



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
Ursula Parks, Director, Legislative Budget Board

DATE: April 4, 2018

SUBJECT: 2018–19 Base Reconciliation
Submission Deadline: Staggered Beginning May 17th through June 7th

The development of the estimated 2018–19 base spending level is the first step of the 2020–21 Legislative Appropriations Request (LAR) process. Each state agency, appellate court, and institution of higher education is required to submit a 2018-19 base reconciliation for review and approval by its assigned analysts at the Legislative Budget Board (LBB) and Governor's Office, Budget Division (Governor's Office). The base approved by the LBB and the Governor's Office staff, with some possible adjustments, will become the basis for developing the 2020–21 Legislative Appropriations Request.

The 2018–19 base reconciliation will be entered directly into the Automated Budget and Evaluation System of Texas (ABEST). Each agency should submit a base reconciliation by the date identified in the submission schedule.

Step-by-step instructions, including a sample reconciliation and the submission schedule can be found on the LBB website at http://www.lbb.state.tx.us/Agencies_Portal.aspx → Instructions → Base Reconciliation.

If you have questions or need assistance, please contact the LBB or Governor's Office analyst assigned to your agency. We look forward to working with you on this very important stage of the appropriations process.