

General Instructions for Completing and Submitting a Budget Approval Form

Before submitting a Budget Approval Form, please review the document carefully for accuracy. The New Mexico Department of Finance & Administration (DFA) DOES NOT ALLOW Adult Education Division staff to make any changes to documents on your behalf.

- This is why instructions must be followed exactly as written.
- Incomplete forms with errors will be returned for corrections.
- Email all budget forms to ae.finance@hed.nm.gov

For fiscal year 2026, the first Preliminary Budget is due on May 23rd with the grant continuation packet. The Final Budget is due after the Program Award Letter has been received.

- Final Budget due date to be announced soon.
- Preliminary Budget Forms will be reviewed, but not signed by AE HED.
- The Final Budget Form will be reviewed and approved with the AE director's signature.
- Please include on the email Subject Line: Preliminary 2026 Budget OR Final 2026 Budget, Grant Name, Organization name or initials.
 - Example: Preliminary 2025 Budget-Federal; Catholic Charities

Review Checklist

- All fields have been completed.
- The remit address has been completed. The remit address is where the payment would be mailed (even if payment is electronic), not necessarily the location of the program.
- Institutions with multiple locations must include the location in the Program Name (example: UNM-Valencia).
- The grant funding source has been identified via the drop-down box in the Funding Source field.
- The anticipated use of the funds is provided by budget line.
The Program Manager and Fiscal Officer contact information is complete.
Authorized representative has verified accuracy of the budget form and certified with a signature (wet signature or digital is acceptable).

If you have any questions, please reach out to HED before you send the Budget Approval Form, in order to avoid a lengthy revision and re-submission process.

**Thank you,
Your HED Adult Education Team**

Indirect Formula and Calculator

- To calculate indirect cost, take your Award Amount and divide by 1 + your indirect rate (as a decimal).
- Take that total and multiply by your indirect rate. This is the amount that should be budgeted for your indirect cost.
- Indirect rates must be whole numbers e.g. 5% (.05) or 8% (.08), not 2.3% (.023) or 4.8% (.048).

Example

- If your award amount is \$454,564 and your indirect rate is 5%:
 - $\$454,564 / 1.05 = \$423,918.09523$
 - $423,918.09523 \dots \times .05 = 21,645.90476$
 - Therefore, the amount you would budget for indirect is \$21,645.90.

Award Amount,
Excluding Equipment (700)

Indirect Rate
Enter as a decimal

Indirect Cost Allocation

FISCAL YEAR 2026

(July 1, 2025 - June 30, 2026)

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
ADULT EDUCATION DIVISION
BUDGET APPROVAL FORM**

Program Manager:

E-Mail Address:

Phone Number:

Fiscal Officer:

E-Mail Address:

Phone Number:

Program Name (including branch name if applicable)

Institution/Organization Name

Funding source:

REMIT Address for payment

Budget Line Item Name	Budget Line #	Proposed Budget	Main Purpose(s) for this Line Item
PERSONNEL	100		
INSTRUCTIONAL ACTIVITIES	110		
<i>ADMINISTRATIVE ACTIVITIES</i>			
PROGRAM MANAGEMENT	120		
DATA TECH ENTRY & MGMT	130		
SECRETARIAL & CLERICAL	140		
OTHER	150		
BENEFITS	200		
INSTRUCTIONAL ACTIVITIES	210		
<i>ADMINISTRATIVE ACTIVITIES</i>			
PROGRAM MANAGEMENT	220		
DATA TECH ENTRY & MGMT	230		
SECRETARIAL & CLERICAL	240		
OTHER	250		
PURCHASED SERVICES	300		
INSTRUCTIONAL ACTIVITIES	310		
ADMINISTRATIVE ACTIVITIES	360		
SUPPLIES AND MATERIALS	400		
INSTRUCTIONAL ACTIVITIES	410		
ADMINISTRATIVE ACTIVITIES	460		
TRAVEL	500		
INSTRUCTIONAL ACTIVITIES	510		
ADMINISTRATIVE ACTIVITIES	560		
EQUIPMENT	700		
INSTRUCTIONAL ACTIVITIES	710		
ADMINISTRATIVE ACTIVITIES	760		
(From Admin. Funds)	Enter %	800	
		%	
<i>See Business Policies for more information.</i>			

Authorized Signatures
Program Administrator or Designee:

Date: