

**New Mexico Higher Education Department  
Institutional Finance Division  
Quarterly Financial Certification Report Template**

Please complete and sign the following Financial Certification Report and submit with the Quarterly Financial Actions Report.

To the best of my knowledge, I certify that the information provided in the attached Financial Actions Report for the:

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_ Quarter, FY \_\_\_\_\_

is correct as of the signature dates noted below, and that

**College Name:** \_\_\_\_\_

has a functioning financial accounting system that captures assets, liabilities, revenues, and expenditures on a timely basis, and the Governing Board receives timely notification of any significant actual or projected variances between budgeted and actual revenues and expenditures.

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**(Name) Board Chair, Board Co-Chair, or Certified Designee** **Date**

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**(Name) President** **Date**

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**(Name) Chief Financial Officer** **Date**