

# Legislative Appropriation Request 2010-2011

## Preparation Guide

### Calendar

Friday	<b>July 25, 2008 5:00pm</b>	<b>Documents Due</b>  <b><u>Administrator's Statement</u></b> Return to Terry Pankratz, Vice President for Finance & CFO  <b><u>All other LAR documents</u></b> Email to Tracy Foster – <a href="mailto:tfoster@vpfn.tamu.edu">tfoster@vpfn.tamu.edu</a>
	????	Administrator's Statement due to SAGO for review
	<b>End of July??</b>	LAR due to SAGO
Wednesday	<b>August 13, 2008</b>	LAR due to LBB

### Contact Information

Tracy Foster	VP Finance	862-2364	<a href="mailto:tfoster@vpfn.tamu.edu">tfoster@vpfn.tamu.edu</a>
Kelli Holt	VP Finance	862-1732	<a href="mailto:kholt@vpfn.tamu.edu">kholt@vpfn.tamu.edu</a>
Terry Spang	EVP Provost	845-4016	<a href="mailto:tspang@tamu.edu">tspang@tamu.edu</a>
Jane Schneider	VP Facilities	845-6917	<a href="mailto:jane-schneider@tamu.edu">jane-schneider@tamu.edu</a>
Deborah Wright	VP Finance	862-1622	<a href="mailto:deb-wright@tamu.edu">deb-wright@tamu.edu</a>
Courtney Trolinger	VP Governmental Affairs	512-542-7830	<a href="mailto:Ck-trolinger@tamu.edu">Ck-trolinger@tamu.edu</a>

### Web Links

LBB (Legislative Budget Board)	<a href="http://www.lbb.state.tx.us/">http://www.lbb.state.tx.us/</a>
Higher Education Instructions	<a href="http://www.lbb.state.tx.us/LAR/LAR-81R_HigherEd_Schedules_0508.pdf">http://www.lbb.state.tx.us/LAR/LAR-81R_HigherEd_Schedules_0508.pdf</a>
FY 2008-09 LAR	<a href="http://finance.tamu.edu/budget/reports/FAMIS-Reports/TAMU-LAR_2008-2009.pdf">http://finance.tamu.edu/budget/reports/FAMIS-Reports/TAMU-LAR_2008-2009.pdf</a>

June 6, 2008 - TRB and Exceptional Items (drafts) due to Governmental Relations

Mid July - Administrators Statement (draft) due to Governmental Relations

- TRB and Exceptional Items (final) due to Governmental Relations

**Document and Responsibility List**

<u>Goal</u>	<u>Strategy</u>	<u>Document</u>	<u>Prepared By:</u>	<u>Character Limit</u>
		Administrator's Statement	Dr. Murano/C. Trolinger	22,000
		Organizational Chart	Russell Cross	
		Certification of Dual Submissions (Signed By)	Dr. Murano/Pankratz/BOR Chair	
		Summary of Request	Tracy Foster	
<b>A.</b>		<b>Instruction/Operations</b>		
	<b>A.1.1</b>	Operations Support	Terry Spang	1,600
	<b>A.1.2</b>	Teaching Experience Supplement	Terry Spang	1,600
	<b>A.1.3</b>	Staff Group Insurance	Tracy Foster	1,600
	<b>A.1.4</b>	Workers' Compensation Insurance	Tracy Foster	1,600
	<b>A.1.5</b>	Texas Public Education Grants	Tracy Foster	1,600
	<b>A.1.6</b>	Organized Activities (Vet Teaching Hospital)	Terry Spang	1,600
<b>B.</b>		<b>Infrastructure Support</b>		
	<b>B.1.1</b>	E&G Space Support	Jane Schneider	1,600
	<b>B.1.2</b>	Tuition Revenue Bond Retirement	Tracy Foster	1,600
<b>C.</b>		<b>Special Item Support</b>		
	<b>C.2.1</b>	Cyclotron Institute	Terry Spang	1,600
	<b>C.2.2</b>	Sea Grant Program	Terry Spang	1,600
	<b>C.2.3</b>	Energy Resources Program	Terry Spang	1,600
	<b>C.2.4</b>	Public Policy Resource Laboratory	Terry Spang	1,600
	<b>C.2.5</b>	Real Estate Research Center	Terry Spang	1,600
	<b>C.2.6</b>	Competitive Knowledge Fund	Terry Spang	1,600
	<b>C.3.1</b>	School of Architecture	Terry Spang	1,600
	<b>C.4.1</b>	Institutional Enhancement	Deborah Wright	1,600
	<b>C.4.2</b>	Summer School	Terry Spang	1,600
		Rider Revisions and Additions Request	Deborah Wright	
		Rider Appropriations and Unexpended Balances Request	Deborah Wright	
		Exceptional Item Request	Courtney Trolinger	1,600
		<b>Supporting Schedules</b>		
		Schedule 1: Other Educational, General, and Patient Income	Tracy Foster	
		Schedule 2: Grand Total, E&G, and Patient Income	Tracy Foster	
		Schedule 3A or 3B: Staff Group Insurance Data	Tracy Foster	
		Schedule 4: Calculation of OASI	Tracy Foster	
		Schedule 5: Calculation of Retirement Proportionality and Differential	Tracy Foster	
		Schedule 6: Capital Funding	SAGO Treas./Shelly Janac	
		Schedule 7: Current and Local Fund (General) Balances	Tracy Foster	
		Schedule 8: Personnel		
		A. FTE Positions		
		B. Salaries Paid by Fund Group	D. Wright/Mark Herzog	
		Schedule 9: Utility Expenditures	Jane Schneider	
		Schedule 10A: Proposed Tuition Revenue Bond (TRB) Projects	Shelly Janac	
		Schedule 10B: TRB Issuance History	SAGO Treasury	
		Schedule 10C: Revenue Capacity for TRB Projects	SAGO Treasury/Foster	
		Schedule 12A: Formula Strategies by NACUBO Functions of Cost	Foster/Holt	
		Schedule 12B: Object of Expense Detail for Formula Strategies and NACUBO Functions of Cost	Foster/Holt	
		6.A. Historically Underutilized Business (HUB)	Bruce Edwards/Rex Janne	
		6.G Homeland Security Funding Schedule	Foster/Holt	
		6.H. Estimated Total of All Funds Outside the General Appropriations Act Bill Pattern Schedule	Foster/Holt	
		6.I. 10% Biennial Base Reduction Options Schedule	Foster/Spang/Trolinger	

	Performance Measures	Terry Spang	
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