



LEGISLATIVE BUDGET BOARD

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MEMORANDUM

TO: Agency Heads and Financial Officers
State Executive and Judicial Agencies, Institutions of Higher Education, and Courts

FROM: Sarah Hicks, Director of Policy and Budget, Governor's Office
Jerry McGinty, Director, Legislative Budget Board

DATE: April 2, 2020

SUBJECT: 2020–21 Base Reconciliation
Submission Deadline: Staggered Beginning May 14th through June 4th

The development of the estimated 2020–21 base spending level is the first step of the 2022–23 Legislative Appropriations Request (LAR) process. Each state agency, appellate court, and institution of higher education is required to submit a 2020–21 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 2022–23 Legislative Appropriations Request.

The 2020–21 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.