



LEGISLATIVE BUDGET BOARD

Robert E. Johnson Bldg.
1501 N. Congress Ave. - 5th Floor
Austin, TX 78701

512/463-1200
Fax: 512/475-2902
<http://www.lbb.state.tx.us>

MEMORANDUM

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

FROM: Mary Katherine Stout, Director, Governor's Office of Budget, Planning and Policy *MKS*
John O'Brien, Director, Legislative Budget Board *Job*

DATE: October 28, 2009

SUBJECT: Operating Budget Instructions—Fiscal Year 2010
Submission Deadline: December 1, 2009

The 2010-11 General Appropriations Act (Senate Bill 1, Article IX, Section 7.01, Eighty-first Legislature, Regular Session) provides that itemized operating budgets be filed with the Governor's Office of Budget, Planning and Policy (GOBPP) and the Legislative Budget Board (LBB) each fiscal year. To assist in the preparation of your fiscal year 2010 operating budget, instructions may be found on the LBB web page at <http://www.lbb.state.tx.us>.

Agencies and courts will file operating budgets electronically, through the Automated Budget and Evaluation System of Texas (ABEST), to the LBB. As with the 2010-11 Legislative Appropriations Requests, agencies and courts are asked to post their budget submissions for fiscal year 2010 on their web sites within (5) days of the electronic filing. Agencies and courts will continue to provide hard copies to the LBB, GOBPP, and other agencies as provided in the instructions. A certification of the integrity of the dual submissions, and assurance that the electronic and the hard 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.