

**Christine Duncan Heritage Academy
 Financial Packet as of 11/30/2025
 For December 17th, 2025 Finance Committee/Governing Council**

BARs

BAR#	Fund#	Fund Name	Amount	Reason
0004-IB	27114	Structured Literacy Sup	\$ 35,000.00	Award for FY26.
0005-IB	25205	Gear-Up	\$ 76,875.75	Award for FY26.

PCT	To	From	Fund Name	Amount	Reason
None at this time.					

Financial Analysis Overview

FY26 November 30th Cash Liquidity			Current Outstanding RfRs		
October 31st Ending Balance	\$	291,048.71	USDA	\$	134,526.28
Operational Cash Ending Balance	\$	212,287.60	PSCOC Lease assistance	\$	198,500.00
Average Monthly Expenditures	\$	<u>786,912.00</u>	Title I - APS	\$	22,311.58
			IDEA-B - APS	\$	23,091.46
Total Cash Liquidity		<u>0.37</u>	Pre-K - APS	\$	161,666.45
Operational Cash Liquidity		<u>0.27</u>	Ed Fellows	\$	90,208.51
			Capital Appropriations	\$	134,531.16
			Reimbursement Outstanding Total	\$	764,835.44
			HB-33 And SB-9 Projected Revenue	\$	738,026.42

Supplemental Reports

- BAR 0004 Backup
- BAR 0005 Backup
- November 30th Bank Rec
- November 30th Statement

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 001-118-2526-0004-IB

Fund Type: Flowthrough

Adjustment Type: Initial Budget

Fiscal Year: 2025-2026

Entity Name: Christine Duncan Heritage Academy

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Kyle Hunt, Business Manager

Total Approved Budget (Flowthrough): 35,000

Phone: 505-3205657

Email: khunt@christineduncan.org

FLOWTHROUGH ONLY	
Budget Period: 07/01/2025	To: 06/30/2026
A. Approved Carryover:	
B. Total Current Year Allocation: 35,000	
D. Total Funding Available: 35,000	

Revenue 27114.0000.43202 \$35,000.00

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27114 Structure d Literacy and Early Literacy .	1000 Instruction	51100 Salaries Expense	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	1411 Teachers- Grades 1-12		\$20,453.91	\$20,453.91	0.20
27114 Structure d Literacy and Early Literacy .	1000 Instruction	52111 Educational Retirement	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	1411 Teachers- Grades 1-12		\$3,712.38	\$3,712.38	
27114 Structure d Literacy and Early Literacy .	1000 Instruction	52112 ERA - Retiree Health	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	1411 Teachers- Grades 1-12		\$410.00	\$410.00	
27114 Structure d Literacy and Early Literacy .	1000 Instruction	52210 FICA Payments	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	1411 Teachers- Grades 1-12		\$1,350.00	\$1,350.00	
27114 Structure d Literacy and Early Literacy .	1000 Instruction	52220 Medicare Payments	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	1411 Teachers- Grades 1-12		\$342.00	\$342.00	
27114 Structure d Literacy and Early Literacy .	1000 Instruction	52311 Health and Medical Premiums	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	1411 Teachers- Grades 1-12		\$3,000.00	\$3,000.00	
27114 Structure d Literacy and Early Literacy .	1000 Instruction	52312 Life	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	1411 Teachers- Grades 1-12		\$60.00	\$60.00	
27114 Structure d Literacy and Early Literacy .	1000 Instruction	52500 Unemployment Compensation	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	1411 Teachers- Grades 1-12		\$625.00	\$625.00	
27114 Structure d Literacy and Early Literacy .	2200 Support Services- Instruction	53330 Professional Development	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	0000 No Job Class		\$5,046.71	\$5,046.71	
Sub Total							\$35,000.00		0.20
Indirect Cost									
DOC. TOTAL							\$35,000.00		

Justification:

To match budget to PED award allocation as shown in table attached.

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

NM Public Education Department's Literacy and Humanities Bureau (L&HB) Early Literacy and Reading Support

SUPPLEMENT

PURPOSE OF FUNDING

This award is for the purpose of supporting instructional implementation of Structured Literacy based practices through instructional coaching, professional learning opportunities and high-quality literacy instructional materials in public elementary schools. With the support of a school-based Structured Literacy Coach, teachers will implement the fundamentals of reading instruction they have learned in Language Essentials for Teachers of Reading and Spelling (LETRS) to provide data-guided instruction and evidence-based practices that will improve student reading outcomes. Structured Literacy Coaches will provide professional learning opportunities and observation feedback coaching cycles to support teachers in providing evidence-based interventions for all students, most notably those at risk of reading failure.

Qualifying school districts or charter schools designated to receive funds were based on the district/state charter school application submission to the New Mexico Public Education Department. This funding is to be used specifically for public elementary schools, to leverage state appropriation of funds to improve literacy rates. This award is based upon reimbursable expenditures. Participating teachers and principals can be provided a stipend for commitments outside of contracted hours with grant funds.

DEFINITIONS

Structured Literacy

For this award, Structured Literacy means the diagnostic, explicit, systematic, sequential and cumulative foundational reading instruction based in the Science of Reading.

Structured Literacy Coach

For this award, the Structured Literacy Coach will support school sites in the implementation of Structured Literacy in schools awarded the Early Literacy and Reading Support Award.

Language Essentials for Teachers of Reading and Spelling (LETRS)

For this award, LETRS is a research-based professional development course of study for instructors of reading, spelling and language skills. The course guides elementary teachers through word recognition and language comprehension instructional pacing and assessment to meet all student needs.

ALLOWABLE USES OF FUNDING

Funds may be used as follows: [Structured Literacy Purchase Resource Menu 2025-2026](#)

Indirect Cost Rate

Indirect costs are NOT ALLOWED

Non-Eligible Costs

The following are not allowable uses of these funds:

Support for existing athletic programs (while a physical activity component can be part of the after-school program, use of these funds to support existing athletic programs are prohibited).

Purchase of food for snacks or meals (the district is encouraged to apply for separate after school snack or afterschool meal funding available through the PED Student Success and Wellness Bureau's After-School Snack Program or Children Youth and Families Department). Purchase of food during field trips **may** be allowable with prior PED approval.

FISCAL REQUIREMENTS

Reporting Requirements

Please review Exhibit C and submit a BAR through OBMS for the appropriate amount using fund code 27114 and revenue object code 43202. Please adhere to the following timelines and cited statutory regulations, required for budgeting, obligation, and RfR submission:

- Submit your BAR, and a copy of this letter, including Exhibit C, through OBMS by November 1, 2025.
- Pursuant to NMSA 6-5-3, the appropriate fund shall be encumbered prior to the issuance of vouchers or purchase orders or the engagement of contracts.
- **NMAC 6.20.2.10 BUDGET MAINTENANCE STANDARDS:**
 1. Budget adjustment requests shall be submitted on the most current form prescribed by the department. The school district shall maintain a log of all budget adjustment requests to account for status, numerical sequence, and timely approval at each level. The log is to be retained for audit purposes.
 2. School districts shall submit budget adjustment requests for the operating budget to the department for budget increases, budget decreases, transfers between functional categories, and transfers from the emergency reserve account. Expenditures shall not be made by the school district until budget authority has been established and approval received from the department. Budget adjustments shall not be incorporated into the school district's accounting system until approval is received by the department.
 3. School districts shall submit periodic financial reports to the department using the department-approved format. Reporting shall be either monthly or quarterly. Required reporting frequency may be changed by the department at any time during the year. Reports are due at the department by the last working day of the month following the end of the required reporting period, unless extended to a later date by the secretary of education.

[02-03-93, 11-01-97, 01-15-99; 6.20.2.24 NMAC - Rn, 6 NMAC 2.2.1.24, 05-31-01; A, 10-15-03; A, 11-30-06]

- REQUESTS FOR REIMBURSEMENT:

1. Fiscal documentation in the form of a detailed expenditure report, as required by the PED, must be submitted with each request for reimbursement that provides: 1) time/date; 2) original, adjustments and current budget amounts; 3) current and year-to-date expenditures; 4) budget balance (budget minus expenditures); 5) encumbrances; 6) budget balance that represents the budget, minus the expenditures, plus encumbrances; and 7) remaining budget balance percentage.

Submissions should also include (as appropriate):

2. Pre-approved subcontracts and invoices with detailed breakdown of services provided; and
3. Supporting documentation for the following expenditure categories:
 - a. In-Person Professional Development
 - i. Agenda
 - ii. Itemized Travel Expenditure Summary
 - iii. Receipts if Traveling Based on Actuals (travel must be pre-approved)
 - iv. Attendance Sign-In Roster (if applicable)
 - b. Virtual Professional Development
 - i. Agenda – Identifies course, providing description, dates and time of course
 - ii. Certificate of Completion from provider containing
 1. company logo or letterhead authenticating service provider
 2. Identifies professional development course, dates and time
 3. Prints full name of attendee
 - iii. **If** Certificate of Completion not available ->
 1. Electronic Sign In Roster
 2. Lists each attendee by full name, date and time of log in and log out, course time duration
 - c. Supplies
 - i. Invoices, packing slips (upon request)
 - d. Equipment >= \$5K
 - i. Signed PED Equipment >= \$5,000 Preapproval to Purchase Form
<https://webnew.ped.state.nm.us/bureaus/administrative-services/fiscal-grants-management/>
 - ii. Invoice

Items purchased or expenditures for deliverables must be traceable to line items included in the original, PED-approved budget.

Closeout Procedures

The final day to submit RFRs for this funding in OBMS for FY25-26 is **April 15, 2026.**

Model and Support School Allocations FY25-26 - Early Literacy and Reading Support Grant

OBMS ENTITY CODE	LOCAL EDUCATION AGENCY	School Site	School Site Allocation	Total Amount to BAR
46	Alamogordo Public Schools			\$35,000
		Desert Star Elementary School	\$35,000	
1	Albuquerque Public Schools			\$755,000
		Alvarado Elementary School	\$30,000	
		A. Montoya Elementary School	\$35,000	
		Armijo Elementary School	\$30,000	
		Atrisco Elementary School	\$25,000	
		Bel-Air Elementary School	\$30,000	
		Carlos Rey Elementary School	\$35,000	
		Dolores Gonzales Elementary School	\$30,000	
		eCademyK8 Online Magnet School	\$25,000	
		Emerson Elementary School	\$35,000	
		Helen Cordero Elementary School	\$30,000	
		Inez Elementary School	\$35,000	
		Kirtland Elementary School	\$35,000	
		La Mesa Elementary School	\$40,000	
		Lew Wallace Elementary School	\$25,000	
		Los Ranchos Elementary School	\$25,000	
		Lowell Elementary School	\$30,000	
		Macarthur Elementary School	\$30,000	
		Mission Avenue STEM Elementary School	\$35,000	
		Mitchell Elementary School	\$30,000	
		Navajo Elementary School	\$35,000	
		Pajarito Elementary School	\$35,000	
		Reginald Chavez Elementary School	\$25,000	
		Rudolfo Anaya Elementary School	\$40,000	
		Sandia Base Elementary School	\$30,000	
	APS Charters			
1015118	Christine Duncan Heritage Academy	Christine Duncan Heritage Academy	\$35,000	\$35,000
508-001	International School at Mesa del Sol (The)	International School at Mesa del Sol (The)	\$5,000	\$5,000
66	Bloomfield Schools			\$35,000
		Central Primary School	\$35,000	
40	Capitan Municipal Schools			\$50,000
		Capitan Elementary School	\$50,000	
67	Central Consolidated Schools			\$25,000
		Mesa Elementary School	\$25,000	
53	Chama Valley Independent Schools			\$50,000
		Chama Elementary School	\$25,000	
		Tierra Amarilla Elementary School	\$25,000	
48	Cloudcroft Municipal Schools			\$50,000
		Cloudcroft Elementary School	\$50,000	
24	Cobre Consolidated Schools			\$125,000
		Bayard Elementary School	\$25,000	
		Central Elementary School	\$25,000	
		Hurley Elementary School	\$50,000	
		San Lorenzo Elementary School	\$25,000	
62	Cuba Independent Schools			\$50,000
		Cuba Elementary School	\$50,000	

55	Española Public Schools				\$230,000
		Abiquiu Elementary School	\$25,000		
		Alcalde Elementary School	\$25,000		
		Chimayo Elementary School	\$25,000		
		Dixon Elementary School	\$25,000		
		Eutimio T. Salazar III Elementary School	\$30,000		
		Hernandez Elementary School	\$25,000		
		James H. Rodriguez Elementary School	\$25,000		
		San Juan Elementary School	\$25,000		
		Tony E. Quintana - Sombrillo Elementary Sch	\$25,000		
80	Estancia Municipal Schools				\$35,000
		Estancia Elementary School	\$35,000		
19	Gadsden Independent Schools				\$40,000
		Sunrise Elementary School	\$35,000		
		Loma Linda Elementary School	\$5,000		
33	Hobbs Municipal Schools				\$140,000
		Broadmoor Elementary School	\$50,000		
		College Lane Elementary School	\$35,000		
		Southern Heights Elementary School	\$30,000		
		Will Rogers Elementary School	\$25,000		
17	Las Cruces Public Schools				\$320,000
		Alameda Elementary Community School	\$35,000		
		Central Elementary School	\$30,000		
		Cesar Chavez Elementary School	\$35,000		
		Columbia Elementary School	\$50,000		
		Conlee Elementary School	\$30,000		
		Hermosa Heights Elementary School	\$35,000		
		Loma Heights Elementary School	\$40,000		
		Mesilla Elementary School	\$30,000		
		Mesilla Park Community School	\$35,000		
29	Lordsburg Municipal Schools				\$25,000
		R.V. Traylor Elementary (RVT)	\$25,000		
44	Mora Independent Schools				\$25,000
		Mora Elementary School	\$25,000		
79	Questa Independent Schools				\$25,000
		Alta Vista Elementary and Intermediate School	\$25,000		
9	Raton Public Schools				\$50,000
		Longfellow Elementary School	\$25,000		
		Raton Intermediate School	\$25,000		
2	Reserve Independent Schools				\$25,000
		Reserve Elementary School	\$25,000		
83	Rio Rancho Public Schools				\$120,000
		Colinas del Norte Elementary School	\$40,000		
		Puesta del Sol Elementary School	\$40,000		
		Rio Rancho Elementary School	\$40,000		
52	San Jon Municipal Schools				\$25,000

		San Jon Elementary School	\$25,000		
74	Socorro Consolidated Schools				\$35,000
		Parkview Elementary School	\$35,000		
73	Truth or Consequences Municipal Schools				\$60,000
		Arrey Elementary School	\$25,000		
		Sierra Elementary Complex	\$30,000		
		Truth or Consequences Elementary School	\$5,000		
68	West Las Vegas Schools				\$50,000
		Don Cecilio Elementary School	\$25,000		
		Luis E. Armijo Elementary School	\$25,000		
	West Las Vegas Schools Charter				
68475004	Rio Gallinas School of Ecology and the Arts	Rio Gallinas School of Ecology and the Arts	\$25,000		\$25,000
	STATE CHARTERS				
517-001	Albuquerque Sign Language Academy (The)		\$25,000		\$25,000
547-001	McCurdy Charter School		\$25,000		\$25,000
504-001	North Valley Academy Charter School		\$25,000		\$25,000
521-001	Taos Integrated School of the Arts		\$25,000		\$25,000
	GRAND TOTAL				\$2,545,000

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 001-118-2526-0005-IB

Fund Type: Direct Grant

Adjustment Type: Initial Budget

Fiscal Year: 2025-2026

Entity Name: Christine Duncan Heritage Academy

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Kyle Hunt, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-3205657

Email: khunt@christineduncan.org

FLOWTHROUGH ONLY	
Budget Period: 2025-07-01	To: 2026-06-30
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 25205.0000.44301 \$76,875.75

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
25205 GEAR UP NM State Initiatives	1000 Instruction	51100 Salaries Expense	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	1411 Teachers- Grades 1-12		\$32,592.00	\$32,592.00	0.30
25205 GEAR UP NM State Initiatives	1000 Instruction	51300 Additional Compensation	9000 Co- Curricular and Extra-Curricular Activities	001118 Christine Duncan Heritage Academy	1621 Summer School/After School		\$1,782.00	\$1,782.00	
25205 GEAR UP NM State Initiatives	1000 Instruction	51300 Additional Compensation	9000 Co- Curricular and Extra-Curricular Activities	001118 Christine Duncan Heritage Academy	1411 Teachers- Grades 1-12		\$300.00	\$300.00	
25205 GEAR UP NM State Initiatives	1000 Instruction	52111 Educational Retirement	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	1411 Teachers- Grades 1-12		\$5,969.90	\$5,969.90	
25205 GEAR UP NM State Initiatives	1000 Instruction	52111 Educational Retirement	9000 Co- Curricular and Extra-Curricular Activities	001118 Christine Duncan Heritage Academy	1621 Summer School/After School		\$323.43	\$323.43	
25205 GEAR UP NM State Initiatives	1000 Instruction	52112 ERA - Retiree Health	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	1411 Teachers- Grades 1-12		\$658.00	\$658.00	
25205 GEAR UP NM State Initiatives	1000 Instruction	52112 ERA - Retiree Health	9000 Co- Curricular and Extra-Curricular Activities	001118 Christine Duncan Heritage Academy	1621 Summer School/After School		\$36.00	\$36.00	
25205 GEAR UP NM State Initiatives	1000 Instruction	52210 FICA Payments	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	1411 Teachers- Grades 1-12		\$2,040.00	\$2,040.00	
25205 GEAR UP NM State Initiatives	1000 Instruction	52210 FICA Payments	9000 Co- Curricular and Extra-Curricular Activities	001118 Christine Duncan Heritage Academy	1621 Summer School/After School		\$110.50	\$110.50	
25205 GEAR UP NM State Initiatives	1000 Instruction	52220 Medicare Payments	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	1411 Teachers- Grades 1-12		\$477.00	\$477.00	
25205 GEAR UP NM State Initiatives	1000 Instruction	52220 Medicare Payments	9000 Co- Curricular and Extra-Curricular Activities	001118 Christine Duncan Heritage Academy	1621 Summer School/After School		\$25.84	\$25.84	

25205 GEAR UP NM State Initiatives	1000 Instruction	52311 Health and Medical Premiums	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	1411 Teachers- Grades 1-12		\$4,146.33	\$4,146.33	
25205 GEAR UP NM State Initiatives	1000 Instruction	53414 Other Services	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	0000 No Job Class		\$8,500.00	\$8,500.00	
25205 GEAR UP NM State Initiatives	1000 Instruction	55817 Student Travel	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	0000 No Job Class		\$1,200.00	\$1,200.00	
25205 GEAR UP NM State Initiatives	1000 Instruction	56113 Software	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	0000 No Job Class		\$1,024.75	\$1,024.75	
25205 GEAR UP NM State Initiatives	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (PreK-12) Programs	001118 Christine Duncan Heritage Academy	0000 No Job Class		\$5,600.00	\$5,600.00	
25205 GEAR UP NM State Initiatives	2200 Support Services- Instruction	53330 Professional Development	0000 No Program	001118 Christine Duncan Heritage Academy	0000 No Job Class		\$12,090.00	\$12,090.00	
Sub Total							\$76,875.75		0.30
Indirect Cost									
DOC. TOTAL							\$76,875.75		

Justification:

To input FY26 budget based on full award attached.

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Christine Duncan Heritage Academy

Do not write in gray boxes; read directions to insert more lines above the gray boxed line

	Category Subtotals	Category	Itemized Amount	FY 2026 GEAR UP Budget Item Description
1	\$34,674.00	PROFESSIONAL SALARIES	\$32,592.00	Math Intervention Teacher(s) MS (.3 FTE)
			\$1,782.00	After School Tutor(s) MS: 1 at \$33/hr-1hrs/day- 2 days/wk- 27 wks/yr
			\$300.00	Stipend for Chaperone(s) Stem Girls Conference
2	\$13,787.00	EMPLOYEE BENEFITS	\$13,620.00	Math Intervention Teacher(s) MS (.3 FTE)
			\$143.00	After School Tutor(s) (8%)
			\$24.00	Stipend for Chaperone(s) (8%)
3	\$10,400.00	TRAVEL	\$600.00	Transportation for Middle School Students to UNM for College Visit Day
			\$600.00	Transportation to Stem Girls Conference
			\$4,600.00	Mid School Math Conference/ 2 days to include transportation, 2 nights lodging, and 2 days per diem (2300 per attendee)
			\$4,600.00	2024 AVID Summer Institute for 2 to include airfare, 4 nights lodging, and 5 days per diem (\$2300 per attendee)
4	\$2,500.00	MATERIALS AND SUPPLIES	\$1,000.00	Mid School Math Intervention Supplies
			\$1,500.00	Gear Up Week Supplies, 8th grade transition and CEO meetings
5	\$8,500.00	CONSULTANTS AND CONTRACTS	\$2,500.00	MidSchool Math Licensing and Hosting
			\$6,000.00	Youth Leadership Summit
6	\$3,100.00	FOOD	\$2,500.00	GU Week Incentives, CEO meetings and projects, career and college visits
			\$600.00	Snacks for Math tutoring
7	\$0.00	EQUIPMENT (Single item ≥ \$5000)		
8	\$3,914.75	OTHER	\$1,024.75	Avid Membership (25% shared with ATDA who pays 75%)
			\$790.00	Registration for two at Mid School Math Conference
			\$2,100.00	Registration for 2023 AVID Summer Institute for two
	\$76,875.75	Total		Do not type in this space
		Award		Do not type in this space
	\$76,875.75	Difference		Do not type in this space

Christine Duncan Heritage Academy

I, the undersigned, acknowledge by my signature that the information contained in this report is accurately represented. Per the Grant Agreement, by accepting GEAR UP funds, the District is agreeing to upholding all minimum Standards of Practice, policies, procedures, rules, regulation, State, and Federal laws to ensure services to students are delivered uninterrupted. In the event of a vacancy, the District Superintendent or Designee will appoint a GU designee to ensure continuity of service delivery.

DocuSigned by:
Jesus Moncada
7738C6BC72EA418...
Name of School District Superintendent

Jesus Moncada
Signature School District Superintendent

5/19/2025
Date

Kyle Hunt
Name of School District Business Manager or Fiscal Officer

DocuSigned by:
Kyle Hunt
F46AFDAEB80548E...
Signature of School District Business Manager or Fiscal Officer

5/20/2025
Date

Melissa Mendonca
Name of Program Coordinator

DocuSigned by:
Melissa Mendonca
2BD7A0E5C93F47C...
Signature of Program Coordinator

5/20/2025
Date

Corine Frankland
Name of GEAR UP New Mexico Director

Corine Frankland
Signature GEAR UP New Mexico Director

5/28/25
Date

Rachel Zintgraff
Name of Regional Coordinator

DocuSigned by:
Rachel Zintgraff
DE48ABDB0E1B4D1...
Signature of Regional Coordinator

5/20/2025
Date

Shellie Garcia
Name of GEAR UP New Mexico Fiscal Officer

Shellie Garcia
Signature of GEAR UP New Mexico Fiscal Officer

5/28/25
Date

Christine Duncan Heritage Academy

Bank Account Reconciliation Report (Bank Reconciliation)

Accounting Cycle: FY25-26; Bank: Wells Fargo Main - Main Back Account; Bank Account: *****4409 - Main; Statement Date: 11/30/2025; Include Unposted Transactions: No; Created On: 12/14/2025 12:23:09 PM

Last Reconciled	Beginning Balance	Statement Date	Ending Balance		
10/31/2025	\$355,787.08	11/30/2025	\$291,048.71		
Date	Source Document	Item Number	Description	Deposit	Withdrawal
10/20/2025	106	16135	Alpine Protection LLC		\$399.90
10/20/2025	106	16136	Amaro's Carpet Cleaning		\$755.12
10/20/2025	106	16142	Quill Corporation		\$4,751.46
10/20/2025	106	16144	Savvas Learning Company, LLC		\$10,231.39
10/20/2025	106	16146	Skill Struck Inc		\$10,000.00
10/20/2025	106	16147	Upkeep Mechanical		\$662.96
10/20/2025	107	16149	Books del Sur, LLC		\$929.11
10/20/2025	107	16151	City of Albuquerque		\$300.00
10/20/2025	107	16154	Koala Tee Screenprinting		\$1,183.20
10/20/2025	107	16157	MidSchool Math, LLC		\$2,495.00
10/20/2025	107	16158	Pack Your Maxx LLC		\$624.36
10/20/2025	107	16162	Walsh Gallegos Kyle Robinson & Roalson P.C.		\$1,188.43
10/20/2025	107	16163	West Mesa Lock & Safe, LLC		\$121.24
10/29/2025	110	16167	Amazon		\$3,391.63
10/29/2025	110	16168	Association of Charter School Education Services		\$84,319.10
10/29/2025	110	16169	Oriental Trading		\$220.93
10/29/2025	110	16170	Quill Corporation		\$12,395.86
10/29/2025	110	16171	Savvas Learning Company, LLC		\$17,628.42
11/3/2025	11-03	11-03	NNMC:APS	\$92,786.89	
11/3/2025	26-1103-1		NM Tax & Rev Dept - WC		\$561.60
11/4/2025	26-1104-1		NM Department of Workforce Solutions		\$3,038.49
11/6/2025	26-1106-1		Direct Deposit		\$198,504.40
11/7/2025	11-07a	11-07a	Activity:Thanksgiving Dinner	\$508.00	
11/7/2025	11-07b	11-07b	Activity:APS;Thanksgiving Dinner	\$117,095.70	
11/7/2025	112	16172	Adriana Pedroza de Arredondo		\$59.00
11/7/2025	112	16174	Cooperative Educational Services		\$2,212.92
11/7/2025	112	16175	DSI Technologies LLC		\$37,732.25
11/7/2025	112	16176	Hanay Escobar-Varela		\$59.00
11/7/2025	112	16178	Maria De La Luz Resendiz Sotelo		\$59.00
11/7/2025	112	16181	Rising Sun Technologies		\$8,332.00
11/7/2025	112	16182	T-Mobile		\$635.00
11/7/2025	26-1107-1		NM Retiree Health Care Authority		\$16,838.79
11/7/2025	26-1107-2		NM Public Schools Insurance Authority		\$38,469.32
11/10/2025	11-10	11-10	State USDA;USDA September 2025	\$70,226.19	

11/12/2025	00007036	00007036	CASC November 2025		\$284.38
11/12/2025	11-12	11-12	Activity;Thanksgiving Dinner	\$2,158.00	
11/12/2025	26-1112-1		Internal Revenue Service		\$62,808.63
11/13/2025	11-13	11-13	Thanksgiving Dinner;Activity;NMB&T/UMB;SEG Nov 2025	\$741,614.04	
11/14/2025	11-14	11-14	Activity;Thanksgiving Dinner;APS	\$12,680.80	
11/14/2025	119	16185	ABCWUA		\$1,295.37
11/14/2025	119	16186	AJF Enterprises Inc		\$3,536.57
11/14/2025	119	16188	Albuquerque Charter School League		\$1,350.00
11/14/2025	119	16189	Alpine Protection LLC		\$1,779.80
11/14/2025	119	16190	Amaro's Carpet Cleaning		\$485.43
11/14/2025	119	16191	Association of Charter School Education Services		\$107,718.90
11/14/2025	119	16193	Books del Sur, LLC		\$4,300.00
11/14/2025	119	16195	Charter School Nursing Services Inc.		\$3,470.90
11/14/2025	119	16196	Comcast		\$441.70
11/14/2025	119	16197	Cooperative Educational Services		\$4,589.76
11/14/2025	119	16198	Dual Language Education of NM		\$1,024.00
11/14/2025	119	16199	Entravision Communications Co.		\$2,367.75
11/14/2025	119	16200	Ephesus		\$170.00
11/14/2025	119	16201	Unite Private Networks		\$87.03
11/14/2025	119	16202	Gym closet		\$1,503.15
11/14/2025	119	16203	Herrera School Buses and Coaches, Inc.		\$1,875.00
11/14/2025	119	16204	Legends of Learning		\$4,045.00
11/14/2025	119	16205	New Mexico Association of School Business Officials		\$1,090.00
11/14/2025	119	16207	Oriental Trading		\$263.92
11/14/2025	119	16208	Preventive Pest Control		\$418.66
11/14/2025	119	16210	Sandia Office Supply		\$4,774.29
11/14/2025	119	16211	School Nurse Supply, Inc.		\$379.29
11/14/2025	119	16212	Directional Ad-Vantage Holdings		\$345.00
11/14/2025	119	16213	Albuquerque Public Schools		\$15.00
11/14/2025	119	16215	Upkeep Mechanical		\$1,420.17
11/14/2025	119	16216	Wilson Language Training Corporation		\$1,276.20
11/14/2025	119	16217	Worthington Direct Holdings LLC		\$4,131.23
11/14/2025	120	16218	ACE C&E LLC		\$2,500.00
11/17/2025	11-17	11-17	Thanksgiving Dinner;Sandoval HB-33;CYFD Dinner	\$31,161.85	
11/17/2025	121	16220	Angel Hernandez		\$75.00
11/17/2025	121	16224	Cynthia Salas		\$75.00
11/17/2025	121	16225	Elsa Medina Dominguez		\$75.00
11/17/2025	121	16226	Gladys Alejandra Gallegos Diaz		\$75.00
11/17/2025	121	16228	Karina Ornelas		\$75.00
11/17/2025	121	16229	Liseth Esqueda		\$75.00
11/17/2025	121	16233	Maria Resendiz Sotelo		\$75.00
11/17/2025	121	16235	Pamela Tianguistengo		\$75.00
11/17/2025	121	16236	Christine Duncan Heritage Academy		\$75.00

11/17/2025	26-1117-1		NM Educational Retirement Board		\$162,969.94
11/18/2025	11-18	11-18	T-Shirt Sales;Thanksgiving Dinner;Sandoval SB-9	\$283.09	
11/19/2025	11-19a	11-19a	Thanksgiving Dinner	\$126.00	
11/19/2025	11-19b	11-19b	Thanksgiving Dinner	\$109.00	
11/20/2025	11-20a	11-20a	Activity;HB33;SB-9	\$1,294.32	
11/20/2025	11-20b	11-20b	Thanksgiving Dinner;Activity	\$574.50	
11/20/2025	122	16242	Bonsai Tree Trimming, LLC		\$4,461.06
11/20/2025	122	16243	Diana Barraza Rios		\$300.00
11/20/2025	122	16245	Graciela I Saucedo Ortiz		\$300.00
11/20/2025	122	16246	Hector Vazquez Loya		\$59.00
11/20/2025	122	16248	Janet Verduzco		\$59.00
11/20/2025	122	16249	Jennifer Perea Lopez		\$59.00
11/20/2025	122	16253	Maria De La Luz Resendiz Sotelo		\$270.00
11/20/2025	122	16254	Maria Teresa Resendiz Sotelo		\$300.00
11/20/2025	122	16255	Teresa Sierra Sotelo		\$359.00
11/20/2025	26-1120-1		Direct Deposit		\$197,894.36
11/21/2025	26-1121-1		NM Taxation & Revenue Department		\$15,870.69
11/21/2025	PR26-10		Hernandez, Nidia		\$0.00
11/21/2025	PR26-10		Villarreal, Giovanni Y		\$0.00
11/24/2025	126		Saylor Family Trust		\$53,002.49
11/24/2025	126	999173	CliftonLarsonAllen LLP		\$18,726.75
11/24/2025	126	999174	De Lage Landen Financial Services, Inc.		\$1,204.09
11/24/2025	26-1124-1		Aflac		\$999.36
Sub Total				\$1,070,618.38	\$1,135,356.75

Christine Duncan Heritage Academy

Bank Account Reconciliation Report (Outstanding)

Accounting Cycle: FY25-26; Bank: Wells Fargo Main - Main Back Account; Bank Account: *****4409 - Main; Statement Date: 11/30/2025; Include Unposted Transactions: No; Created On: 12/14/2025 12:23:10 PM

Last Reconciled		Beginning Balance	Statement Date		
10/31/2025		(\$162,119.15)	11/30/2025		
Date	Source Document	Item Number	Description	Deposit	Withdrawal
7/23/2024	15	15351	April Kron		\$105.66
9/20/2024	25	15486	Pack Your Maxx LLC		\$524.28
2/7/2025	51	15707	Josefina Chavez		\$59.00
2/7/2025	51	15738	Zia Promotional Products		\$413.00
2/18/2025	54	15751	Unite Private Networks		\$870.35
4/7/2025	60	15814	Comcast		\$2.50
4/7/2025	60	15827	School Nurse Supply, Inc.		\$61.00
5/15/2025	70	15902	AJF Enterprises Inc		\$1,477.80
5/15/2025	70	15907	Comcast		\$136.69
5/30/2025	72	15935	Roberto Muro		\$14.96
6/12/2025	79	15954	CustomInk		\$481.00
6/24/2025	82	15975	Star Sales Distributing Inc		\$6,227.00
6/30/2025	89	16012	Carlos Caraveo		\$59.00
6/30/2025	89	16022	Yajaira Herrera Arguelles		\$88.80
11/7/2025	112	16173	Bilingual Multicultural Services, Inc.		\$14,852.25
11/7/2025	112	16177	Lakeshore Learning		\$38,700.77
11/7/2025	112	16179	Procurify		\$6,825.00
11/7/2025	112	16180	Public Charter Schools of New Mexico		\$8,292.50
11/7/2025	112	16183	Vista Higher Learning INC		\$53,976.56
11/7/2025	112	16184	Voyager Sopris		\$4,800.00
11/14/2025	119	16187	Albert Sanchez Bus Co		\$325.00
11/14/2025	119	16192	Bilingual Multicultural Services, Inc.		\$8,394.75
11/14/2025	119	16194	Brady Industries, LLC		\$9,143.49
11/14/2025	119	16206	Newsela Inc		\$13,395.02
11/14/2025	119	16209	Rising Sun Technologies		\$3,120.00
11/14/2025	119	16214	TouchMath LLC		\$6,800.64
11/17/2025	121	16219	Adrianna Jabalera		\$75.00
11/17/2025	121	16221	Aubrey Chavey		\$75.00
11/17/2025	121	16222	Blair Sandoval		\$75.00
11/17/2025	121	16223	Crystal Archuleta		\$75.00
11/17/2025	121	16227	Isaiah Gallegos		\$75.00
11/17/2025	121	16230	Lorena Garcia		\$75.00
11/17/2025	121	16231	Maria Castro Aguirre		\$75.00
11/17/2025	121	16232	Maria Olivas		\$75.00
11/17/2025	121	16234	Misty Chavez		\$75.00
11/17/2025	121	16237	Ruth Rodriguez		\$75.00
11/17/2025	121	16238	Toni Giddings		\$75.00
11/20/2025	122	16239	Adriana Pedroza de Arredondo		\$300.00
11/20/2025	122	16240	Angelique M Rodriguez		\$59.00
11/20/2025	122	16241	Arlyn Flores		\$300.00
11/20/2025	122	16244	Elisa B Ruiz		\$300.00
11/20/2025	122	16247	Isabel F Behncke		\$59.00
11/20/2025	122	16250	Kittim Jhudanem Castillo Galaviz		\$300.00
11/20/2025	122	16251	Layla J Montoya		\$59.00
11/20/2025	122	16252	Luis Navarro Avila		\$59.00
11/20/2025	122	16256	Williams Ramon Molero		\$59.00
Sub Total					\$181,467.02

Christine Duncan Heritage Academy

Bank Account Reconciliation Report (GL Reconciliation)

Accounting Cycle: FY25-26; Bank: Wells Fargo Main - Main Back Account; Bank Account: *****4409 - Main; Statement Date: 11/30/2025; Include Unposted

Transactions: No; Created On: 12/14/2025 12:23:10 PM

	Bank Reconciliation +	Outstanding	Expected GL -	Actual GL 1	Difference
Beginning Balance	\$355,787.08 +	(\$162,119.15) =	\$193,667.93 -	\$193,667.93 =	\$0.00
Deposits/Debits	\$1,070,618.38 +	\$0.00 =	\$1,070,618.38 -	\$1,070,618.38 =	\$0.00
Withdrawals/Credits	(\$1,135,356.75) +	(\$19,347.87) =	(\$1,154,704.62) -	(\$1,154,704.62) =	\$0.00
Sub Total	\$291,048.71	(\$181,467.02)	\$109,581.69	\$109,581.69	\$0.00

Commercial Checking Acct Public Funds

Account number: *****4409 ■ November 1, 2025 - November 30, 2025 ■ Page 1 of 3



CHRISTINE DUNCAN'S HERITAGE ACADEMY
1900 ATRISCO DR NW
ALBUQUERQUE NM 87120-1146

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)
NEW Mexico Wholesale
PO Box 63020
San Francisco, CA 94163

Account summary

Commercial Checking Acct Public Funds

<i>Account number</i>	<i>Beginning balance</i>	<i>Total credits</i>	<i>Total debits</i>	<i>Ending balance</i>
*****4409	\$355,787.08	\$1,070,619.38	-\$1,135,357.75	\$291,048.71

Credits

Electronic deposits/bank credits

<i>Effective date</i>	<i>Posted date</i>	<i>Amount</i>	<i>Transaction detail</i>
11/03		92,786.89	Post Verify Deposit
11/06		0.48	Umb Verification Acctverify Christine Her Christine Her
11/06		0.52	Umb Verification Acctverify Christine Her Christine Her
11/07		508.00	Post Verify Deposit
11/07		117,095.70	Post Verify Deposit
11/10		10,148.42	State of NEW Mex Vndr Pymt Nmap0002433332 USDA September 2025-State USDA September 2025-Sta
11/10		60,077.77	State of NEW Mex Vndr Pymt Nmap0002433185 USDA September 2025 USDA September 2025
11/12		2,158.00	Post Verify Deposit
11/13		500.00	Heartland Financ Cb Reward 251112 429824xxxxx8347 Hunt
11/13		500.00	Heartland Financ Cb Reward 251112 429824xxxxx8347 Hunt
11/13		500.00	Heartland Financ Cb Reward 251112 429824xxxxx8347 Hunt
11/13		500.00	Heartland Financ Cb Reward 251112 429824xxxxx8347 Hunt
11/13		500.00	Heartland Financ Cb Reward 251112 429824xxxxx8347 Hunt
11/13		500.00	Heartland Financ Cb Reward 251112 429824xxxxx8347 Hunt
11/13		2,403.00	Post Verify Deposit
11/13		736,211.04	APS Payments Christine Dncn Christine Duncan Ha Cs
11/14		12,680.80	Post Verify Deposit
11/17		152.23	Sandoval County ACH Paymen 742387 October 2025 Dist APS Hb-33
11/17		579.00	Post Verify Deposit
11/17		30,430.62	State of NM Earlychild Nmap0002438232 Christine Duncan Herit
11/18		78.09	Sandoval County ACH Paymen 754531 October 2025 Dist APS Sb-9
11/18		205.00	Post Verify Deposit
11/19		109.00	Post Verify Deposit



Electronic deposits/bank credits (continued)

<i>Effective date</i>	<i>Posted date</i>	<i>Amount</i>	<i>Transaction detail</i>
	11/19	126.00	Post Verify Deposit
	11/20	100.00	Post Verify Deposit
	11/20	574.50	Post Verify Deposit
	11/20	1,194.32	Bernalillo Count Distr_Pymt Christine Duncans Heri
		\$1,070,619.38	Total electronic deposits/bank credits
		\$1,070,619.38	Total credits

Debits

Electronic debits/bank debits

<i>Effective date</i>	<i>Posted date</i>	<i>Amount</i>	<i>Transaction detail</i>
	11/03	2.49	< Business to Business ACH Debit - Appfolio, Inc. F Web Pmts 110325 Zbj1M5 Christine Duncan's Her
	11/03	561.60	< Business to Business ACH Debit - Tax_Rev_Wkc_Ecks Trd Pmnt 251031 1974138240 Christine Duncan's Her
	11/03	18,726.75	< Business to Business ACH Debit - Cla Payer Expres Web Pay 251031 L251566958 Christine Duncan Herit
	11/03	53,000.00	< Business to Business ACH Debit - Saylor Family Tr Web Pmts 110325 H0C4Td Christine Duncan's Her
	11/04	3,038.49	< Business to Business ACH Debit - State of NM Dws Ui Payment 2555932 Christina Duncan Commu
	11/06	198,504.40	ACH Prep Origintn - Christine Duncan - File 7878782339 Coid 1205009183
	11/06	1.00	Umb Verification Acctverify Christine Her Christine Her
	11/07	16,838.79	ACH Prep Origintn - Christine Duncan - File 7878782339 Coid 1205009183
	11/07	38,469.32	ACH Prep Origintn - Christine Duncan - File 7878782339 Coid 1205009183
	11/12	284.38	Client Analysis Svc Chrg 251110 Svc Chge 1025 00000*****4409
	11/12	62,808.63	< Business to Business ACH Debit - IRS Usataxpymt 111225 270571685112640 Christine Duncans Heri
	11/17	162,969.94	< Business to Business ACH Debit - Nmerb Web Pay 251114 02353 Christine Duncan Herit
	11/18	268.17	< Business to Business ACH Debit - Leasedirect 15146_1 251117 1591466 Inv# 592722165 Due 11/15/25 Rec# 1010343553
	11/18	935.92	< Business to Business ACH Debit - Leasedirect 15146_1 251117 1591466 Inv# 592721638 Due 11/15/25 Rec# 1010361527
	11/20	107,718.90	ACH Prep Origintn - Christine Duncan - File 7878782339 Coid 1205009183
	11/20	197,894.36	ACH Prep Origintn - Christine Duncan - File 7878782339 Coid 1205009183
	11/21	15,870.69	< Business to Business ACH Debit - Tax_Rev_Wwt_Ecks Trd Pmnt 251120 xxxxx2256 Christine Duncan Herit
	11/24	415.70	< Business to Business ACH Debit - AFLAC Columbus Achpmt 251122 xxxxx0800 L7U9611942901
	11/24	583.66	< Business to Business ACH Debit - AFLAC Columbus Achpmt 251122 xxxxx0784 L7U9693368901
		\$878,893.19	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>
16135	399.90	11/10	16182	635.00	11/26	16213	15.00	11/24
16136	755.12	11/18	16185*	1,295.37	11/18	16215*	1,420.17	11/28
16142*	4,751.46	11/03	16186	3,536.57	11/21	16216	1,276.20	11/20
16144*	10,231.39	11/05	16188*	1,350.00	11/21	16217	4,131.23	11/24
16146*	10,000.00	11/20	16189	1,779.80	11/24	16218	2,500.00	11/17
16147	662.96	11/03	16190	485.43	11/18	16220*	75.00	11/24
16149*	929.11	11/04	16193*	4,300.00	11/20	16224*	75.00	11/20
16151*	300.00	11/03	16195*	3,470.90	11/18	16225	75.00	11/19
16154*	1,183.20	11/04	16196	441.70	11/24	16226	75.00	11/21
16157*	2,495.00	11/07	16197	4,589.76	11/18	16228*	75.00	11/19
16158	624.36	11/07	16198	1,024.00	11/20	16229	75.00	11/19
16162*	1,188.43	11/04	16199	2,367.75	11/20	16233*	75.00	11/21
16163	121.24	11/05	16200	170.00	11/20	16235*	75.00	11/19
16167*	3,391.63	11/20	16201	87.03	11/20	16236	75.00	11/24
16168	84,319.10	11/07	16202	1,503.15	11/26	16242*	4,461.06	11/20
16169	220.93	11/10	16203	1,875.00	11/18	16243	300.00	11/24
16170	12,395.86	11/13	16204	4,045.00	11/26	16245*	300.00	11/20
16171	17,628.42	11/14	16205	1,090.00	11/19	16246	59.00	11/28
16172	59.00	11/13	16207*	263.92	11/20	16248*	59.00	11/24
16174*	2,212.92	11/18	16208	418.66	11/19	16249	59.00	11/25
16175	37,732.25	11/12	16210*	4,774.29	11/18	16253*	270.00	11/21
16176	59.00	11/25	16211	379.29	11/20	16254	300.00	11/24
16178*	59.00	11/14	16212	345.00	11/20	16255	359.00	11/26
16181*	8,332.00	11/12						
			\$256,464.56	Total checks paid				

* Gap in check sequence.

\$1,135,357.75 Total debits

Daily ledger balance summary

<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>
10/31	355,787.08	11/12	92,835.68	11/20	328,541.38
11/03	370,568.71	11/13	821,994.86	11/21	307,364.12
11/04	364,229.48	11/14	816,988.24	11/24	299,188.03
11/05	353,876.85	11/17	682,680.15	11/25	299,070.03
11/06	155,372.45	11/18	662,300.36	11/26	292,527.88
11/07	130,229.58	11/19	660,726.70	11/28	291,048.71
11/10	199,834.94				
Average daily ledger balance		\$380,819.21			