



**Legislative Budget Board**  
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Austin, TX 78701  
(512) 463-1200

**Governor's Office of  
Budget and Policy**  
1100 San Jacinto, 4<sup>th</sup> Floor  
Austin, TX 78701  
(512) 463-1778

## MEMORANDUM

October 13, 2023

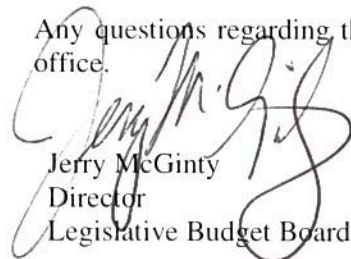
**TO:** State Agency Board/Commission Chairs  
State Agency Heads/Executive Directors  
Appellate Court Justices and Judges  
Chancellors, Presidents, and Directors of Institutions and Agencies of Higher Education

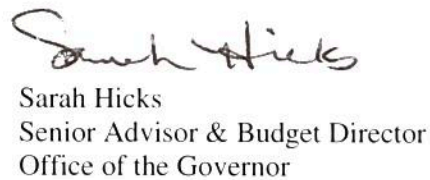
**Subject:** Operating Budget Instructions, FY 2024. Submission Deadline: December 1, 2023.

The 2024-25 General Appropriations Act (House Bill 1, Article IX, Section 7.01, Eighty-eighth Legislature, Regular Session, 2023) provides that itemized operating budgets be filed with the Governor's Office, 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 2024 operating budget, instructions may be found on the LBB website at [https://www.lbb.texas.gov/Agencies\\_Portal.aspx](https://www.lbb.texas.gov/Agencies_Portal.aspx)

Agencies and courts will file operating budgets to the LBB electronically through the Automated Budget and Evaluation System of Texas (ABEST). As with the 2024-25 Legislative Appropriations Requests, agencies and courts are asked to post their budget submissions for fiscal year 2024 on their websites within five (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 Office, 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.

  
Jerry McGinty  
Director  
Legislative Budget Board

  
Sarah Hicks  
Senior Advisor & Budget Director  
Office of the Governor