



MEMORANDUM

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

FROM: Mike Morrissey, Director, Governor's Office of Budget, Planning and Policy
John O'Brien, Deputy Director, Legislative Budget Board

DATE: October 26, 2005

SUBJECT: Operating Budget Instructions—Fiscal Year 2006
Submission Deadline: December 1, 2005

The 2006–07 General Appropriations Act (Senate Bill 1, Article IX, Section 7.01, Seventy-ninth 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 2006 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. 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 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.