



LEGISLATIVE BUDGET BOARD

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MEMORANDUM

October 15, 2021

Agency Head and Financial Officers
State Executive and Judicial Agencies, Departments, and Courts

Subject: Operating Budget Instruction—Fiscal Year 2022. Submission Deadline: December 1, 2021

The 2022-23 General Appropriations Act (Senate Bill 1, Article IX, Section 7.01, Eighty-seventh Legislature, Regular Session) provides that itemized operating budgets be filed with the Governor's Budget and Policy Division and the Legislative Budget Board (LBB) each fiscal year by December 1. To assist in the preparation of your fiscal year 2022 operating budget, instructions may be found on the LBB web page at www.lbb.state.tx.us/Agencies_Portal.aspx.

Agencies and courts will file operating budgets electronically, through the Automated Budget and Evaluation System of Texas (ABEST), to the LBB. As with the 2022-23 Legislative Appropriations Requests, agencies and courts are asked to post their budget submissions for fiscal year 2022 on their web sites within (5) days of the electronic filing. Agencies and courts will provide electronic PDF copies of their operating budgets to the LBB and the Governor's Budget and Policy Division, and will continue to provide bound paper copies to the agencies as provided in the instructions. A certification of the integrity of the dual submissions, and assurance that the ABEST submission and the PDF copy are one and the same, must be provided to the two budget offices in the form indicated in the instructions within seven (7) days of the electronic filing. Please be prepared to provide hard copies to the legislative offices upon request.

Any questions regarding these instructions should be directed to your assigned analyst in either budget office.

Handwritten signature of Sarah Hicks in black ink.

Sarah Hicks
Director, Governor's Office
Budget and Policy Division

Handwritten signature of Jerry McGinty in black ink.

Jerry McGinty
Director, Legislative Budget Board