,500.00 | \$0.00 | \$2,500.00 | \$54.48 | \$54.48 | \$2,445.52 | \$201.49 | \$2,244.03 | 89.76% |
| 13000.2700.56212.0000.000000.0000 | DIESEL FUEL | \$8,000.00 | \$0.00 | \$8,000.00 | \$0.00 | \$0.00 | \$8,000.00 | \$8,000.00 | \$0.00 | 0.00% |
| 13000.2700.56215.0000.000000.0000 | TIRES/TUBES | \$2,500.00 | \$0.00 | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | \$275.00 | \$2,225.00 | 89.00% |
| 13000.2700.56216.0000.000000.0000 | MAINTENANCE SUPPLIES/PARTS | \$2,400.00 | \$0.00 | \$2,400.00 | \$0.00 | \$0.00 | \$2,400.00 | \$1,500.00 | \$900.00 | 37.50% |
| 13000.2700.57332.0000.000000.0000 | SUPPLY ASSETS (\$5,000 OR LESS) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,019.55 | (\$6,019.55) | 0.00% |
| FUNCTION: STUDENT TRANSPORTATION - 2700 | | \$71,476.00 | \$0.00 | \$71,476.00 | \$2,157.91 | \$2,157.91 | \$69,318.09 | \$26,608.41 | \$42,709.68 | 59.75% |
| | FUND: PUPIL TRANSPORTATION - 13000 | \$71,476.00 | \$0.00 | \$71,476.00 | \$2,157.91 | \$2,157.91 | \$69,318.09 | \$26,608.41 | \$42,709.68 | 59.75% |
| 15100.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$400.00 | \$0.00 | \$400.00 | \$0.00 | \$0.00 | \$400.00 | \$0.00 | \$400.00 | 100.00% |
| FUNCTION: INSTRUCTION - 1000 | | \$400.00 | \$0.00 | \$400.00 | \$0.00 | \$0.00 | \$400.00 | \$0.00 | \$400.00 | 100.00% |
| | FUND: Undesignated - 15100 | \$400.00 | \$0.00 | \$400.00 | \$0.00 | \$0.00 | \$400.00 | \$0.00 | \$400.00 | 100.00% |
| 15200.2300.53712.0000.000000.0000 | COUNTY TAX COLLECTION COSTS | \$125.00 | \$0.00 | \$125.00 | \$0.00 | \$0.00 | \$125.00 | \$0.00 | \$125.00 | 100.00% |
| TION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300 | | \$125.00 | \$0.00 | \$125.00 | \$0.00 | \$0.00 | \$125.00 | \$0.00 | \$125.00 | 100.00% |

Maxwell Municipal Schools

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|---|--|-------------|-------------|-------------|----------|----------|-------------|-------------|--------------|---------|
| FUND: LOCAL REVENUE OPERATIONAL - 15200 | | \$125.00 | \$0.00 | \$125.00 | \$0.00 | \$0.00 | \$125.00 | \$0.00 | \$125.00 | 100.00% |
| 21000.3100.51100.0000.000000.0000 | SALARIES EXPENSE | \$18,960.00 | \$0.00 | \$18,960.00 | \$0.00 | \$0.00 | \$18,960.00 | \$0.00 | \$18,960.00 | 100.00% |
| 21000.3100.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$3,252.00 | \$0.00 | \$3,252.00 | \$0.00 | \$0.00 | \$3,252.00 | \$0.00 | \$3,252.00 | 100.00% |
| 21000.3100.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$379.00 | \$0.00 | \$379.00 | \$0.00 | \$0.00 | \$379.00 | \$0.00 | \$379.00 | 100.00% |
| 21000.3100.52210.0000.000000.0000 | FICA PAYMENTS | \$1,176.00 | \$0.00 | \$1,176.00 | \$0.00 | \$0.00 | \$1,176.00 | \$0.00 | \$1,176.00 | 100.00% |
| 21000.3100.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$275.00 | \$0.00 | \$275.00 | \$0.00 | \$0.00 | \$275.00 | \$0.00 | \$275.00 | 100.00% |
| 21000.3100.52312.0000.000000.0000 | LIFE | \$32.00 | \$0.00 | \$32.00 | \$0.00 | \$0.00 | \$32.00 | \$0.00 | \$32.00 | 100.00% |
| 21000.3100.52313.0000.000000.0000 | DENTAL | \$241.00 | \$0.00 | \$241.00 | \$0.00 | \$0.00 | \$241.00 | \$0.00 | \$241.00 | 100.00% |
| 21000.3100.52720.0000.000000.0000 | WORKER'S COMPENSATION | \$9.00 | \$0.00 | \$9.00 | \$0.00 | \$0.00 | \$9.00 | \$0.00 | \$9.00 | 100.00% |
| 21000.3100.53330.0000.000000.0000 | EMPLOYER'S FEE PROFESSIONAL DEVELOPMENT | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 100.00% |
| 21000.3100.53711.0000.000000.0000 | OTHER CHARGES | \$750.00 | \$0.00 | \$750.00 | \$200.00 | \$200.00 | \$550.00 | \$1,200.00 | (\$650.00) | -86.67% |
| 21000.3100.54311.0000.000000.0000 | M&R - FURNITURE/FIXTURES/EQUIPME | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,000.00 | (\$2,000.00) | 0.00% |
| 21000.3100.56116.0000.000000.0000 | FOOD - INSTRUCTIONAL PROGRAMS | \$49,529.00 | \$0.00 | \$49,529.00 | \$0.00 | \$0.00 | \$49,529.00 | \$49,000.00 | \$529.00 | 1.07% |
| 21000.3100.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$2,000.00 | \$0.00 | \$2,000.00 | \$480.78 | \$480.78 | \$1,519.22 | \$719.22 | \$800.00 | 40.00% |
| FUNCTION: FOOD SERVICES OPERATIONS - 3100 | | \$77,103.00 | \$0.00 | \$77,103.00 | \$680.78 | \$680.78 | \$76,422.22 | \$52,919.22 | \$23,503.00 | 30.48% |
| FUND: FOOD SERVICES - 21000 | | \$77,103.00 | \$0.00 | \$77,103.00 | \$680.78 | \$680.78 | \$76,422.22 | \$52,919.22 | \$23,503.00 | 30.48% |
| 22000.1000.51300.0000.000000.0000 | ADDITIONAL COMPENSATION | \$2,000.00 | \$0.00 | \$2,000.00 | \$0.00 | \$0.00 | \$2,000.00 | \$0.00 | \$2,000.00 | 100.00% |
| 22000.1000.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$343.00 | \$0.00 | \$343.00 | \$0.00 | \$0.00 | \$343.00 | \$0.00 | \$343.00 | 100.00% |
| 22000.1000.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$40.00 | \$0.00 | \$40.00 | \$0.00 | \$0.00 | \$40.00 | \$0.00 | \$40.00 | 100.00% |
| 22000.1000.52210.0000.000000.0000 | FICA PAYMENTS | \$124.00 | \$0.00 | \$124.00 | \$0.00 | \$0.00 | \$124.00 | \$0.00 | \$124.00 | 100.00% |
| 22000.1000.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$29.00 | \$0.00 | \$29.00 | \$0.00 | \$0.00 | \$29.00 | \$0.00 | \$29.00 | 100.00% |
| 22000.1000.53330.0000.000000.0000 | PROFESSIONAL DEVELOPMENT | \$1,800.00 | \$0.00 | \$1,800.00 | \$0.00 | \$0.00 | \$1,800.00 | \$1,000.00 | \$800.00 | 44.44% |
| 22000.1000.53711.0000.000000.0000 | OTHER CHARGES | \$4,522.00 | \$0.00 | \$4,522.00 | \$500.00 | \$500.00 | \$4,022.00 | \$2,772.00 | \$1,250.00 | 27.64% |
| 22000.1000.55817.0000.000000.0000 | STUDENT TRAVEL | \$16,235.00 | \$0.00 | \$16,235.00 | \$0.00 | \$0.00 | \$16,235.00 | \$0.00 | \$16,235.00 | 100.00% |
| 22000.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$10,418.00 | \$0.00 | \$10,418.00 | \$0.00 | \$0.00 | \$10,418.00 | \$0.00 | \$10,418.00 | 100.00% |
| FUNCTION: INSTRUCTION - 1000 | | \$35,511.00 | \$0.00 | \$35,511.00 | \$500.00 | \$500.00 | \$35,011.00 | \$3,772.00 | \$31,239.00 | 87.97% |
| FUND: ATHLETICS - 22000 | | \$35,511.00 | \$0.00 | \$35,511.00 | \$500.00 | \$500.00 | \$35,011.00 | \$3,772.00 | \$31,239.00 | 87.97% |
| 23110.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$691.00 | \$0.00 | \$691.00 | \$0.00 | \$0.00 | \$691.00 | \$0.00 | \$691.00 | 100.00% |
| FUNCTION: INSTRUCTION - 1000 | | \$691.00 | \$0.00 | \$691.00 | \$0.00 | \$0.00 | \$691.00 | \$0.00 | \$691.00 | 100.00% |
| FUND: GENERAL ACTIVITY FUND - 23110 | | \$691.00 | \$0.00 | \$691.00 | \$0.00 | \$0.00 | \$691.00 | \$0.00 | \$691.00 | 100.00% |
| 23112.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$432.00 | \$0.00 | \$432.00 | \$0.00 | \$0.00 | \$432.00 | \$0.00 | \$432.00 | 100.00% |
| FUNCTION: INSTRUCTION - 1000 | | \$432.00 | \$0.00 | \$432.00 | \$0.00 | \$0.00 | \$432.00 | \$0.00 | \$432.00 | 100.00% |

Maxwell Municipal Schools

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|---|--------------------------------|-------------|-------------|-------------|---------|--------|-------------|-------------|-------------|---------|
| FUND: PARENT ADVISORY COMMITTEE - 23112 | | \$432.00 | \$0.00 | \$432.00 | \$0.00 | \$0.00 | \$432.00 | \$0.00 | \$432.00 | 100.00% |
| 23113.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$12,736.00 | \$0.00 | \$12,736.00 | \$0.00 | \$0.00 | \$12,736.00 | \$0.00 | \$12,736.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$12,736.00 | \$0.00 | \$12,736.00 | \$0.00 | \$0.00 | \$12,736.00 | \$0.00 | \$12,736.00 | 100.00% |
| | FUND: CLASS OF 2023 - 23113 | \$12,736.00 | \$0.00 | \$12,736.00 | \$0.00 | \$0.00 | \$12,736.00 | \$0.00 | \$12,736.00 | 100.00% |
| 23114.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$932.00 | \$0.00 | \$932.00 | \$0.00 | \$0.00 | \$932.00 | \$0.00 | \$932.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$932.00 | \$0.00 | \$932.00 | \$0.00 | \$0.00 | \$932.00 | \$0.00 | \$932.00 | 100.00% |
| | FUND: CLASS OF 2024 - 23114 | \$932.00 | \$0.00 | \$932.00 | \$0.00 | \$0.00 | \$932.00 | \$0.00 | \$932.00 | 100.00% |
| 23115.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 100.00% |
| | FUND: CLASS OF 2020 - 23115 | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 100.00% |
| 23116.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$300.00 | \$0.00 | \$300.00 | \$0.00 | \$0.00 | \$300.00 | \$0.00 | \$300.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$300.00 | \$0.00 | \$300.00 | \$0.00 | \$0.00 | \$300.00 | \$0.00 | \$300.00 | 100.00% |
| | FUND: CLASS OF 2021 - 23116 | \$300.00 | \$0.00 | \$300.00 | \$0.00 | \$0.00 | \$300.00 | \$0.00 | \$300.00 | 100.00% |
| 23117.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$882.00 | \$0.00 | \$882.00 | \$0.00 | \$0.00 | \$882.00 | \$0.00 | \$882.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$882.00 | \$0.00 | \$882.00 | \$0.00 | \$0.00 | \$882.00 | \$0.00 | \$882.00 | 100.00% |
| | FUND: CLASS OF 2022 - 23117 | \$882.00 | \$0.00 | \$882.00 | \$0.00 | \$0.00 | \$882.00 | \$0.00 | \$882.00 | 100.00% |
| 23118.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$801.00 | \$0.00 | \$801.00 | \$0.00 | \$0.00 | \$801.00 | \$0.00 | \$801.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$801.00 | \$0.00 | \$801.00 | \$0.00 | \$0.00 | \$801.00 | \$0.00 | \$801.00 | 100.00% |
| | FUND: PBIS REWARDS - 23118 | \$801.00 | \$0.00 | \$801.00 | \$0.00 | \$0.00 | \$801.00 | \$0.00 | \$801.00 | 100.00% |
| 23119.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$46.00 | \$0.00 | \$46.00 | \$0.00 | \$0.00 | \$46.00 | \$0.00 | \$46.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$46.00 | \$0.00 | \$46.00 | \$0.00 | \$0.00 | \$46.00 | \$0.00 | \$46.00 | 100.00% |
| | FUND: STUDENT COUNCIL - 23119 | \$46.00 | \$0.00 | \$46.00 | \$0.00 | \$0.00 | \$46.00 | \$0.00 | \$46.00 | 100.00% |
| 23120.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$105.00 | \$0.00 | \$105.00 | \$0.00 | \$0.00 | \$105.00 | \$0.00 | \$105.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$105.00 | \$0.00 | \$105.00 | \$0.00 | \$0.00 | \$105.00 | \$0.00 | \$105.00 | 100.00% |
| | FUND: CLASS OF 2027 - 23120 | \$105.00 | \$0.00 | \$105.00 | \$0.00 | \$0.00 | \$105.00 | \$0.00 | \$105.00 | 100.00% |
| 23121.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$4,763.00 | \$0.00 | \$4,763.00 | \$0.00 | \$0.00 | \$4,763.00 | \$0.00 | \$4,763.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$4,763.00 | \$0.00 | \$4,763.00 | \$0.00 | \$0.00 | \$4,763.00 | \$0.00 | \$4,763.00 | 100.00% |
| | FUND: BOOSTER CLUB - 23121 | \$4,763.00 | \$0.00 | \$4,763.00 | \$0.00 | \$0.00 | \$4,763.00 | \$0.00 | \$4,763.00 | 100.00% |

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|-----------------------------------|--|-------------|-------------|-------------|------------|------------|-------------|-------------|-------------|---------|
| 23123.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$19,740.00 | \$0.00 | \$19,740.00 | \$0.00 | \$0.00 | \$19,740.00 | \$0.00 | \$19,740.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$19,740.00 | \$0.00 | \$19,740.00 | \$0.00 | \$0.00 | \$19,740.00 | \$0.00 | \$19,740.00 | 100.00% |
| | FUND: PEE WEE SPORTS - 23123 | \$19,740.00 | \$0.00 | \$19,740.00 | \$0.00 | \$0.00 | \$19,740.00 | \$0.00 | \$19,740.00 | 100.00% |
| 23125.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 100.00% |
| | FUND: CHEERLEADERS - PEE WEE - 23125 | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 100.00% |
| 23126.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$6,699.00 | \$0.00 | \$6,699.00 | \$1,450.16 | \$1,450.16 | \$5,248.84 | \$68.75 | \$5,180.09 | 77.33% |
| | FUNCTION: INSTRUCTION - 1000 | \$6,699.00 | \$0.00 | \$6,699.00 | \$1,450.16 | \$1,450.16 | \$5,248.84 | \$68.75 | \$5,180.09 | 77.33% |
| | FUND: FFA - 23126 | \$6,699.00 | \$0.00 | \$6,699.00 | \$1,450.16 | \$1,450.16 | \$5,248.84 | \$68.75 | \$5,180.09 | 77.33% |
| 23127.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$724.00 | \$0.00 | \$724.00 | \$0.00 | \$0.00 | \$724.00 | \$0.00 | \$724.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$724.00 | \$0.00 | \$724.00 | \$0.00 | \$0.00 | \$724.00 | \$0.00 | \$724.00 | 100.00% |
| | FUND: LIBRARY - 23127 | \$724.00 | \$0.00 | \$724.00 | \$0.00 | \$0.00 | \$724.00 | \$0.00 | \$724.00 | 100.00% |
| 23149.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$3,808.00 | \$0.00 | \$3,808.00 | \$0.00 | \$0.00 | \$3,808.00 | \$0.00 | \$3,808.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$3,808.00 | \$0.00 | \$3,808.00 | \$0.00 | \$0.00 | \$3,808.00 | \$0.00 | \$3,808.00 | 100.00% |
| | FUND: FCCLA - 23149 | \$3,808.00 | \$0.00 | \$3,808.00 | \$0.00 | \$0.00 | \$3,808.00 | \$0.00 | \$3,808.00 | 100.00% |
| 23150.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$2,591.00 | \$0.00 | \$2,591.00 | \$0.00 | \$0.00 | \$2,591.00 | \$0.00 | \$2,591.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$2,591.00 | \$0.00 | \$2,591.00 | \$0.00 | \$0.00 | \$2,591.00 | \$0.00 | \$2,591.00 | 100.00% |
| | FUND: ANNUAL - 23150 | \$2,591.00 | \$0.00 | \$2,591.00 | \$0.00 | \$0.00 | \$2,591.00 | \$0.00 | \$2,591.00 | 100.00% |
| 23155.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$15.00 | \$0.00 | \$15.00 | \$0.00 | \$0.00 | \$15.00 | \$0.00 | \$15.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$15.00 | \$0.00 | \$15.00 | \$0.00 | \$0.00 | \$15.00 | \$0.00 | \$15.00 | 100.00% |
| | FUND: DRAMA - 23155 | \$15.00 | \$0.00 | \$15.00 | \$0.00 | \$0.00 | \$15.00 | \$0.00 | \$15.00 | 100.00% |
| 23162.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$8.00 | \$0.00 | \$8.00 | \$0.00 | \$0.00 | \$8.00 | \$0.00 | \$8.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$8.00 | \$0.00 | \$8.00 | \$0.00 | \$0.00 | \$8.00 | \$0.00 | \$8.00 | 100.00% |
| | FUND: SCHOOL MALL - 23162 | \$8.00 | \$0.00 | \$8.00 | \$0.00 | \$0.00 | \$8.00 | \$0.00 | \$8.00 | 100.00% |
| 23178.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$555.00 | \$0.00 | \$555.00 | \$0.00 | \$0.00 | \$555.00 | \$0.00 | \$555.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$555.00 | \$0.00 | \$555.00 | \$0.00 | \$0.00 | \$555.00 | \$0.00 | \$555.00 | 100.00% |
| | FUND: MAXWELL TEACHERS ASSOCIATION - 23178 | \$555.00 | \$0.00 | \$555.00 | \$0.00 | \$0.00 | \$555.00 | \$0.00 | \$555.00 | 100.00% |
| 23179.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$175.00 | \$0.00 | \$175.00 | \$0.00 | \$0.00 | \$175.00 | \$0.00 | \$175.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$175.00 | \$0.00 | \$175.00 | \$0.00 | \$0.00 | \$175.00 | \$0.00 | \$175.00 | 100.00% |

Maxwell Municipal Schools

Monthly Expenditure Report

Fiscal Year: 2022-2023

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2022

To Date: 7/31/2022

☐ Exclude inactive accounts with zero balance

| Account Number | Description | Budget | Adjustments | GL Budget | Current | YTD | Balance | Encumbrance | Budget Bal | % Rem |
|--|--------------------------------------|-------------|-------------|-------------|---------|--------|-------------|-------------|--------------|---------|
| FUND: MAXWELL COMMUNITY FUND - 23179 | | \$175.00 | \$0.00 | \$175.00 | \$0.00 | \$0.00 | \$175.00 | \$0.00 | \$175.00 | 100.00% |
| 23180.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$310.00 | \$0.00 | \$310.00 | \$0.00 | \$0.00 | \$310.00 | \$0.00 | \$310.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$310.00 | \$0.00 | \$310.00 | \$0.00 | \$0.00 | \$310.00 | \$0.00 | \$310.00 | 100.00% |
| FUND: PERFECTA PRINTING SERVICES - 23180 | | \$310.00 | \$0.00 | \$310.00 | \$0.00 | \$0.00 | \$310.00 | \$0.00 | \$310.00 | 100.00% |
| 23181.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$4,555.00 | \$0.00 | \$4,555.00 | \$0.00 | \$0.00 | \$4,555.00 | \$0.00 | \$4,555.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$4,555.00 | \$0.00 | \$4,555.00 | \$0.00 | \$0.00 | \$4,555.00 | \$0.00 | \$4,555.00 | 100.00% |
| FUND: MAXWELL REUNION FUND - 23181 | | \$4,555.00 | \$0.00 | \$4,555.00 | \$0.00 | \$0.00 | \$4,555.00 | \$0.00 | \$4,555.00 | 100.00% |
| 23182.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$11,322.00 | \$0.00 | \$11,322.00 | \$0.00 | \$0.00 | \$11,322.00 | \$0.00 | \$11,322.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$11,322.00 | \$0.00 | \$11,322.00 | \$0.00 | \$0.00 | \$11,322.00 | \$0.00 | \$11,322.00 | 100.00% |
| FUND: DISTRICT ATHLETIC MONEY - 23182 | | \$11,322.00 | \$0.00 | \$11,322.00 | \$0.00 | \$0.00 | \$11,322.00 | \$0.00 | \$11,322.00 | 100.00% |
| 24101.1000.51100.0000.000000.0000 | SALARIES EXPENSE | \$9,892.00 | \$0.00 | \$9,892.00 | \$0.00 | \$0.00 | \$9,892.00 | \$11,227.00 | (\$1,335.00) | -13.50% |
| 24101.1000.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$1,696.00 | \$0.00 | \$1,696.00 | \$0.00 | \$0.00 | \$1,696.00 | \$0.00 | \$1,696.00 | 100.00% |
| 24101.1000.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$198.00 | \$0.00 | \$198.00 | \$0.00 | \$0.00 | \$198.00 | \$0.00 | \$198.00 | 100.00% |
| 24101.1000.52210.0000.000000.0000 | FICA PAYMENTS | \$613.00 | \$0.00 | \$613.00 | \$0.00 | \$0.00 | \$613.00 | \$0.00 | \$613.00 | 100.00% |
| 24101.1000.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$143.00 | \$0.00 | \$143.00 | \$0.00 | \$0.00 | \$143.00 | \$0.00 | \$143.00 | 100.00% |
| 24101.1000.52311.0000.000000.0000 | HEALTH AND MEDICAL PREMIUMS | \$8,483.00 | \$0.00 | \$8,483.00 | \$0.00 | \$0.00 | \$8,483.00 | \$0.00 | \$8,483.00 | 100.00% |
| 24101.1000.52312.0000.000000.0000 | LIFE | \$16.00 | \$0.00 | \$16.00 | \$0.00 | \$0.00 | \$16.00 | \$0.00 | \$16.00 | 100.00% |
| 24101.1000.52313.0000.000000.0000 | DENTAL | \$283.00 | \$0.00 | \$283.00 | \$0.00 | \$0.00 | \$283.00 | \$0.00 | \$283.00 | 100.00% |
| 24101.1000.52314.0000.000000.0000 | VISION | \$55.00 | \$0.00 | \$55.00 | \$0.00 | \$0.00 | \$55.00 | \$0.00 | \$55.00 | 100.00% |
| 24101.1000.52315.0000.000000.0000 | DISABILITY | \$153.00 | \$0.00 | \$153.00 | \$0.00 | \$0.00 | \$153.00 | \$0.00 | \$153.00 | 100.00% |
| 24101.1000.52710.0000.000000.0000 | WORKER'S COMPENSATION PREMIUM | \$261.00 | \$0.00 | \$261.00 | \$0.00 | \$0.00 | \$261.00 | \$0.00 | \$261.00 | 100.00% |
| 24101.1000.52720.0000.000000.0000 | WORKER'S COMPENSATION EMPLOYER'S FEE | \$7.00 | \$0.00 | \$7.00 | \$0.00 | \$0.00 | \$7.00 | \$0.00 | \$7.00 | 100.00% |
| 24101.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$752.00 | \$0.00 | \$752.00 | \$0.00 | \$0.00 | \$752.00 | \$0.00 | \$752.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$22,552.00 | \$0.00 | \$22,552.00 | \$0.00 | \$0.00 | \$22,552.00 | \$11,227.00 | \$11,325.00 | 50.22% |
| | FUND: TITLE I - IASA - 24101 | \$22,552.00 | \$0.00 | \$22,552.00 | \$0.00 | \$0.00 | \$22,552.00 | \$11,227.00 | \$11,325.00 | 50.22% |
| 24106.1000.51100.0000.000000.0000 | SALARIES EXPENSE | \$20,679.00 | \$0.00 | \$20,679.00 | \$0.00 | \$0.00 | \$20,679.00 | \$22,780.13 | (\$2,101.13) | -10.16% |
| 24106.1000.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$3,546.00 | \$0.00 | \$3,546.00 | \$0.00 | \$0.00 | \$3,546.00 | \$0.00 | \$3,546.00 | 100.00% |
| 24106.1000.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$414.00 | \$0.00 | \$414.00 | \$0.00 | \$0.00 | \$414.00 | \$0.00 | \$414.00 | 100.00% |
| 24106.1000.52210.0000.000000.0000 | FICA PAYMENTS | \$1,281.00 | \$0.00 | \$1,281.00 | \$0.00 | \$0.00 | \$1,281.00 | \$0.00 | \$1,281.00 | 100.00% |
| 24106.1000.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$300.00 | \$0.00 | \$300.00 | \$0.00 | \$0.00 | \$300.00 | \$0.00 | \$300.00 | 100.00% |
| 24106.1000.52311.0000.000000.0000 | HEALTH AND MEDICAL PREMIUMS | \$5,427.00 | \$0.00 | \$5,427.00 | \$0.00 | \$0.00 | \$5,427.00 | \$0.00 | \$5,427.00 | 100.00% |

Maxwell Municipal Schools

Monthly Expenditure Report

Fiscal Year: 2022-2023

☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range
☐ Exclude inactive accounts with zero balance

From Date: 7/1/2022

To Date: 7/31/2022

| Account Number | Description | Budget | Adjustments | GL Budget | Current | YTD | Balance | Encumbrance | Budget Bal | % Rem |
|-----------------------------------|--|-------------|-------------|-------------|----------|----------|-------------|-------------|-------------|---------|
| 24106.1000.52312.0000.000000.0000 | LIFE | \$31.00 | \$0.00 | \$31.00 | \$0.00 | \$0.00 | \$31.00 | \$0.00 | \$31.00 | 100.00% |
| 24106.1000.52313.0000.000000.0000 | DENTAL | \$424.00 | \$0.00 | \$424.00 | \$0.00 | \$0.00 | \$424.00 | \$0.00 | \$424.00 | 100.00% |
| 24106.1000.52314.0000.000000.0000 | VISION | \$81.00 | \$0.00 | \$81.00 | \$0.00 | \$0.00 | \$81.00 | \$0.00 | \$81.00 | 100.00% |
| 24106.1000.52315.0000.000000.0000 | DISABILITY | \$66.00 | \$0.00 | \$66.00 | \$0.00 | \$0.00 | \$66.00 | \$0.00 | \$66.00 | 100.00% |
| 24106.1000.52710.0000.000000.0000 | WORKER'S COMPENSATION PREMIUM | \$281.00 | \$0.00 | \$281.00 | \$288.00 | \$288.00 | (\$7.00) | \$0.00 | (\$7.00) | -2.49% |
| 24106.1000.52720.0000.000000.0000 | WORKER'S COMPENSATION EMPLOYER'S FEE | \$9.00 | \$0.00 | \$9.00 | \$0.00 | \$0.00 | \$9.00 | \$0.00 | \$9.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$32,539.00 | \$0.00 | \$32,539.00 | \$288.00 | \$288.00 | \$32,251.00 | \$22,780.13 | \$9,470.87 | 29.11% |
| 24106.2100.51300.0000.000000.0000 | ADDITIONAL COMPENSATION | \$4,500.00 | \$0.00 | \$4,500.00 | \$0.00 | \$0.00 | \$4,500.00 | \$4,500.00 | \$0.00 | 0.00% |
| 24106.2100.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$772.00 | \$0.00 | \$772.00 | \$0.00 | \$0.00 | \$772.00 | \$0.00 | \$772.00 | 100.00% |
| 24106.2100.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$90.00 | \$0.00 | \$90.00 | \$0.00 | \$0.00 | \$90.00 | \$0.00 | \$90.00 | 100.00% |
| 24106.2100.52210.0000.000000.0000 | FICA PAYMENTS | \$279.00 | \$0.00 | \$279.00 | \$0.00 | \$0.00 | \$279.00 | \$0.00 | \$279.00 | 100.00% |
| 24106.2100.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$65.00 | \$0.00 | \$65.00 | \$0.00 | \$0.00 | \$65.00 | \$0.00 | \$65.00 | 100.00% |
| 24106.2100.52710.0000.000000.0000 | WORKER'S COMPENSATION PREMIUM | \$61.00 | \$0.00 | \$61.00 | \$59.00 | \$59.00 | \$2.00 | \$0.00 | \$2.00 | 3.28% |
| 24106.2100.52720.0000.000000.0000 | WORKER'S COMPENSATION EMPLOYER'S FEE | \$1.00 | \$0.00 | \$1.00 | \$0.00 | \$0.00 | \$1.00 | \$0.00 | \$1.00 | 100.00% |
| 24106.2100.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$865.00 | \$0.00 | \$865.00 | \$0.00 | \$0.00 | \$865.00 | \$0.00 | \$865.00 | 100.00% |
| | FUNCTION: SUPPORT SERVICES-STUDENTS - 2100 | \$6,633.00 | \$0.00 | \$6,633.00 | \$59.00 | \$59.00 | \$6,574.00 | \$4,500.00 | \$2,074.00 | 31.27% |
| | FUND: ENTITLEMENT IDEA-B - 24106 | \$39,172.00 | \$0.00 | \$39,172.00 | \$347.00 | \$347.00 | \$38,825.00 | \$27,280.13 | \$11,544.87 | 29.47% |
| 24109.2100.51300.0000.000000.0000 | ADDITIONAL COMPENSATION | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | \$1,000.00 | \$0.00 | 0.00% |
| 24109.2100.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$172.00 | \$0.00 | \$172.00 | \$0.00 | \$0.00 | \$172.00 | \$0.00 | \$172.00 | 100.00% |
| 24109.2100.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$20.00 | \$0.00 | \$20.00 | \$0.00 | \$0.00 | \$20.00 | \$0.00 | \$20.00 | 100.00% |
| 24109.2100.52210.0000.000000.0000 | FICA PAYMENTS | \$62.00 | \$0.00 | \$62.00 | \$0.00 | \$0.00 | \$62.00 | \$0.00 | \$62.00 | 100.00% |
| 24109.2100.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$15.00 | \$0.00 | \$15.00 | \$0.00 | \$0.00 | \$15.00 | \$0.00 | \$15.00 | 100.00% |
| 24109.2100.52710.0000.000000.0000 | WORKER'S COMPENSATION PREMIUM | \$14.00 | \$0.00 | \$14.00 | \$14.00 | \$14.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 24109.2100.53212.0000.000000.0000 | SPEECH THERAPISTS - CONTRACTED | \$545.00 | \$0.00 | \$545.00 | \$0.00 | \$0.00 | \$545.00 | \$544.85 | \$0.15 | 0.03% |
| 24109.2100.53215.0000.000000.0000 | PSYCHOLOGISTS - CONTRACTED | \$526.00 | \$0.00 | \$526.00 | \$0.00 | \$0.00 | \$526.00 | \$0.00 | \$526.00 | 100.00% |
| | FUNCTION: SUPPORT SERVICES-STUDENTS - 2100 | \$2,354.00 | \$0.00 | \$2,354.00 | \$14.00 | \$14.00 | \$2,340.00 | \$1,544.85 | \$795.15 | 33.78% |
| | FUND: IDEA B - PRESCHOOL - 24109 | \$2,354.00 | \$0.00 | \$2,354.00 | \$14.00 | \$14.00 | \$2,340.00 | \$1,544.85 | \$795.15 | 33.78% |
| 24154.1000.53330.0000.000000.0000 | PROFESSIONAL DEVELOPMENT | \$1,806.00 | \$0.00 | \$1,806.00 | \$0.00 | \$0.00 | \$1,806.00 | \$0.00 | \$1,806.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$1,806.00 | \$0.00 | \$1,806.00 | \$0.00 | \$0.00 | \$1,806.00 | \$0.00 | \$1,806.00 | 100.00% |
| 24154.2300.53713.0000.000000.0000 | INDIRECT COSTS | \$135.00 | \$0.00 | \$135.00 | \$0.00 | \$0.00 | \$135.00 | \$0.00 | \$135.00 | 100.00% |
| | FUNCTION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300 | \$135.00 | \$0.00 | \$135.00 | \$0.00 | \$0.00 | \$135.00 | \$0.00 | \$135.00 | 100.00% |
| | FUND: TEACHER/PRINCIPAL TRAINING & RECRUITING - 24154 | \$1,941.00 | \$0.00 | \$1,941.00 | \$0.00 | \$0.00 | \$1,941.00 | \$0.00 | \$1,941.00 | 100.00% |

Maxwell Municipal Schools

Monthly Expenditure Report

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☒ Filter Encumbrance Detail by Date Range

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| Account Number | Description | Budget | Adjustments | GL Budget | Current | YTD | Balance | Encumbrance | Budget Bal | % Rem |
|--|---|--------------|-------------|--------------|------------|------------|--------------|-------------|--------------|---------|
| 24189.1000.51100.0000.000000.0000 | SALARIES EXPENSE | \$10,017.00 | \$0.00 | \$10,017.00 | \$0.00 | \$0.00 | \$10,017.00 | \$0.00 | \$10,017.00 | 100.00% |
| 24189.1000.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$1,718.00 | \$0.00 | \$1,718.00 | \$0.00 | \$0.00 | \$1,718.00 | \$0.00 | \$1,718.00 | 100.00% |
| 24189.1000.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$200.00 | \$0.00 | \$200.00 | \$0.00 | \$0.00 | \$200.00 | \$0.00 | \$200.00 | 100.00% |
| 24189.1000.52210.0000.000000.0000 | FICA PAYMENTS | \$621.00 | \$0.00 | \$621.00 | \$0.00 | \$0.00 | \$621.00 | \$0.00 | \$621.00 | 100.00% |
| 24189.1000.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$145.00 | \$0.00 | \$145.00 | \$0.00 | \$0.00 | \$145.00 | \$0.00 | \$145.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$12,701.00 | \$0.00 | \$12,701.00 | \$0.00 | \$0.00 | \$12,701.00 | \$0.00 | \$12,701.00 | 100.00% |
| IV - STUDENT SUPPORT AND ACADEMIC ENRICHMENT - 24189 | | \$12,701.00 | \$0.00 | \$12,701.00 | \$0.00 | \$0.00 | \$12,701.00 | \$0.00 | \$12,701.00 | 100.00% |
| 24309.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$0.00 | \$0.00 | \$0.00 | \$6,266.41 | \$6,266.41 | (\$6,266.41) | \$90.62 | (\$6,357.03) | 0.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$0.00 | \$0.00 | \$0.00 | \$6,266.41 | \$6,266.41 | (\$6,266.41) | \$90.62 | (\$6,357.03) | 0.00% |
| | FUND: CRRSA - Social Emotional Learning - 24309 | \$0.00 | \$0.00 | \$0.00 | \$6,266.41 | \$6,266.41 | (\$6,266.41) | \$90.62 | (\$6,357.03) | 0.00% |
| 24330.1000.53330.0000.000000.0000 | PROFESSIONAL DEVELOPMENT | \$27,132.00 | \$0.00 | \$27,132.00 | \$0.00 | \$0.00 | \$27,132.00 | \$0.00 | \$27,132.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$27,132.00 | \$0.00 | \$27,132.00 | \$0.00 | \$0.00 | \$27,132.00 | \$0.00 | \$27,132.00 | 100.00% |
| 24330.2300.57332.0000.000000.0000 | SUPPLY ASSETS (\$5,000 OR LESS) | \$7,500.00 | \$0.00 | \$7,500.00 | \$0.00 | \$0.00 | \$7,500.00 | \$0.00 | \$7,500.00 | 100.00% |
| FUNCTION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300 | | \$7,500.00 | \$0.00 | \$7,500.00 | \$0.00 | \$0.00 | \$7,500.00 | \$0.00 | \$7,500.00 | 100.00% |
| 24330.2600.54311.0000.000000.0000 | M&R - FURNITURE/FIXTURES/EQUIPME | \$46,771.00 | \$0.00 | \$46,771.00 | \$0.00 | \$0.00 | \$46,771.00 | \$0.00 | \$46,771.00 | 100.00% |
| 24330.2600.54312.0000.000000.0000 | M&R - BUILDINGS AND GROUNDS | \$23,181.00 | \$0.00 | \$23,181.00 | \$0.00 | \$0.00 | \$23,181.00 | \$0.00 | \$23,181.00 | 100.00% |
| FUNCTION: OPERATION AND MAINTENANCE OF PLANT - 2600 | | \$69,952.00 | \$0.00 | \$69,952.00 | \$0.00 | \$0.00 | \$69,952.00 | \$0.00 | \$69,952.00 | 100.00% |
| | FUND: CRRSA, ESSER III - 24330 | \$104,584.00 | \$0.00 | \$104,584.00 | \$0.00 | \$0.00 | \$104,584.00 | \$0.00 | \$104,584.00 | 100.00% |
| 25153.1000.52710.0000.000000.0000 | WORKER'S COMPENSATION PREMIUM | \$0.00 | \$0.00 | \$0.00 | \$227.00 | \$227.00 | (\$227.00) | \$0.00 | (\$227.00) | 0.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$0.00 | \$0.00 | \$0.00 | \$227.00 | \$227.00 | (\$227.00) | \$0.00 | (\$227.00) | 0.00% |
| 25153.2100.51100.0000.000000.0000 | SALARIES EXPENSE | \$16,301.00 | \$0.00 | \$16,301.00 | \$0.00 | \$0.00 | \$16,301.00 | \$0.00 | \$16,301.00 | 100.00% |
| 25153.2100.51300.0000.000000.0000 | ADDITIONAL COMPENSATION | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 100.00% |
| 25153.2100.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$2,881.00 | \$0.00 | \$2,881.00 | \$0.00 | \$0.00 | \$2,881.00 | \$0.00 | \$2,881.00 | 100.00% |
| 25153.2100.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$336.00 | \$0.00 | \$336.00 | \$0.00 | \$0.00 | \$336.00 | \$0.00 | \$336.00 | 100.00% |
| 25153.2100.52210.0000.000000.0000 | FICA PAYMENTS | \$1,042.00 | \$0.00 | \$1,042.00 | \$0.00 | \$0.00 | \$1,042.00 | \$0.00 | \$1,042.00 | 100.00% |
| 25153.2100.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$244.00 | \$0.00 | \$244.00 | \$0.00 | \$0.00 | \$244.00 | \$0.00 | \$244.00 | 100.00% |
| 25153.2100.52312.0000.000000.0000 | LIFE | \$32.00 | \$0.00 | \$32.00 | \$0.00 | \$0.00 | \$32.00 | \$0.00 | \$32.00 | 100.00% |
| 25153.2100.52710.0000.000000.0000 | WORKER'S COMPENSATION PREMIUM | \$221.00 | \$0.00 | \$221.00 | \$0.00 | \$0.00 | \$221.00 | \$0.00 | \$221.00 | 100.00% |
| 25153.2100.52720.0000.000000.0000 | WORKER'S COMPENSATION EMPLOYER'S FEE | \$9.00 | \$0.00 | \$9.00 | \$0.00 | \$0.00 | \$9.00 | \$0.00 | \$9.00 | 100.00% |
| 25153.2100.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$2,896.00 | \$0.00 | \$2,896.00 | \$0.00 | \$0.00 | \$2,896.00 | \$216.00 | \$2,680.00 | 92.54% |
| | FUNCTION: SUPPORT SERVICES-STUDENTS - 2100 | \$24,462.00 | \$0.00 | \$24,462.00 | \$0.00 | \$0.00 | \$24,462.00 | \$216.00 | \$24,246.00 | 99.12% |

Maxwell Municipal Schools

Monthly Expenditure Report

Fiscal Year: 2022-2023

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2022

To Date: 7/31/2022

| Account Number | Description | Budget | Adjustments | GL Budget | Current | YTD | Balance | Encumbrance | Budget Bal | % Rem |
|-----------------------------------|--|--------------|-------------|--------------|----------|----------|--------------|--------------|--------------|---------|
| 25153.2700.51300.0000.000000.0000 | ADDITIONAL COMPENSATION | \$2,000.00 | \$0.00 | \$2,000.00 | \$0.00 | \$0.00 | \$2,000.00 | \$0.00 | \$2,000.00 | 100.00% |
| 25153.2700.52111.0000.000000.0000 | EDUCATIONAL RETIREMENT | \$344.00 | \$0.00 | \$344.00 | \$0.00 | \$0.00 | \$344.00 | \$0.00 | \$344.00 | 100.00% |
| 25153.2700.52112.0000.000000.0000 | ERA - RETIREE HEALTH | \$40.00 | \$0.00 | \$40.00 | \$0.00 | \$0.00 | \$40.00 | \$0.00 | \$40.00 | 100.00% |
| 25153.2700.52210.0000.000000.0000 | FICA PAYMENTS | \$124.00 | \$0.00 | \$124.00 | \$0.00 | \$0.00 | \$124.00 | \$0.00 | \$124.00 | 100.00% |
| 25153.2700.52220.0000.000000.0000 | MEDICARE PAYMENTS | \$30.00 | \$0.00 | \$30.00 | \$0.00 | \$0.00 | \$30.00 | \$0.00 | \$30.00 | 100.00% |
| | FUNCTION: STUDENT TRANSPORTATION - 2700 | \$2,538.00 | \$0.00 | \$2,538.00 | \$0.00 | \$0.00 | \$2,538.00 | \$0.00 | \$2,538.00 | 100.00% |
| | FUND: MEDICAID 3/21 YEARS - 25153 | \$27,000.00 | \$0.00 | \$27,000.00 | \$227.00 | \$227.00 | \$26,773.00 | \$216.00 | \$26,557.00 | 98.36% |
| 25233.1000.56113.0000.000000.0000 | SOFTWARE | \$8,796.00 | \$0.00 | \$8,796.00 | \$0.00 | \$0.00 | \$8,796.00 | \$2,308.40 | \$6,487.60 | 73.76% |
| 25233.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$888.00 | (\$888.00) | 0.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$8,796.00 | \$0.00 | \$8,796.00 | \$0.00 | \$0.00 | \$8,796.00 | \$3,196.40 | \$5,599.60 | 63.66% |
| 25233.2100.53414.0000.000000.0000 | OTHER SERVICES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,938.52 | (\$1,938.52) | 0.00% |
| | FUNCTION: SUPPORT SERVICES-STUDENTS - 2100 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,938.52 | (\$1,938.52) | 0.00% |
| | FUND: RURAL EDUCATION ACHIEVEMENT PROGRAM - 25233 | \$8,796.00 | \$0.00 | \$8,796.00 | \$0.00 | \$0.00 | \$8,796.00 | \$5,134.92 | \$3,661.08 | 41.62% |
| 27107.2200.56114.0000.000000.0000 | LIBRARY AND AUDIO-VISUAL | \$6,559.00 | \$0.00 | \$6,559.00 | \$0.00 | \$0.00 | \$6,559.00 | \$0.00 | \$6,559.00 | 100.00% |
| | FUNCTION: SUPPORT SERVICES-INSTRUCTION - 2200 | \$6,559.00 | \$0.00 | \$6,559.00 | \$0.00 | \$0.00 | \$6,559.00 | \$0.00 | \$6,559.00 | 100.00% |
| | FUND: 2012 GO BOND STUDENT LIBRARY - 27107 | \$6,559.00 | \$0.00 | \$6,559.00 | \$0.00 | \$0.00 | \$6,559.00 | \$0.00 | \$6,559.00 | 100.00% |
| 27155.3100.56116.0000.000000.0000 | FOOD - INSTRUCTIONAL PROGRAMS | \$1,570.00 | \$0.00 | \$1,570.00 | \$0.00 | \$0.00 | \$1,570.00 | \$0.00 | \$1,570.00 | 100.00% |
| | FUNCTION: FOOD SERVICES OPERATIONS - 3100 | \$1,570.00 | \$0.00 | \$1,570.00 | \$0.00 | \$0.00 | \$1,570.00 | \$0.00 | \$1,570.00 | 100.00% |
| | FUND: BREAKFAST AFTER THE BELL - 27155 | \$1,570.00 | \$0.00 | \$1,570.00 | \$0.00 | \$0.00 | \$1,570.00 | \$0.00 | \$1,570.00 | 100.00% |
| 27178.4000.57312.0000.000000.0000 | BUSES | \$110,032.00 | \$0.00 | \$110,032.00 | \$0.00 | \$0.00 | \$110,032.00 | \$110,032.00 | \$0.00 | 0.00% |
| | FUNCTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000 | \$110,032.00 | \$0.00 | \$110,032.00 | \$0.00 | \$0.00 | \$110,032.00 | \$110,032.00 | \$0.00 | 0.00% |
| | FUND: SCHOOL BUSES - 27178 | \$110,032.00 | \$0.00 | \$110,032.00 | \$0.00 | \$0.00 | \$110,032.00 | \$110,032.00 | \$0.00 | 0.00% |
| 27183.3100.56116.0000.000000.0000 | FOOD - INSTRUCTIONAL PROGRAMS | \$6,435.00 | \$0.00 | \$6,435.00 | \$0.00 | \$0.00 | \$6,435.00 | \$0.00 | \$6,435.00 | 100.00% |
| | FUNCTION: FOOD SERVICES OPERATIONS - 3100 | \$6,435.00 | \$0.00 | \$6,435.00 | \$0.00 | \$0.00 | \$6,435.00 | \$0.00 | \$6,435.00 | 100.00% |
| | FUND: NM GROWN FVV - 27183 | \$6,435.00 | \$0.00 | \$6,435.00 | \$0.00 | \$0.00 | \$6,435.00 | \$0.00 | \$6,435.00 | 100.00% |
| 27405.2700.57312.0000.000000.0000 | BUSES | \$2,500.00 | \$0.00 | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | \$2,425.67 | \$74.33 | 2.97% |
| | FUNCTION: STUDENT TRANSPORTATION - 2700 | \$2,500.00 | \$0.00 | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | \$2,425.67 | \$74.33 | 2.97% |
| | FUND: 2020 SCHOOL BUS CAMERAS - 27405 | \$2,500.00 | \$0.00 | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | \$2,425.67 | \$74.33 | 2.97% |
| 27407.1000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$7,000.00 | \$0.00 | \$7,000.00 | \$0.00 | \$0.00 | \$7,000.00 | \$0.00 | \$7,000.00 | 100.00% |
| | FUNCTION: INSTRUCTION - 1000 | \$7,000.00 | \$0.00 | \$7,000.00 | \$0.00 | \$0.00 | \$7,000.00 | \$0.00 | \$7,000.00 | 100.00% |

Maxwell Municipal Schools

Monthly Expenditure Report

Fiscal Year: 2022-2023

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2022

To Date: 7/31/2022

☐ Exclude inactive accounts with zero balance

| Account Number | Description | Budget | Adjustments | GL Budget | Current | YTD | Balance | Encumbrance | Budget Bal | % Rem |
|--|---------------------------------|--------------|-------------|--------------|----------|----------|--------------|-------------|--------------|---------|
| FUND: FAMILY INCOME INDEX - 27407 | | \$7,000.00 | \$0.00 | \$7,000.00 | \$0.00 | \$0.00 | \$7,000.00 | \$0.00 | \$7,000.00 | 100.00% |
| 27408.1000.53330.0000.000000.0000 | PROFESSIONAL DEVELOPMENT | \$20,000.00 | \$0.00 | \$20,000.00 | \$0.00 | \$0.00 | \$20,000.00 | \$0.00 | \$20,000.00 | 100.00% |
| FUNCTION: INSTRUCTION - 1000 | | \$20,000.00 | \$0.00 | \$20,000.00 | \$0.00 | \$0.00 | \$20,000.00 | \$0.00 | \$20,000.00 | 100.00% |
| 27408.2400.53330.0000.000000.0000 | PROFESSIONAL DEVELOPMENT | \$5,000.00 | \$0.00 | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | \$0.00 | \$5,000.00 | 100.00% |
| FUNCTION: SUPPORT SERVICES-SCHOOL ADMINISTRATION - 2400 | | \$5,000.00 | \$0.00 | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | \$0.00 | \$5,000.00 | 100.00% |
| FUND: K-12 PLUS/ELTP PLANNING GRANT - 27408 | | \$25,000.00 | \$0.00 | \$25,000.00 | \$0.00 | \$0.00 | \$25,000.00 | \$0.00 | \$25,000.00 | 100.00% |
| 31400.4000.57312.0000.000000.0000 | BUSES | \$195,000.00 | \$0.00 | \$195,000.00 | \$0.00 | \$0.00 | \$195,000.00 | \$0.00 | \$195,000.00 | 100.00% |
| FUNCTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000 | | \$195,000.00 | \$0.00 | \$195,000.00 | \$0.00 | \$0.00 | \$195,000.00 | \$0.00 | \$195,000.00 | 100.00% |
| FUND: SPECIAL CAPITAL OUTLAY-STATE - 31400 | | \$195,000.00 | \$0.00 | \$195,000.00 | \$0.00 | \$0.00 | \$195,000.00 | \$0.00 | \$195,000.00 | 100.00% |
| 31701.2300.53712.0000.000000.0000 | COUNTY TAX COLLECTION COSTS | \$450.00 | \$0.00 | \$450.00 | \$5.10 | \$5.10 | \$444.90 | \$0.00 | \$444.90 | 98.87% |
| FUNCTION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300 | | \$450.00 | \$0.00 | \$450.00 | \$5.10 | \$5.10 | \$444.90 | \$0.00 | \$444.90 | 98.87% |
| 31701.4000.54315.0000.000000.0000 | M&R - BLDGS/GRNDS/EQUIPMENT | \$50,000.00 | \$0.00 | \$50,000.00 | \$0.00 | \$0.00 | \$50,000.00 | \$28,198.56 | \$21,801.44 | 43.60% |
| 31701.4000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$6,725.00 | \$0.00 | \$6,725.00 | \$0.00 | \$0.00 | \$6,725.00 | \$0.00 | \$6,725.00 | 100.00% |
| 31701.4000.57312.0000.000000.0000 | BUSES | \$1,358.00 | \$0.00 | \$1,358.00 | \$0.00 | \$0.00 | \$1,358.00 | \$10,258.00 | (\$8,900.00) | -65.38% |
| 31701.4000.57332.0000.000000.0000 | SUPPLY ASSETS (\$5,000 OR LESS) | \$7,298.00 | \$0.00 | \$7,298.00 | \$0.00 | \$0.00 | \$7,298.00 | \$0.00 | \$7,298.00 | 100.00% |
| FUNCTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000 | | \$65,381.00 | \$0.00 | \$65,381.00 | \$0.00 | \$0.00 | \$65,381.00 | \$38,456.56 | \$26,924.44 | 41.18% |
| FUND: CAPITAL IMPROVEMENTS SB-9 LOCAL - 31701 | | \$65,831.00 | \$0.00 | \$65,831.00 | \$5.10 | \$5.10 | \$65,825.90 | \$38,456.56 | \$27,369.34 | 41.58% |
| 31703.4000.54315.0000.000000.0000 | M&R - BLDGS/GRNDS/EQUIPMENT | \$36,626.00 | \$0.00 | \$36,626.00 | \$0.00 | \$0.00 | \$36,626.00 | \$0.00 | \$36,626.00 | 100.00% |
| FUNCTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000 | | \$36,626.00 | \$0.00 | \$36,626.00 | \$0.00 | \$0.00 | \$36,626.00 | \$0.00 | \$36,626.00 | 100.00% |
| FUND: SB-9 STATE MATCH CASH - 31703 | | \$36,626.00 | \$0.00 | \$36,626.00 | \$0.00 | \$0.00 | \$36,626.00 | \$0.00 | \$36,626.00 | 100.00% |
| 31900.4000.53414.0000.000000.0000 | OTHER SERVICES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,080.29 | (\$2,080.29) | 0.00% |
| 31900.4000.56113.0000.000000.0000 | SOFTWARE | \$50,000.00 | \$0.00 | \$50,000.00 | \$0.00 | \$0.00 | \$50,000.00 | \$0.00 | \$50,000.00 | 100.00% |
| 31900.4000.56118.0000.000000.0000 | GENERAL SUPPLIES AND MATERIALS | \$4,147.00 | \$0.00 | \$4,147.00 | \$0.00 | \$0.00 | \$4,147.00 | \$0.00 | \$4,147.00 | 100.00% |
| 31900.4000.57332.0000.000000.0000 | SUPPLY ASSETS (\$5,000 OR LESS) | \$42,702.00 | \$0.00 | \$42,702.00 | \$0.00 | \$0.00 | \$42,702.00 | \$19,191.39 | \$23,510.61 | 55.06% |
| FUNCTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000 | | \$96,849.00 | \$0.00 | \$96,849.00 | \$0.00 | \$0.00 | \$96,849.00 | \$21,271.68 | \$75,577.32 | 78.04% |
| FUND: EDUCATIONAL TECHNOLOGY EQUIPMENT ACT - 31900 | | \$96,849.00 | \$0.00 | \$96,849.00 | \$0.00 | \$0.00 | \$96,849.00 | \$21,271.68 | \$75,577.32 | 78.04% |
| 43000.2300.53712.0000.000000.0000 | COUNTY TAX COLLECTION COSTS | \$545.00 | \$0.00 | \$545.00 | \$5.90 | \$5.90 | \$539.10 | \$0.00 | \$539.10 | 98.92% |
| FUNCTION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300 | | \$545.00 | \$0.00 | \$545.00 | \$5.90 | \$5.90 | \$539.10 | \$0.00 | \$539.10 | 98.92% |
| 43000.5000.53414.0000.000000.0000 | OTHER SERVICES | \$325.00 | \$0.00 | \$325.00 | \$161.82 | \$161.82 | \$163.18 | \$162.18 | \$1.00 | 0.31% |
| 43000.5000.58214.0000.000000.0000 | DEBT SERVICE RESERVE | \$67,024.00 | \$0.00 | \$67,024.00 | \$0.00 | \$0.00 | \$67,024.00 | \$0.00 | \$67,024.00 | 100.00% |

Maxwell Municipal Schools

Monthly Expenditure Report

Fiscal Year: 2022-2023

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2022

To Date: 7/31/2022

☐ Exclude inactive accounts with zero balance

| Account Number | Description | Budget | Adjustments | GL Budget | Current | YTD | Balance | Encumbrance | Budget Bal | % Rem |
|-----------------------------------|------------------------------------|----------------|-------------|----------------|--------------|--------------|----------------|----------------|----------------|--------|
| 43000.5000.58311.0000.000000.0000 | BOND PRINCIPAL PAYMENT | \$55,000.00 | \$0.00 | \$55,000.00 | \$55,000.00 | \$55,000.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 43000.5000.58322.0000.000000.0000 | BOND INTEREST PAYMENT | \$223.00 | \$0.00 | \$223.00 | \$174.50 | \$174.50 | \$48.50 | \$48.00 | \$0.50 | 0.22% |
| | FUNCTION: DEBT SERVICE - 5000 | \$122,572.00 | \$0.00 | \$122,572.00 | \$55,336.32 | \$55,336.32 | \$67,235.68 | \$210.18 | \$67,025.50 | 54.68% |
| | FUND: ED TECH DEBT SERVICE - 43000 | \$123,117.00 | \$0.00 | \$123,117.00 | \$55,342.22 | \$55,342.22 | \$67,774.78 | \$210.18 | \$67,564.60 | 54.88% |
| Grand Total: | | \$3,929,318.00 | \$0.00 | \$3,929,318.00 | \$235,059.90 | \$235,059.90 | \$3,694,258.10 | \$1,929,148.61 | \$1,765,109.49 | 44.92% |

End of Report

Maxwell Municipal Schools Staff Handbook

2022-2023

Mission: Prepare and inspire students to achieve their full potential.

Vision: High expectations with a commitment from all!!!!

CORE BELIEFS

Commitment:

Collectively commit to each other to focus on what is important and where we spend our time.

Ownership:

Take ownership of our students, parents and community.

Recognize:

Affirm and recognize the positive and reward success, hard work, responsibility and respect.

Empower:

Continually empower and motivate staff and students to participate and take active ownership of their learning and education

Be Positive:

Maintain a positive attitude: Good work ethic, motivation and professionalism.

Encouraging:

Provide an encouraging, safe learning environment with rigorous learning opportunities for all.

Linked In:

Make and maintain positive relationships and open communication with school, family and community.

Involvement:

Provide students with opportunities for family involvement in their learning.

Expectations

Work hard to promote high expectations and a rigorous quality education for all students.

Focus:

Focus on student needs within our control and solutions to assist them to achieve their full potential.

Maxwell Municipal Schools

PO Box 275, 411 Parque
Maxwell, NM 87728
Telephone: (575) 375-2371
www.maxwellp12.com

Welcome to Maxwell Municipal Schools for the 22-23 school year!

Success for each student and the school as a whole is due to your commitment as staff to work together to create and ensure a successful, safe, and enriching experience for students during the school year.

It is your responsibility to know the policies, rules and procedures at Maxwell Municipal Schools. **Please take the time to read this document and familiarize yourself with its contents.** It has been prepared to provide you with essential information. We are looking forward to a successful and rewarding school year!

Amy Roble, Superintendent

Our Colors and Mascot

Purple, Gold and White - THE BEARS

Board of Education

| | |
|--------------------|---------------------|
| Mary Lou Kern | President |
| Monica Hoy | Vice President |
| Krystal Harty | Secretary/Treasurer |
| Kacie Deines | Member |
| Charlene Mondragon | Member |

Maxwell Municipal Schools Goals

1. **Advance student success including academic growth, achievement, well being, and educational excellence.**
2. **Develop and implement a proactive approach for parental and community engagement.**
3. **Increase systemic collaboration and professional development at all levels in our district.**

General Items

Workdays/Staff Hours

Workday/staff hours begin at 7:45 a.m. and end at 4:30 p.m. - be on time and prepared to teach each day. All staff will need to clock in and out using the time clock located in the Administration Building. If you leave campus anytime during the school day you will need to let administration know and clock in and out. Taunya and Cindi will be in the office at 7:30 each morning. Sometimes you will have before school duty beginning at 7:45 – make sure you are on time.

Duty Expectations

The reason for duty is to monitor student safety. Keep moving throughout the assigned area for proper monitoring. Supervision of students is part of the job throughout the day.

Assigned Duty:

Bus – Duty staff is to monitor loading and unloading of students in the morning and afternoon. Directing traffic is necessary when buses pull out of the parking lot.

Gym – Duty staff is to monitor all activity in the gym area.

Inside/Cafeteria – Duty staff should walk around and monitor the eating area as well as the hallways.

Outside Grounds – Duty staff is to monitor the front of the building or in a position to observe the coming and going of students during the morning and after school duty. This should also include a walk-through of the parking lot.

Passing Class Periods – Teachers will monitor halls in front of and around their classroom areas. They will also make sure that the classroom door is open to students until the tardy bell rings.

Playground – Staff will monitor all areas associated with the playground area and will monitor students as they walk to and from the playground area.

Duty staff will be in an area where all students can be easily observed. If you have trouble with a student or students, report it to the principal as soon as possible. If you must leave your duty area for any reason, please get someone else to take your place. NEVER LEAVE STUDENTS UNATTENDED.

Faculty Meetings

We will meet as a whole staff at the beginning of inservice days. From there, we will break off into groups depending on the topics of that professional development day.

Preparation Periods

Preparation periods are not personal time during the day. They **may not** be used as an extension of your lunch hour. Make sure you use them to increase the quality of education in your classroom. Please be on campus during your prep unless you have let administration know where you are going and where to reach you. Keep this to a minimum.

E-mail Communication

Check email at least twice a day. We will use this format of communication to limit interruptions to your classroom and prep time. Please answer emails that require an answer in a timely manner, but always within 24 hours of receipt.

Phone/Intercom

Someone should always be in the office. Please answer the phone and take a message if you are not able to help the caller. Many times, parents call during the day and are just trying to get a live person on the phone. Even if you cannot help them, they feel better knowing their message is with a person and not on a voicemail. All phone calls should be returned within **24 hours**.

Calls to staff during instructional hours will be sent to voicemail unless it is an emergency. Outgoing Voicemail messages need to be updated. Please program your voicemail, so that it is current. If you need assistance with this, see Susan or Soto (on the days he's here).

The phone system also acts as our paging/intercom system. After morning announcements, no pages are to be broadcast during the day without express permission from administration. These will be limited to emergencies only. Remember, any announcements are broadcast campus-wide, not only in your building.

Fax

Staff will need to fax their own items. There is a fax machine in Taunya's office, Cindi's office and Susan's office.

Drug Free Policy

Maxwell Municipal Schools are drug free. This applies to employees, students, and guests. All staff must have a Drug Free Workplace form on file. This form is signed upon your employment with Maxwell Municipal Schools.

Classroom Supplies

For daily supplies visit the supply closet located in the admin building in the staff lounge. If you take the last of an item, please let Susan know to order more. If you need specialty items let Susan know in advance.

Form Completion

Forms such as per diem request

(https://drive.google.com/file/d/1sUToruiNaMm1MIFmXQf3xHvVYbnJG_GB/view?usp=sharing) and/or professional/personal leave forms

(https://na2.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbIqZhDHTM_ZO6cdrYhV3FJPmwk-3j7qvufSWemJEvsRwllludagMvqWagaHEu3TsjlxcY*) must be done accurately and at least one week prior to expected departure.

Purchasing Procedures

Complete requisition and **wait** until you receive a purchase order number before ordering/purchasing anything. **(Request for Purchase Order**

https://na2.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbIqZhAR5m30eQh6cQCxA2aS3oA-41QAEgH6GTj46A52VUqYD-1Juc1TSzyz3b5Kuo--qxo*)

- a) All requisitions will be done electronically and must be approved by the business manager and the superintendent's office with an electronic signature.

- b) Avoid "trial" purchases you can send back...it costs the school money to return them and creates problems with our purchasing department. TRAP!
- c) If you complete a purchase order and decide not to order let the office know so we can void the Purchase Order.
- d) All merchandise must be delivered to the Front Office.
- e) Avoid using cash from the cash box of a concession stand or other fundraiser to purchase supplies. Make sure all purchases follow procedure and there is an approved paper trail.
- f) All purchases must be approved prior to purchasing. If you purchase supplies and have not received prior approval, you will not be reimbursed for the supplies.

Fundraisers

All fundraisers must be approved through the superintendent's office prior to any action. Class sponsors will maintain a roster of students in their organization and see that each student participates in fundraising. All fundraiser monies will be used to provide incentives or materials for students. Fill out the **Fundraiser Request form** (https://drive.google.com/file/d/1KtN3KF5Spm_YGBhfv0_IsWSWk8kXuNKG/view?usp=sharing) and submit to the Superintendent at least one month in advance of the fundraiser. Fundraisers running simultaneously with other fundraisers will not be allowed.

Class fundraisers are limited to grades 9-12, athletics and clubs. Freshman and sophomores may have one fundraiser per semester. Juniors and seniors may have two fundraisers per semester. Athletics and clubs do not have a set limit and approval will be based on rationale for needed funds and will not compete with other fundraisers.

When a student turns in money to an advisor, the advisor will provide the student with a receipt. (Receipt books are available in the Business Manager's office for the advisor to check out.) All money must be deposited within 24 hours of receipt- this means you must turn it in to Taunya THE SAME DAY you receive it. Money must be in the Front Office by 10:30 a.m. to be included in that day's deposit. If it is after 1:00pm we will place it in the vault and deposit it the next day. **DO NOT HOLD MONEY UNTIL FUNDRAISER IS COMPLETE! (Money turned in must be accompanied by an Activity Cash Report Form: <https://drive.google.com/file/d/1kMfZT1Kgtl3BussLg-vtURrFWDG2Vgmy/view?usp=sharing>)**

Accidents (Staff/Student)

In the event of an accident to faculty or student, an accident report **must be completed within 24 hours and turned into the Superintendent. This form should not be shared with anyone other than school personnel.**

(Student: School Accident Form-NMPSIA)

(Staff: Notice of Accident or Occupational Disease)

https://drive.google.com/drive/folders/1eLZopeBA1bn-o9ELYqSgu9nT2_fWpO0U?usp=sharing

Accident or Illness Procedures:

If a student has an accident or becomes ill while at school and requires a doctor's care, the following steps should be taken:

- a) Notify the school nurse.
- b) Contact the parent.
- c) Notify the Administrator.
- d) If the parent is reached, they will take the child to their own doctor.
- e) If the parent cannot be contacted, the nurse or Administrator shall use their judgment in securing medical aid.
- f) If the nurse or Administrator decides the accident is of such serious nature as to require ambulance services for transportation, such services shall be obtained and the student shall be taken to the hospital.
- g) In the event the school is unable to reach the parent before taking the child to the doctor or the hospital, the school shall continue to attempt to reach the parent.
- h) The attending physician shall decide the disposition of the case.
- i) A complete written record of each accident shall be maintained in the Superintendent's office.

Injury and/or illness not serious enough to require a doctor's care should:

- a) ☐ Be treated by the school nurse.
- b) ☐ If the nurse is not available, school personnel should give the child first aid, if appropriate.
- c) ☐ Parents are to be informed of steps taken.

Network Use

All staff and students must have a signed Acceptable Network Use Policy on file. This form is signed upon your employment with Maxwell Municipal Schools.

Leave

All leave forms will be submitted electronically, you need to submit a personal/professional leave form in advance, unless it is a sudden illness/emergency. If taking emergency leave, leave form must be submitted upon your return to work. If you need a substitute teacher please let Cindi know ASAP. Cindi's cell is (575) 447-0803 and home phone is (575) 445-8110. It is imperative we know how to mark your absence...please use sick leave as it was designed. Let's play by the rules. The last week prior to a holiday is not a good day to take off. Please be considerate of this. Teacher absence does impact student outcomes...if you can be here we need you here. Personal/professional leave must be approved by the superintendent prior to the day(s) the leave is taken. **Leave Request Form:**

https://na2.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABlqZhDHTM_ZO6cdrYhV3FJPMwk-3j7qvufSWemJEvsRwlludagMvqWaqHfEu3TsjlxcRY*

Unexpected Absences: Teachers who are unable to attend school should contact the school secretary by 6:30 am. Understand that if you wait until the morning of your absence to notify the school, it is highly unlikely you will get a sub. A Leave Request Form must be filed upon return to school.

Expected Absences: Leave forms should be submitted electronically prior to the leave and as far in advance as possible. A copy of the form will be returned with the name of the assigned substitute. The superintendent must approve the Leave Request before it is presented to the business manager.

Sick Leave

All school personnel shall be granted 1 day of sick leave per month of employment, for a total of nine a year. Two of these days may be designated 2 personal days. Examples of personal leave include personal business, legal, and family matters. Leave forms for personal days must be requested 4 days prior to the date of absence. All unused sick leave will roll to the next year up to a maximum of 70 days.

Jury Duty

It is the responsibility of the employee to reimburse the District for jury duty pay if such payment is made directly to the employee. Failure to reimburse the District at the completion of the jury duty service will result in a full deduction equal to the number of contract days missed. An employee excused from jury duty after being summoned shall report for regular duty as soon as possible.

There is a policy in place for staff to request additional needed leave days for sickness of self/immediate family members or emergencies. For details and to request leave see Business Manager.

Substitutes/Substitute Folders

Leave substitutes **worthwhile** work that will keep students occupied the entire day. Make sure lesson plans are specific and clearly written. Please clarify the subject, lesson, page numbers, content objective and literacy objective. Lesson plans must be available for substitutes. Emphasize to students the importance of treating subs with respect and that all choices will have consequences. (positive/negative) We have a very limited supply of substitutes and it is important students treat them better than they would the regular teacher. Please enforce this. ***You will be required to complete substitute evaluations periodically.***

All teachers should prepare two copies of an emergency substitute teacher folder, (*one copy needs to be on file in the principal's office and one kept in a prominent place in the classroom*) which contains these types of information:

1. One emergency lesson plan
2. Seating charts and class lists (May print off from PowerSchool)
3. Building and bell schedules
4. Titles of texts used for each class
5. Notes about significant student data (Physical limitations, discipline problems, medical information, behavioral plans, etc.)
6. Activities, which could be used with classes in the event that lesson plans are inadequate or inappropriate.
7. Emergency procedures
8. Procedures and rules including cell phone usage rules
9. Instructions for entering attendance in PowerSchool
10. Student hall passes

Volunteers

All volunteers shall have fingerprints on file in the district office and complete Child Abuse Identification and Reporting training prior to allowing the volunteer access to our students and campus. (Per board policy and new state law)

Confidentiality of Student Records/FERPA

All student information is confidential. The only individuals that have access to a student's information are the student themselves or the parent and emergency contacts listed on the enrollment forms. Any school personnel looking at student files must have a ***legitimate educational purpose*** (FERPA). If a question arises and you are uncertain let the office know prior to any action. All student files must be kept in a locked cabinet. Teachers needing to access files will contact Cindi.

Safety Drills

All safety drills should be conducted as though they are real. Students need to know our expectations and all staff members must enforce the rules. **(Emergency Procedures are located in your emergency bag.)**

Fire Drills

During fire drills, students will need to leave the building properly. Students are to line up behind the teacher, and the teacher SHALL immediately exhibit their fire drill sign: **RED** signifies that a student is missing, and **GREEN** signifies that all students are present. Students who are listed as absent for the day do NOT constitute a missing student. Fire drill procedures should be reviewed with each class and students should be reminded that they are to exit the building quickly and quietly. **LOCKDOWN** signifies an indoor lockdown. **EVACUATION** signifies an evacuation drill, where teachers escort students to a predetermined area. Prepare ping-pong paddles – make sure student roster is kept current. Please use class roster during fire drills and leave a current class roster for substitutes.

Student Transition Between Classes

During transition from one class to another please be present in the hallways.

Attendance/Lunch Count

Elementary –Check attendance each morning as soon as the first bell rings. Attendance and lunch count need to be in PowerSchool no later than 8:15 am.

Middle School/High School –Check attendance at the beginning of each period. Lunch count will need to be in PowerSchool no later than 8:15 am.

School Nurse

If a student becomes ill during the school day, they will report to the Nurse's Office with a pass from their teacher. Students are not allowed to go to the school nurse without a pass.

Students Riding Bus

Make sure bus students have let their driver know if they aren't riding. ***If a student misses the bus they need to let a staff member know immediately. Make sure students are dismissed on time.***

Parent Advisory Council

Parent Advisory Council (PAC) will meet monthly throughout the school year. We need at least one staff member at each of these meetings. We are required to keep minutes. These meetings are designed to ensure home and the school work together to provide the highest quality of education.

Activity Drivers

Activity drivers must have eight (8) hours of training every semester. Examples of acceptable training include training by an SBDI either in person or virtually, First Aid/CPR, Defensive Driving and a physical on file in the office (reviewed every year). See Driver Handbook for more information.

Professional Expectations

Employee Social Networking Website Use Policy (See Acceptable Use Policy)**Technology Work Order Procedures-Electronic**

Staff will need to fill out and submit a technology work order to asoto@maxwellp12.com for technology issues. Our technology coordinator is contracted and we will need to maximize his time. Only the technician will be able to install programs on our network. If there is a program you would like to have on your computer, submit a work order. All programs downloaded must have a legitimate educational purpose. **(Tech Work Order: <https://drive.google.com/file/d/1qVH5LF-vNPre2Np7eiGZKjPmn0qkvRXZ/view?usp=sharing>)**

Staff Passwords

Make sure students do not have access to your password or use a computer you are logged on – log out and let them log in using their own password. This is a huge security issue and places materials on our server, the district and yourself at risk.

Internet Etiquette

Please use professional judgment with regard to sites you are visiting on the Internet. Social networking sites and shopping for personal items are not legitimate educational activities and should not happen during school hours.

Classroom Management

Student consumption of food and drink (other than water) is not allowed during class time unless allowed by the teacher for special occasions such as class parties. If families are bringing in goodies for a party, food must be store bought and sealed. No homemade treats. No food or beverages should be taken into the computer labs. No food or beverages can be removed from the cafeteria. Make sure you can see the screen every student is working on. Keep a neat and clean learning environment. At the end of the day, please have students clean up the floor around their area and put chairs up on desks for nightly cleaning.

Employee Dress

Student and community respect for the school and school employees is highly important to having a successful school system. One of the factors leading to that respect is the manner in which employees dress while on duty and thus present themselves to the community. All employees are expected to dress for work in an acceptable manner. This means, with the exception of cafeteria, custodial and maintenance personnel, physical education teachers and shop teachers (when engaged as such) the following attire will be considered appropriate:

Men – Pants (including presentable jeans) and shirts with collars.

Women – Dresses, skirts, or pants (including presentable jeans) with blouses.

Wearing T-shirts, sweat shirts, jogging suits, shorts and the like are to be reserved for special “spirit” days declared at the District Level. Staff should always look professional. Jeans with holes or frays, shirts with inappropriate graphics/sayings, tank tops, muscle shirts, crop tops, spandex or other form fitting pants and miniskirts are not deemed professional wear, as are dresses with spaghetti straps unless covered with a jacket. Women’s apparel may be worn approximately knee length. Staff must follow the student dress code for hair, tattoos and body piercing.

Staff should always look professional. Thursdays and home game days are Purple, Gold and White Day...let’s show our school spirit. School t-shirts are appropriate spirit wear for these days.

Staff Communication

Gossip, negative comments about teachers, board members, student programs, and community do nothing to improve our school. Let’s all work to have a positive attitude and a positive influence on those around us. **What happens at school stays at school!**

Blaming one another for problems is non-productive; we need to work together in order to be more productive and effective in what we do. (This includes fellow staff, students, parents, the community, and myself.) If you have a problem, come to administration so it can be addressed. We ask that you always come with an idea to solve the problem. An organization without problems is an organization without growth. Please keep the drama out of it, we are professionals and we must act like it at all times.

Chain of Command

It is the practice of Maxwell School to use a chain of command as a measure of professionalism. If you have an issue or suggestion to make, you should speak to your principal, then superintendent, and then if unresolved the school board.

Complaints/Grievances

In the event there is a complaint or grievance that we as administration are unable to resolve you are welcome to address the board. Please complete the grievance form available in the office or online in order to be placed on the agenda.

Extra-curricular Activities

Please attend as many extra-curricular events as possible. The students love seeing you come out to support them.

Correspondence

All correspondence regarding MMS needs to be approved through the office before it is sent out.

Documentation

Document as needed to protect yourself and the district. Make sure all documentation is factual (not opinion), accurate, complete and timely.

PDP's, Teacher Observation and Evaluation Process

Each teacher will be evaluated in accordance with the guidelines set forth in the Evaluate NM state program. Evaluations are designed to be a growth opportunity and will be utilized as such. Each of us should be better every day as educators and as human beings...life is a growth process.

In addition, administration will be in your classrooms frequently completing walkthroughs. This is an opportunity for us to grow as educators. It also makes bragging on you true to form as we witness the wonderful teaching taking place in your classrooms. Our job as educators is to recognize the strengths each of us have and use those strengths in better processes of teaching. *If we continue to do what we have always done we will continue to get what we have always got.*

Maxwell's staff Professional Development Plans (PDP's) are due in the Evaluate NM Canvas system by September 22nd.

Classroom Procedures/Expectations

Student Greetings

Greet your students as they enter your classroom and as you dismiss them. **You** dismiss them, **not** the bell. This establishes a secure and polite atmosphere. This includes exiting athletics and physical education classes.

Pledge of Allegiance

After the tardy bell each morning teachers may have the Pledge of Allegiance and announcements. Students cannot be required to say the Pledge. At this time check their attire for compliance with the dress code.

Classroom Responsibility

You are responsible for your classroom. Shut your windows, turn off lights, and lock your door EVERY day. Encourage your students to clean up after themselves. All trash and debris should be picked up off the floor before you leave. Place chairs up on the tables to allow for easy nightly cleaning. The custodians work hard to keep our campus looking nice, let's help them as much as possible. *We must teach our students to leave things better than they found them.*

Teachers are responsible for the condition of their room as well as all inventories in the room. If something in your room needs repair, submit a Maintenance Work Order Request to the Superintendent (<https://drive.google.com/file/d/1y41hUbDRpo2BrczlnNOgZ5xArzW8o1e/view?usp=sharing>). Constant supervision and discipline result in much less vandalism. **Do not give your keys to anyone and make sure the school is locked when you leave.** In the event you lose your keys or key fob, report this loss immediately to the Superintendent. The entire campus was rekeyed in 2022 at a significant expense to ensure campus safety. Lost or stolen keys/fobs puts us all at risk. **Do not remove any school property from your assigned room without completing an Inventory Transfer Form.** This helps us ensure inventory is accurate.

(<https://drive.google.com/file/d/1znFmNybuJ6GHQ-lhfEozOpXh0kRBCiRn/view?usp=sharing>)

If you attach something to a surface in the building please make sure you remove the residue and/or staples when you take it down. Do not attach anything to the doors or door frames (fire code). Anything hanging from windows or ceilings must be fire resistant. Please clean the staples from the bulletin boards. Please make sure we leave the buildings/rooms better than we found them.

Student Supervision

DO NOT LEAVE STUDENTS UNSUPERVISED!!! This includes locker rooms while students are dressing and the gym. **Do not leave students unattended, as you can be held personally liable.** If you must leave the classroom, contact another staff member or administrator to cover the class for you. Copying should not occur during instructional time. Monitor the hallways during transitions. Be on time for all duties. Students must have a bathroom pass to go to the bathroom.

Textbooks

Teachers are accountable for all textbooks issued to them. An inventory of all texts will be completed and turned into Cindi at the first of the year and at the close of the school year. Teachers will check out books to students keeping a record of the books issued by book number and condition of book

(<https://drive.google.com/file/d/1mj7v20V-S1hw1pCGSX57IGiSvzI2KD2F/view?usp=sharing>). Students are responsible for their books and will have to pay for lost or damaged books. At the end of the year teachers will complete a Fine Sheet for students who have lost or damaged books.

(https://drive.google.com/file/d/1osjCkZZO_vYkDz7PPvWZ4n0oVHqgqj08/view?usp=sharing)

Fines for Lost/Damaged Textbooks

NEW – Full original price

GOOD – ¾ of original price

FAIR – ½ of original price

USABLE – ¼ of original price

Visitor Supervision

Never allow a non-certified person to give a presentation to your class without prior approval from the administration. This is now considered a visitor and background checks and child abuse/neglect training is required.

Security (Keys/Key Fobs)

Keep all doors locked to areas where students should not be – this is a huge safety issue. The Administration Office will assign keys/key fobs to staff. In the event you lose your keys or key fob, report this loss immediately to the Superintendent. The entire campus was rekeyed in 2022 at a significant expense to ensure campus safety. Lost or stolen keys/fobs puts us all at risk. At the end of the year, staff will check in their keys before leaving.

Holiday Traditions

Holiday and other traditions are important to us all. Please keep the following in mind when planning parties and programs:

- a. The principal must approve Holiday celebration activities in advance.
- b. Be careful not to promote one faith or religion over another.
- c. Prepare alternative activities for those students who do not wish to participate for religious reasons.
- d. Communicate the purpose and details of the observance to parents, including alternative activities.
- e. Use the activity or observance as an opportunity to teach good nutrition and snacking habits.
- f. Any food brought into the school must be store bought and sealed. No homemade items are allowed.

Discipline

Discipline is the responsibility of the entire staff at Maxwell Municipal Schools. All staff need to support maintaining a safe, secure environment for students. Staff will fill out a discipline form/incident report and send it to the principal. **Discipline Referral**

(<https://docs.google.com/document/d/1xYwOk5xZe79AH-q8btiGBK6nGZ7g0xUS/edit?usp=sharing&oid=105942900438849824489&rtpof=true&sd=true>)

Classroom Policy and Rules

Teachers will submit a list of classroom rules and policies to the principal for approval. Upon approval the rules will be posted in the classroom, as well as reviewed with all students. In most instances teachers should pursue alternatives in the classroom prior to office referrals. If a student is in danger of self or others, action should be taken to remove the student from the situation immediately.

Discipline Referral Forms

Office referral forms are in the Staff Forms shared drive and in the principal's office. Every student being referred to the office must have their own individualized form. If the infraction is in Group A or Group B, you must make parent contact prior to submitting the referral. The principal is willing to sit in with you to make the call but the parent needs to hear the story from you directly – **do not list any students' name on the referral form other than the name of the student being referred.**

(<https://docs.google.com/document/d/1xYwOk5xZe79AH-q8btiGBK6nGZ7g0xUS/edit?usp=sharing&oid=105942900438849824489&rtpof=true&sd=true>)

Equity

All discipline should be delivered in an equitable manner that allows children to redeem themselves and encourages them to be respectful, responsible, and safe. Please keep in mind it is our duty to establish order and avoid disruption.

Parent Contact

If inappropriate, lower level behaviors or choices are becoming problematic, it is the teacher's responsibility to contact the parent for support prior to referring to the office. Please document your interactions with parents on the parent contact log.

Electronic Communication Devices

All personal electronic devices including cell phones should be placed in the "off" position, in the area that the teacher designates (student's backpack, purse, locker, etc) and not visible during the day unless a teacher has provided students an educational opportunity to utilize the device. Students are allowed to use electronic communication devices before and after school and during their lunch period or under the direction of a teacher or administrator. Students will not be allowed to use their phones between class periods. Students not following these guidelines will have their cell phone confiscated for the remainder of the day for the first offense. Subsequent offenses will result in the cell phone confiscated and parent/guardian contacted to come retrieve the phone. **Staff members may use their cell phone only in an emergency when students are in their care.**

Harassment (Bullying, Sexual, Hazing, Cyber-bullying, etc.)

Bullying, sexual harassment, hazing, cyber-bullying, or any other type of harassment will be treated with ZERO tolerance. Staff should fill out an Incident Report and turn into the principal to document harassment incidents. Enforcement of this will depend on all staff. Title IX requires immediate notification of administration.

Instruction

First Day

The first day of school sets the tone for the year. Make sure it is successful. Instruction should begin the first day. All teachers should provide students and parents with a first-day handout clarifying **classroom procedures, discipline, grading policy, and make-up policy**. The principal must approve this handout prior to sending it home. Please get Cindi a copy of this as well.

Data Driven Instruction Using Standards

Instruction will be data driven using standards, interim assessment data, Common Formative Assessments (CFA), teacher observation, etc. You will be responsible to complete and submit data sheets during PLC time.

Lesson/Unit Plans

Teachers are expected to prepare lesson/unit plans that include Common Core State Standards. They need to be easily available to the administration to be observed and utilized in the classroom.

- a) It is recommended that teachers prepare unit plans by week, a week in advance.
- b) Unit plans are available during classroom observations.
- c) Each course in grades 7-12 should have a syllabus. This must be approved by the principal prior to presenting it to students and parents.

Movies/Videos in the classroom provide educational value when they extend or reinforce the concepts being taught and have been planned for in advance. Please note in your lesson/unit plans when a video will be used and the educational value of it with regard to meeting specific standards and benchmarks.

All movies must be rated G unless it meets all of the following criteria: the teacher has previewed it; it has been determined to not contain material that is objectionable or inappropriate for the intended audience; the site administrator has approved it; each student's parent has been notified of the movie, its rating, and the date it will be shown; any student whose parent disapproves will not be permitted to view the movie. (Movies other than "G" should have a signed and dated note from each child's parent in order for them to view the movie.)

Instructional Time

Students are here for an education - make sure instructional time is being used for instructional purposes. **There are no free days.** We are limited in the number of contact hours we have - **make sure every minute counts.** Please eliminate busy work such as worksheets to kill time. Be able to explain the educational value of all activities and how the activity maximizes student learning. During instructional time teachers should be working with students. Grading papers, checking email, and creating lesson plans **should not** be completed during instructional time. Instructional time includes the minutes during the day in which students are in your tutelage.

Due to school sponsored activities we have students missing from our classrooms making it difficult to carry on with instruction. However, the students remaining will benefit from review or remediation. Utilize instructional time to support **all** students!

Homework

Be reasonable with homework. A good rule of thumb is 10 minutes/grade level. Homework is an effective way to help students become more successful. By developing good study habits, the student accepts the responsibility of completing assignments promptly, for using time wisely, and for becoming a better learner.

Homework should be assigned consistent with the maturity, special needs, potential, and achievement level of the individual student. *It should not carry the stigma of punishment.* Its assignment should specifically address the objectives of the instructional program, and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

Homework may be used as intervention that remediates deficient performance; reinforcement and mastery of critical skills and concepts; challenge through exploration of concepts and skills that complement and elaborate those introduced in the classroom. All outside assignments should receive teacher feedback.

Grading

Grades 7-12: Each semester the student will receive two nine-week grades, one semester examination or project grade, and one semester grade.

The following grading scales will be used at Maxwell Municipal Schools:

| | |
|-----------------|---------------------------------------|
| A = 90 - 100 | ("A" has the point equivalent of 4.0) |
| B = 80 – 89 | ("B" has the point equivalent of 3.0) |
| C = 70 – 79 | ("C" has the point equivalent of 2.0) |
| D = 60 - 69 | ("D" has the point equivalent of 1.0) |
| F = 59 or below | ("F" has the point equivalent of 0) |

- **"Superintendent's" Honor Roll – all grades are 90 or above (A)**
- **"Principal's" Honor Roll –all grades are 80 or above (B)**
- **All final exams are worth 20% of a student's semester grade.**
- **GPA/Class Rank:** Class rank, Valedictorian and Salutatorian are calculated using GPA from the 7th semester transcript. The Valedictorian and Salutatorian student's GPA at the third (3rd) quarter of the senior year must continue to be above 3.25. 8th grade promotion speaker will be the top GPA in the class at the end of the 3rd semester.
- **Dual Enrollment Classes:** Approved dual credit enrollment classes will also be figured into the GPA on a 5.0 scale with an A having a point equivalent of 5.0, etc.

ALL grades should be placed on the network by noon each Tuesday. Please make sure they are **accurate** and **timely**. A minimum of two grades per week should be kept in numerical values in the teacher's grade book for each subject. Eligibility will be printed Tuesday afternoon and will go into effect each Wednesday morning. Make sure the grades you place in PowerSchool are accurate, as parents will be able to see them.

Special Education students receiving grades reporting achievement shall be given on a basis commensurate with the student's abilities and based on their IEP rather than competition with classmates. This should be clarified with the parents of Special Education students in order to avoid misinterpretation of the achievement grade.

If a student is failing to meet grade level proficiency in reading and math and is in danger of failing to be promoted to the next grade, the parent must be notified no later than the end of the first nine weeks (per board policy). It is imperative that student grades reflect their ability.

Parent Contact

Positive communications with parents are encouraged. It is recommended that you contact each student's family in the first two weeks of school with a positive comment. Each teacher will communicate with parents of each of their students at least once per semester. These contacts will be documented on a parent contact form. Keep parents informed if a student is at risk of failing, not handing in work, or their attitude becomes unsatisfactory. Ensure that information is sent to the parents/guardians of students in a format and language that they are able to understand. (https://docs.google.com/document/d/1yHxn7-bxKhyQmhAwhbYkB4kHoHpX_nHg/edit?usp=sharing&ouid=105942900438849824489&rtpof=true&sd=true)

Progress Reports

Progress reports will go home midway in each nine-week period for every student. Students who are failing **will** receive one every week until such time as their grades are passing. It is the classroom teacher's responsibility to send weekly progress reports. Please keep signed progress reports for proof of parent contact.

Parent Conferences

Be available to parents. Parents should always feel as though you have listened to them. *We can't always give them what they want, but we can hear what they have to say.* This will ensure the lines of communication stay open.

Extra-curricular Procedures

Duties at Extracurricular Events

Every effort is made to have parent volunteers cover duties at extracurricular events. However, if there are not enough volunteers, teachers may be asked to work. THE STUDENTS REALLY DO WANT YOU THERE WATCHING THEM AND IT LETS YOU RELATE TO THEM BETTER THE NEXT DAY.

Activity and Extracurricular Trip Procedures

If you are going to take a trip for a game or other event follow this procedure:

- Make sure each participant has a signed Athletic/Activities code on file.
- **Make sure of eligibility status for every student who participates in the event. The coach/activities sponsors are responsible to check.**
- Make sure you have a **MEDICAL RELEASE AND TRIP PERMISSION** form for every student. (This is a single page form contained in the registration packet) Get a binder at the first of the season and always keep it up to date.
- As soon as possible and **a minimum of one week prior** to the trip, complete a trip ticket form, include a typed alphabetized list of participants, attach an agenda and turn it into the superintendent's office.
- **Administration, in conjunction with sponsors, will determine what time students will depart for the activity.**
- As soon as possible and **a minimum of one week prior** to the trip, if you are going to need money for a meal or motel room, etc. you need to also turn in a requisition for the needed funds.
- On the day before the event, call to confirm with the other school.
- Before the bus leaves town, take roll and CLEARLY SHOW WHO IS ABSENT.
- Make sure the students represent our district well!
- Students should return home with the group they left town with. NEVER allow a student to return home with anyone else without **PRIOR WRITTEN PERMISSION FROM THE PARENT!**
- When you are ready to return home, take roll again and CLEARLY show who is absent. In the case of a disastrous wreck, emergency personnel shouldn't be looking for missing students who were never there!
- Once back at school, the coach/sponsor will stay until all students are picked up.

Class, Clubs and Activities

Class groups participate in activities that are funded by monies held for each grade level 9-12. These funds are raised by class projects. All activities, including dances, must be scheduled by the sponsor and approved by the Administration. A Request for Activity Form

(<https://drive.google.com/file/d/1FHp0VSaI2sbNtYLpFI00Z4zHQc7tmW8m/view?usp=sharing>) must be submitted to administration for prior approval. Grades 9-10 are limited to one fundraiser per semester, exclusive of concessions. Grades 11 -12 are limited to two fundraisers per semester.

Participation Guidelines:

It is recommended that students not participate in their own class funded activities if:

- a. They have not actually and physically performed at least 60% of the assigned duties, including class meetings, in grades 9 -10 regardless of fines paid; and
- b. They have not actually and physically performed at least 80% of their assigned duties, including class meetings, in grades 11 -12, regardless of fines paid; and
- c. In addition, juniors and seniors must pay 100% of their fines before participating in junior/senior prom or senior trip.

Senior Trip: The senior trip will be planned in the students' senior year. A written plan shall be developed with the proposed destination, activities, travel and lodging, and student/sponsor per diem estimated. Students must meet eligibility requirements, be in good standing behaviorally and academically to meet graduation requirements. Student and sponsor daily per diem will be no more than \$100 a day (food and extras).

Prom expenses shall not exceed \$1,200. (One-half is to be paid by seniors and one-half by juniors.)

Field Trip Procedures

Field Trips must be educational in nature and have prior approval of the Administration. The following procedures should be followed when requesting a field trip:

1. The requester completes a Field Trip Form and submits the form to the Administration for approval one month in advance. **(Field Trip Request Form:**
https://drive.google.com/file/d/19ijQIGUXZQCXa7DpgNxNxmZ_qjQbsHGq/view?usp=sharing)
2. If there is a cost involved, a Request to Purchase form must also be submitted:
https://na2.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbIqZhAR5m30eQh6cQCxA2aS3oA-41QAEgH6GTj46A52VUqYD-1Juc1TSzyz3b5Kuo--qxo*
3. Upon approval by administration, the form is given to Taunya, who will arrange transportation, and Susan, who will prepare payment (if applicable). The trip will be added to the shared calendar and notification made to the cafeteria and the nurse.
4. Prior to the trip, the requester will give the School Secretary a copy of the following:
 - a) A list of all students going on the school sponsored trip.
 - b) A completed Trip Permission/Liability Release form
<https://drive.google.com/file/d/1Y92EgHPdb17zjZ10bdDRgXWttopxU8IM/view?usp=sharing>) for each student attending.

Chaperones are required for field trips. One chaperone per 15 students, K-6 requires one per 10 students. When both genders are represented on overnight trips, there must be at least one chaperone for each gender. The bus driver cannot be the only chaperone.

Gas Card/Receipts

All gas receipts should have the activity written on the back of the ticket and signed by the sponsor. The trip tickets and gas receipts need to be returned to the Business Office. Gas cards will remain in the vehicle and should not be used to purchase anything other than gas. In case of emergency costs for the vehicle, please call the Business Manager.

Vehicle Responsibility

Keys and vacuum for vehicles should be checked out and returned to Taunya. If it is after hours, the keys will need to be put in the drop box near the front door of the administration building and the vacuum put on the table in the staff lounge.

- A vehicle pre/post inspection form should be completed **each** day of your activity and turned into Taunya.
- Any time students are being transported an Activity/Athletic Trip Ticket should be completed and returned to Susan.
- Upon return and before exiting the vehicle make sure all windows are closed (bus - pull down to make sure they lock),
 - all trash is picked up
 - trash bags removed from vehicle
 - trash containers relined with trash bag
 - sweep the bus and/or vacuum the SUV

- turn off radio
 - turn off exterior/interior lights
 - turn off heating/ac controls.
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- No eating or drinking in vehicles unless you absolutely have to. The SUVs had the upholstery cleaned over the summer and there were a lot of stains from food and beverages.

If supplies or forms are low, write what is needed in the comments section of the pre/post inspection form so the vehicle can be restocked.

Vehicles should be clean when returned to the school – we are teaching students to leave things better than they found them. *Organizations will be charged for cleaning if vehicles are brought back without being cleaned up.*