



## LEGISLATIVE BUDGET BOARD

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### MEMORANDUM

**TO:** Agency Heads and Financial Officers  
State Executive and Judicial Agencies, Departments, and Courts

**FROM:** Sarah Hicks, Director, Governor's Office Budget Division  
Sarah Keyton, Assistant Director, Legislative Budget Board  
John McGeady, Assistant Director, Legislative Budget Board

**DATE:** October 17, 2019

**SUBJECT:** Operating Budget Instruction—Fiscal Year 2020  
Submission Deadline: December 1, 2019

The 2020-21 General Appropriations Act (House Bill 1, Article IX, Section 7.01, Eighty-sixth Legislature, Regular Session) provides that itemized operating budgets be filed with the Governor's Budget Division and the Legislative Budget Board (LBB) each fiscal year by December 1. To assist in the preparation of your fiscal year 2020 operating budget, instructions may be found on the LBB web page at [www.lbb.state.tx.us/Agencies\\_Portal.aspx](http://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 2020-21 Legislative Appropriations Requests, agencies and courts are asked to post their budget submissions for fiscal year 2020 on their web sites within (5) days of the electronic filing. Agencies and courts will provide electronic PDF copies of their initial and, if revised, final operating budgets to the LBB and the Governor's Budget Division, and will continue to provide bound paper copies to other 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.

As always, we appreciate your cooperation.