



The Texas A&M University System

Budget Instructions

Pre-Legislative Close

FY 2020

General Guidelines

The Texas A&M University System (A&M System) is committed to serving the citizens of the state of Texas and understands that the valuable, but limited, resources provided to us must be utilized in the most efficient and effective manner and, as always, with the benefit of the state taxpayers foremost on our minds. The A&M System will continue to act as good stewards of the state of Texas' limited resources and will ensure the benefit to the state taxpayer is considered in every academic, research and service activity performed.

The A&M System remains focused on keeping the cost of attending our universities affordable, expanding student access, improving existing programs, developing new programs to meet new demands, expanding research and commercialization capabilities and implementing operational efficiencies through shared services, strategic outsourcing and other opportunities. Careful consideration must be given to maintaining the proper balance between tuition and fee increases and financial aid, and the effects these have on student access. The imperative of excellence in all we do and the reality of resource limitations in the state of Texas increase the difficulty of meeting these challenges and dictate that we devote our collective skills to ensuring that the productivity of all A&M System resources is optimized.

In preparation for the upcoming FY 2020 budget process, we will remain focused on keeping administrative costs low through the continued improvement of operational efficiencies. In addition, budget recommendations shall be prepared within the estimated funds available and reserve balances should only be used in special one-time situations or where a definite plan provides justification of a limited use of such balances. In self-supporting activities, total funds budgeted shall not exceed realistic estimates of income and balances brought forward. It is expected that government and private contracts will finance their proportionate share of increases being recommended. Recommendations for other operating expenses should be based upon careful estimates of actual needs, taking into account every possibility for savings. Every effort should be made to ensure that we are taking advantage of cost savings opportunities and reducing expenditures wherever possible. In addition, all budgetary projections should include provisions to accommodate items subject to possible inflationary increases during the course of this operating year.

Chief Executive Officers are authorized to begin the process of preparing the FY 2020 operating budgets within the limits of available resources. The System Office of Budgets and Accounting will provide detailed instructions to be used in the support of each phase of the review and approval process for the Chancellor and Board of Regents.

FY 2020 Budget Changes/Reminders:

Budget Patterns – No major changes to the revenue and expense patterns. Screen 557 in FAMIS can be used to view the System revenue and expense budget patterns.

Investment Income – Based on the projected investment return rates provided by Treasury Services on page 6, each member will be required to budget a realistic estimate of their FY 2020 investment income.

Lump Sum Vacation Payments (ACAP) – each member should determine whether or not an adjustment to their ACAP rate should be made to cover the projected lump sum vacation payouts for FY 2020. Lump sum amounts should include salaries and the associated FICA costs. The funds should be deposited in the established service department account that will be used for the disbursement of lump sum vacation payments. **See Attachment 5 for current rates.**

“OPEB” Other Post-Employment Benefits – Do not include OPEB in your FY 2020 budget. Beginning in FY 2012, OPEB expense and liability were recorded at the System level instead of the member level.

Service Department Activity Review – Please review your institution's set-up of service department activities to ensure accuracy and consistency. The information submitted during the budget process will be used as the basis for the Service Department agenda item. To aid in your review process, the System Office of Budgets and Accounting will provide a listing (by member) of all current service department activities. Please see page 4 for additional information.

FTE Caps – As part of the budget process, please keep in mind your institution's FTE cap (on appropriated funds) noted in the appropriation bill pattern. If you are going to request an increase in your cap, please provide the amount of your increase



and a justification along with your other supplemental items. These requests will be consolidated and submitted to the Board via an agenda item for approval. Appropriated funds may not be used to pay all or part of the salaries or benefits of a number of employees which would cause the number of full-time equivalent employees to exceed the lesser of either 110% of your cap or 50 FTE's. Institution's FTE cap should be monitored each quarter for compliance. **The justification of the request must include the types of positions requested and the number (Faculty, Staff or Administration). (Article IX, Section 6.10)**

NACUBO function - Many higher education institutions and systems, throughout Texas and the nation, present their expense budget in a NACUBO function format instead of a natural category format. The budget presentation (executive budget summary) will present this information for expenses by fund group and NACUBO function as well as in graph format. This information may also be presented to other entities (THECB, LBB, etc.) as requested. During the budget review process we will review the expense budget by comparing actual and budgeted expenses by NACUBO function.

Contract Reporting Reminder – Under Texas Government Code the following is required:

- Major Information Service Contracts – Higher Education is required to report these contracts that exceed \$1 million per Section 2054.008(c)
- Construction Projects – Must comply with reporting of all projects over \$14 thousand per Section 2166.2551
- Professional Services – Must comply with reporting all contracts over \$14 thousand per Section 2254.006. Professional Services are defined in 2254.002.
- Consulting Services – Higher Education is exempt per Section 2254.0301 (b)
- Major Contracts and Solicitation Documents – Higher Education is exempt from providing copies of these documents per Section 322.020 (f).

General Appropriations Act:

- Higher Education must report contracts greater than \$50,000 if paid with appropriated funds per Section 7.04 of Article IX in the 2014-15 GAA.

Calendar

The FY 2020 budget calendar (**Attachment 1**) is provided for your information.

Contact Information

A contact list (**Attachment 2**) of System Office staff is provided for your information and use on issues relating to the FY 2020 budget preparation process. A System member budget contact list (**Attachment 3**) is provided to facilitate coordination between members during the budget process (i.e., to coordinate changes to joint appointments, coordinate transfer from/to accounts, etc.). A budget distribution list has been created that can be used to disseminate budget information. The address for this distribution list is A&M System Budget Officers <AMS-BUDGETOFFICERS-L@listserv.tamu.edu>.

FAMIS Budget Module

Estimates for the FY 2020 annual operating budget will be entered in the FAMIS budget module. Members not using FAMIS as their accounting system must enter their budget information in the FAMIS budget module. Contact FAMIS Services for specific capabilities or instructions regarding automated methods of obtaining budget information from other source systems. The *Budget Preparation User's Manual* and the *Budget Reports Manual* are available for printing from the FAMIS website <http://it.tamus.edu/famis/documents/usermanuals/>. For the budget upload use the Business Objects report located under TAMUS Shared/Budget Report/Budget Upload FY2020.



Position Budget Application

The New Position Budget Application, found on Single Sign-on, will be the mechanism used to update individual personnel salaries to create salary budget reports and to feed that information to the FAMIS Budget Module (FBAU584). Only the Costing Data from this application will feed back to Workday. The Workday Merit Module will be used to assign merit, promotions, and adjustments to update salary information to Workday or members can use individual business process or an EIB. This new Position Budget Application should be available in June. Workday data will be fed to this application one-time using mid-May data. The application will allow members to make changes to positions, add merit, market adjustments, and promotions, etc. It is expected that the data entered in the application will be used later to enter into the Workday Merit Module. Data Warehouse will provide feeds from the application to FAMIS on a daily (including weekends) basis. Contact FAMIS Production to request the FBAU584 and FBAU672 file being returned to the member to correct. Workday reports will also be available to look at future dated personnel actions to make adjustment in the Position Budget application to assist in updating the application to make the data as accurate as possible for the upcoming budget period.

Salary Guidelines

The Texas A&M University System desires to recruit and retain a qualified, aggressive, and innovative workforce at salary levels that match or exceed the salaries at peer institutions, agencies, and health science centers.

CEO Salaries – will be determined by the Chancellor at a later date. This information will be provided to CFOs when it becomes available.

President's Salaries - The portion of the president's salary funded from appropriated funds must not exceed \$65,945. If a house is not provided, an amount not to exceed \$7,200 from appropriated funds may be provided in lieu of a house and utilities. (Article III, Section 5.2)

Merit Increase - A merit salary increase may be granted to an employee in recognition of superior performance that advances the purpose of the member's and the System's land-grant mission. Merit increases can be in the form of a merit raise (an increase added to the employee's salary base) or a merit payment (one-time lump sum payment). A merit increase may be awarded if: 1) a member has implemented a rule establishing criteria for the granting of merit salary increases; 2) an employee has been employed by the member for the six months immediately preceding the effective date of the merit salary increase; and 3) six months have elapsed since the employee's last merit salary increase. **See System Regulation 31.01.08, Merit Salary Increases for further information.**

Faculty Salary Increases - The General Appropriations Act for the FY 2018/2020 biennium does not include any additional funds for faculty salary increases nor does it include any mandated faculty salary riders. All faculty salary increases must be funded through other available revenue sources. In accordance with Article III, Section 5.5, salary increases for faculty or faculty equivalent employees of institutions of higher education shall be awarded on the basis of merit and performance in accepted activities. This shall not be interpreted so as to preclude salary adjustments designed to avoid salary inequities.

Pay Plan Adjustments - Adjustments to the range assignment in the pay plan for individual job classes will be made only when it can be demonstrated that current salary ranges are so out of line as to seriously impede the ability to compete effectively in the appropriate labor market.

New Positions - New positions may be created at the discretion of the CEO. Impacts to the FTE cap as set by the Legislature (General Appropriations Act) must be considered and addressed as necessary.

Student Rates - Rates for student workers and graduate assistants shall be established by the respective CEO.

Longevity pay – Longevity pay will be paid at a rate of \$20 per month for each two years of lifetime service credit. The maximum monthly longevity amount caps on the 42nd year of service or a maximum of \$420/month.

Hazardous Duty pay – Hazardous duty pay will be paid at a rate of \$10 per month for each year of lifetime service credit.



Salary Plans – After reviewing the availability of funds for FY 2020 and beyond, CEOs should also consider the uncertain economic future of the State and how this uncertainty may affect salary opportunities of their respective institution. CEOs should outline a salary plan which seeks to meet the objectives noted above, meet legislative mandates and contingencies, and attempt to reward employees for meritorious performance within the limited resources available. A summary report of each member’s salary plan will be compiled and sent out for final review and comments.

Proportionality

In accordance with the General Appropriations Act, Article IX, Section 6.08, salaries, wages, and benefits paid from appropriated funds, including local funds and educational and general funds as defined in the Education Code, Sections 51.009 (a) and (c), shall be proportional to the source of funds. Note the 1.31 percent rate reduction and the 1.19 percent employer contribution amounts for ORP (supplemental ORP) and the TRS new member contribution (first 90 days of employment) are not subject to proportionality. Supplemental ORP is not funded by the state. Any funding source available to the institution may be used for the supplemental ORP and /or TRS new member contribution, including available General Revenue and local funds held in the state treasury. See Accounting Policy Statement 011: Benefits Proportional by Fund for more detail (<https://fm.xcpa.state.tx.us/fm/pubs/aps/11/index.php>).

Each System member having General Revenue Fund appropriations and other sources of financing shall file with the Comptroller, State Auditor, and Legislative Budget Board a report demonstrating proportionality. The report shall be filed before November 20th following the close of the fiscal year for the salaries, wages, and benefits of the preceding year ended August 31 (Article IX, Sec. 6.08 (e)).

Designated Service Departments (TAMUS Regulation 21.01.05)

Designated service departments are defined as departments or units operated for the benefit of one or more departments of an institution. Examples include a motor pool, feed supply center, laboratory supply center, computer center, copy center, and office supply center. Budgets shall be prepared with a realistic estimate of revenue and expenses for the operation of the service department. Designated service departments will be displayed on the budgeted *Statement of Changes in Fund Balance* (FAMIS FDAR670) as a single line item indicating a net increase or decrease in designated expenses. All designated service department accounts are required to be included in the operating budget. **Designated service department accounts will be submitted for Board approval as a separate agenda item.**

Budget Patterns

The minimum detail required for revenue and expense estimates is categorized below. The specific object code ranges for each category can be found on FAMIS screen 557 (System Budget Pattern Maintenance). System members may budget revenues and/or expenses **in more detail** when creating member pattern(s). Member pattern categories must roll up to single System pattern categories.

Member Budget Pattern Requirements

Members are required to have a member rollup pattern titled 'ROLLUP' even if there is only one member budget pattern.

Members are required to assign a budget pattern for every ABR rule utilized by accounts in the budget module

Salary categories must have an asterisk (*) as the last character of the description in order for the salary reallocator processing to work correctly.

System Revenue Categories

Revenue estimates should be prepared in accordance with the categories listed below (System pattern). The specific object codes that are included in each category can be found on FAMIS screen 557. The System pattern name for FY 2020 is TAMUREVP20. The actual revenue categories and any specific information relating to those categories are listed below.



State Appropriations – General Revenue – the amount listed in the Method of Finance section as General Revenue of the General Appropriations Act.

State Appropriations – Benefits Paid by State – Includes the following items:

Higher Education Group Insurance Premiums - Transfers from the Employees Retirement System (ERS) will be used to fund the state contribution for group insurance premiums (GIP) for employees and retirees paid from General Revenue funds. The maximum amount to be transferred from ERS for GIP can be found in the General Appropriations Act, Article III, page III-35. The funds appropriated for GIP contributions may not be used for any other purpose.

Benefits Paid Directly by the State - Estimates of the amount of direct state support that is anticipated for OASI matching, retirement contributions, unemployment compensation insurance (UCI), etc. This estimated amount should also be budgeted as an expense within the 'benefit' category.

State Appropriations – Other – Include state appropriations transferred from other state entities (e.g. Fund 006 transfers for TTI and Fund 036 transfers for TFS) or any amounts separately identified in the additional information following the bill pattern.

Federal Appropriations – Include federal appropriations made to the institution based on direct appropriations or non-competitive direct federal funding.

Higher Education Fund (HEF) – Per Education Code Section 62.021 (SB 1191 84R), the following schools are allocated HEF; TAMU \$6,709,910, TAMU-C \$10,786,313, TAMU-CC \$11,136,344, TAMU-K \$8,966,056, TAMU-T \$1,823,883, WTAMU \$7,164,408. The Texas Constitution requires the Legislature to review the HEF's formula allocation every 10 years, and the Legislature may once every 5 years adjust the amount and the allocation of the subsequent five years. The review would be up during the 2022-23 session.

Available University Fund (AUF) – AUF funds will be transferred from the System Offices to TAMU and PVAMU. TAMU and PVAMU will budget the AUF amounts received in the revenue section (see transfer section for amounts).

Tuition - State – State resident tuition for FY 2020 will remain at \$50 per semester credit hour. The budgeted amount will be net of remissions and waivers and net of tuition discounts. The statutory non-resident tuition rate is at \$465/sch. The tuition budget should reflect the following set asides:

Texas Public Education Grant (TPEG) - The amount of resident state tuition revenue to be transferred from educational and general funds to designated funds for the Texas Public Education Grant Program is to be not less than 15% or more than 20% in FY 2020. The nonresident state tuition set aside is 3%.

***Medical School Tuition** – The TAMHSC is NO LONGER required to set aside 2% of tuition charged to each resident student in a medical branch, school or college. HB 2396

Dental School Tuition – The TAMHSC is required to set aside 2% of tuition charged to resident dental school students (professional). These funds must be deposited in the State Treasury for the purpose of repaying student loans of dentists.

Dental Hygiene Tuition - The TAMHSC is required to set aside 2% of tuition charged to resident dental hygiene students. These funds must be deposited in the State Treasury for the purpose of repaying student loans of dental hygienists.

***Law School Tuition** – Texas A&M University is NO LONGER required to set aside 1% of tuition charged to resident law students. HB 2396

Tuition - Designated – Designated tuition has no statutory maximum. However, it is limited to the amount approved by the Board of Regents. The budgeted amount will be net of exemptions and waivers and net of tuition discounts. The tuition budget should reflect the following set asides:

Resident Undergraduate Student Assistance – Institutions shall set aside not less than 15% of resident undergraduate designated tuition in excess of \$46 per semester credit hour.

***Resident Graduate Student Assistance** – Institutions shall set aside not less than 15% of resident graduate (includes professional) designated tuition in excess of \$46 per semester credit hour.

***B-On-Time Loan Program** – Institutions shall NO LONGER set aside 5% of resident undergraduate as this program was ended by HB 700 beginning September 1, 2015.

Fees – Fee estimates will be net of exemptions and waivers and net of tuition discounts.



Waivers and Exemptions - The anticipated amount of tuition and fee 'waivers and exemptions' will be budgeted as revenue. A corresponding scholarship expense will be budgeted as an offset.

Tuition and Fee Discounts and Allowances – Tuition and fee discounting is required to avoid the double counting of revenue in the single column format. The discount reduces tuition and fee revenue to recognize only those funds received directly from the student and a third party payer, such as an employer or their parents. Enter the amount of restricted funds received that will be used to pay tuition and fees on behalf of students. Tuition discounts shall be entered as a contra revenue (negative revenue).

Contracts and Grants - Include a realistic estimate based on historical trends and information on future activities. It is acceptable to budget contracts and grants in one or several "lump sum" accounts (i.e., budget one account for Pell grants, one account for private contracts, etc.). Estimates of Advanced Technology Program (ATP)/Advanced Research Program (ARP) awards should be budgeted as a contract and grant revenue in the functional and general fund group in the first year of each biennium. Unexpended ATP/ARP funds will be included as a beginning balance in the second year of the biennium and will not be budgeted revenue. Also included in this category is indirect cost revenue.

Student Financial Assistance – This is a new category that includes subcodes, 0286,0272, 0273, 0274, 0275, 0276. This revenue was previously part of the contracts and grants category. This should include revenue estimates of Pell Grants and other student financial assistance awards.

Gifts – Include a realistic estimate of gifts based on historical trends and known information on future gifts.

Sales and Services – Include a realistic estimated based on historical trends and known changes that may impact sales and services in the upcoming budget year.

Investment Income - For investment income on the System Endowment Fund and the Cash Concentration Pool, assume the following rates:

* System Endowment Fund \$0.314716 pernit per year * Cash Concentration Pool 3.0%

Other Operating Income (formerly Miscellaneous)

Other Non-Operating Income – DO NOT BUDGET – this category is a reporting category only used to capture actual non-operating sources.

System Expense Categories

Expense estimates should be prepared in accordance with the categories listed below (System pattern). The specific object codes that are included in each category can be found on FAMIS screen 557. The System pattern name for FY 2020 is TAMUSEXP20. The actual expense categories and any specific information relating to those categories are listed below.

Salaries - Non Faculty - includes longevity pay and hazardous duty pay

Salaries – Faculty – includes graduate assistants – teaching (GAT) salaries

Wages – includes wage expenses, termination lump sum payouts, and supplemental compensation.

Benefits – See below

Estimate should include benefits to be paid directly by the State (should offset that portion of state appropriation revenue, see 'state appropriations' revenue category).

Social Security and Medicare Tax - Old Age and Survivors Insurance (OASI) and Old Age Health Insurance (OAH), collectively known as FICA, will be withheld and matched at the rate of 7.65 percent. For calendar year 2019, members will match OASI (6.2 percent) on employees' wages up to \$132,900. For calendar year 2020, members should plan to match OASI (6.2 percent) on employee's wages up to an estimated \$137,000. Medicare tax (OAH) will be matched at a rate of 1.45 percent on all earnings (no maximum). Graduate and undergraduate students (at least 1/2 time status) will be exempt from OASI and OAH withholdings and matching.

Retirement:



Membership in the retirement system (TRS and ORP) will begin at the time of employment. The 90-day wait has changed due to the Affordable Care Act applicable for employee group health insurance coverage to 60-days. However, the additional month must be covered by local funds as the SGIP is still applicable for the 90-day wait period.

Teachers Retirement System (TRS) – The state contribution rate for FY 2020 could increase up to 7.8% per SB12/HB9 in the current session from the current rate of 6.8%. The employment of any new retirees will require the employer to fund the cost of BOTH the employee and employer retirement contribution amounts. This increased employer cost does not apply to retirees who were employed before September 1, 2005.

Optional Retirement Program (ORP) - The retirement contribution for employees participating in ORP is dependent upon hire date. Employees with an ORP start date on or before August 31, 1995 are provided the same contribution during FY 2015 as they received during FY 1995 (8.5%).

The FY 2020 ORP state contribution will remain at 6.6%. However, each member will supplement to maintain the employer contribution rate by 1.9% for a total contribution of 8.5%.

Workers' Compensation Insurance (WCI) - Assessments for the System WCI fund is based on past claims experience. The rate represents a percent of payroll (i.e. $.45 = .0045 \times \text{payroll}$). **See Attachment 4 for the rates.** Will need to contact FAMIS Help to update your rates on screen 863

Unemployment Compensation Insurance (UCI) - Members are directed to determine an appropriate rate for UCI operations depending upon circumstances within the specific institution/agency/health science center. One technique that can be used to estimate the UCI rate is to determine the prior year's UCI amount as a percentage of total salaries paid. UCI shall be budgeted and operated as a designated service department. To update the rate for your member contact FAMIS Help to update screen 863. **See Attachment 4 for the current rates.**

Group Insurance Premiums (GIP) –The amount of the employer contribution for each state employee will be prorated according to the sources of funds from which his/her salary is budgeted. Part-time employees will only receive one half of the State contribution for group insurance. Members may supplement part-time graduate students up to the full-time rate from non-appropriated funds. Retirees receive the full-time GIP rates regardless of their percent effort at the time of retirement. Active and retired employees who sign and submit a document to their employer indicating that they have health insurance coverage from another source are authorized to use the "Waiver" category (one half of the "employee only" state contribution) for optional insurance. **New employees are now covered based on the passage of HB4035 and there is no longer a gap of the 60 day waiting period versus the 90 day eligibility from the State before they receive the GIP contribution.** Individuals are not entitled to one half the GIP contribution to purchase optional insurance if they are in the "waiver" category during this period. **See Attachment 4 for the rates.**

Utilities – Includes energy and water/wastewater. This category does NOT include telecommunications. Ensure your budget reflects the increasing energy costs.

Scholarships – This category only includes scholarships related to students. The amount budgeted should include the amount budgeted in the revenue category 'waivers and exemptions' as an offsetting expense (see 'waivers and exemptions' revenue category above). **This excludes Tuition Rebates, which should be budgeted in Operations and Maintenance.**

Scholarship Discount - The discounting of scholarships is a mechanism used to offset the revenue reduction in the fund group to maintain the correct net position. Scholarship discounts shall be entered as a contra expense (negative expense) to correspond with the tuition discounts.

Operations and Maintenance - The amounts budgeted for shared services (assessments for System Offices, TTVN, CIS, etc.) should be included in this category. This should also include Tuition Rebates.

Claims and Losses – This category is for self-insurance claims and losses and will only be used by SO.

Equipment (capitalized) – This category represents the use of cash from operating accounts to purchase furniture or equipment.



Debt Service - This category is for the expense of funds for debt service only (not funds transferred to System Offices for RFS debt service). System Offices will budget all debt service payments for the PUF and RFS debt programs. Include estimates in this category only if your institution plans to expend funds directly for debt service (FAMIS object codes 6100 - 6199).

Other Non-Operating Expense - DO NOT BUDGET – this category is a reporting category only used to capture actual non-operating expenses.

Transfers

Transfers shall be reflected in the budget to the extent that they affect current operating funds. Specific examples include the following:

RFS Debt Service - FY 2020 debt service estimates for the revenue financing program are prepared by the Office of Treasury Services. These schedules will be distributed as soon as available.

Texas Public Education Grants (TPEG) - Transfer TPEG from educational and general funds to designated funds.

Available University Fund (AUF) – System Offices shall transfer the appropriate amount of AUF to plant funds to pay PUF debt service. System Offices will also transfer \$ to TAMU and \$ to PVAMU.

PUF Equipment Allocations (EA) -System Offices will transfer \$9 million to Tarleton State University, \$5 million to the Agriculture Program, \$6 to the Engineering Program, \$15 million to the Health Science Center (TAMHSC), \$2 million to Texas A&M University – Central Texas, and \$3 million to Texas A&M University – San Antonio. The Vice Chancellor for Agriculture and Life Sciences and the Vice Chancellor for Engineering shall submit to the System Office of Budgets and Accounting the amount that is to be distributed to each agency no later than May . PUF Equipment Allocations (PUF EA) will be budgeted by SO as a transfer out and will be budgeted by Tarleton, the agencies, and the TAMHSC as a transfer in. PUF EA funds will be received in plant accounts.

These funds can be used for equipment (life span 5 yrs or greater) purchases or major rehabilitation projects. Major rehabilitation projects are those that extend the useful life of a facility including: renovations/repairs to extend the number of years a facility can be used; renovations to increase the efficient use of space within a facility; and renovations to reconfigure space for a different purpose.

Assessments

Assessments shall be budgeted as an operating expense in the appropriate account(s). The following functions will be assessed by various organizations for FY 2020.

Property Rates: Premium is subject to increase pending any additional facilities added in FY 2020 or valuation adjustments. **See Attachment 6 for the rates. This assessment will be due March 2020.**

IT AND OTHER ASSESSMENTS (Attachment 7)

- Security Operations Center
- Secure Collaborative Storage
- Open Records Tracking Software
- PCI Shared Services
- System-wide Pay Plan Administrator
- State Relations Office Space
- Business Objects
- Integrated Workday & Reporting Services
- Workday Subscriptions
- Finance Replatform
- Secure Enclave



- Research Security Officer
- TAMU CIS Sirius Mainframe (managed by SO)
- System Offices Assessments

TAMU BILLED ASSESSMENTS (Attachment 8)

- Aggie Buy Subscriptions
- Aggie Buy Admin Costs
- System Energy Mgmt Program
- TAMU CIS Mainframe (Operations, Est Print Charges)
- Internet Network (Wide Area Data Network)

OPT-IN ASSESSMENTS (Attachment 9)

- Cisco/Smpartnet
- NetSynce – WebEx (actual billing based on usage, amount listed is an estimate)
- Hootsuite
- I-9 Lawlogic (actual billing based on usage, amount listed is an estimate)
- Concur (actual billing will be based on usage, amount listed is an estimate)

RELLIS ASSESSMENT (Attachment 10)

- RELLIS Admin
- RELLIS Infrastructure Draft Estimate
- RELLIS TAMU UES Draft Estimate

LaserFiche – will be billed from TAMU – IT.

Beginning Balances

Estimated FY 2020 beginning net position by fund group will be determined by the amounts submitted in the supplemental budget information file. An Excel version of this template will be provided. The balances entered are projections of your net position as of August 31, 2018.

Use of Reserves

Reserves should only be used to fund one-time expenses that will result in future cost reductions or increases in income or expenses of carryover balances (e.g. ATP/ARP, special items, etc.). Any use of reserves to support the FY 2020 operating budget (e.g. expending remaining ATP/ARP funds or special item funds) should be included in the beginning net position as entered in the FAMIS budget module (entered on screens 589/599, SL Begin Balance line). The template will be submitted to System Office of Budgets and Accounting no later than the budget due date (see budget calendar). Each CEO must be prepared to justify the use of reserves for operating expenses.



Budget Review

The System Office of Budgets and Accounting will review all budgets prior to review by the Chancellor and subsequent submission to the Board. Each member will be required to provide a narrative (to be included in the Executive Budget Summary) to summarize the overall budget submission for FY 2020.

Executive Budget Summary/Board Presentation

The System Office of Budgets and Accounting will prepare an Executive Budget Summary of the proposed budgets which will be provided to the Chancellor for review. An electronic copy of the Executive Budget Summary will also be provided to each System member CEO and CFO.

Copies of the Executive Budget Summary will be distributed to the Board of Regents prior to the Board Meeting and will be used as the basis for the FY 2020 budget approvals. CEOs should be prepared to address any specific budgetary questions relating to their budget. Any changes in information to be submitted to the Board as determined by the Board Finance Committee will be relayed to CEOs and CFOs.

Budget Distribution

Upon Board approval, the System Office of Budgets and Accounting will coordinate the distribution of budgets in accordance with the Education Code, the General Appropriations Act, and any other state requirements; and add the FY 2020 Executive Budget Summary and the FY 2020 Operating Budget Statement of Changes in Fund Balance (budget lead schedule) to the TAMUS Operating Budget web site <https://www.tamus.edu/business/budgets-and-accounting/budgets/>



Attachment 1

The Texas A&M University System FY 2020 Budget Calendar

| | |
|---|---|
| <u>November 15-16th</u> | Budget guidelines presented to the Board for approval |
| <u>January 8th</u> | 86 th Regular Session Starts |
| <u>January 16-18,</u> | Board Meeting – Financial Status and Budget Update |
| <u>March 18-20</u> | Board Meeting |
| <u>March 25th</u> | Budget Patterns Sent to Members |
| <u>April 4th</u> | FAMIS Budget Module Available Upon Request |
| <u>May 1st</u> | Vice Chancellor's for Agriculture and Engineering to submit to the System Office of Budgets and Accounting PUF equipment allocations to each agency |
| <u>May 13th</u> | Workday Merit Configuration Due to Workday Services |
| <u>May 27th</u> | End of 86 th Regular Session |
| <u>June 3-7th</u> | PBR Presentations Due |
| <u>June 10th</u> | Preliminary budgets and supplemental items Due |
| <u>June 17th</u> | Position Budget Application Available |
| <u>June 24th</u> | FY 2020 Programmatic Budget Reviews |
| <u>August 7-9th</u> | FY 2020 Budget presented to the Board for approval |
| <u>August 15th</u> | Workday Merit Closes |
| <u>August 15th</u> | Position Budget Application Limited Access |
| <u>August 23rd</u> | PBA Closed – Generate Goldplate Salary Report |
| <u>August 28th</u> | Position Budget Application Costing Feeds to Workday |



Attachment 2

**The Texas A&M University System
Budget Contact List
FY 2020**

| Office | Functional Area | Phone | E-mail |
|--|-----------------------------------|----------------|--|
| Budgets & Accounting | | | |
| Joseph Duron | Policy, procedure, and calendar | (979) 458-6110 | duro@tamus.edu |
| Wade Wynn | Procedures, reports and analysis | (979) 458-6113 | wadewynn@tamus.edu |
| Jarrett Eisenrich | Procedures, reports and analysis | (979) 458-6017 | j-eisenrich@tamus.edu |
| Audra Wilkinson | Tuition and Fee Requests | (979) 458-6109 | a-wilkinson@tamus.edu |
| FAMIS Services | | | |
| FAMIS Production | FAMIS Budget Reports and Programs | (979) 458-6470 | famisprod@tamus.edu |
| FAMIS Help | FAMIS Budget Module | (979) 458-6464 | famishelp@tamus.edu |
| | | | |
| Workday Merit / Costing Allocations EIB | | | |
| DeAnna White | Merit Module | (979) 862-6166 | deanna@tamus.edu |
| | Costing Allocations | (979) | |
| Compensation Administrators | | | |
| DeAnna White | | (979) 862-6166 | deanna@tamus.edu |
| | | | |



Attachment 3

Member Budget Contact List

| <i>Member</i> | Primary Contact | Phone | e-mail |
|----------------------|---|--|--|
| <i>PVAMU</i> | Rod Mireles Dianne Evans | 936-261-1905 936-261-2202 | rmireles@pavmu.edu dtevens@pvamu.edu |
| <i>TARLETON</i> | Gene Zorn Karen Fincher | 254-968- 254-968-9109 | zorn@tarleton.edu fincher@tarleton.edu |
| <i>TAMIU</i> | Fred Juarez Christy Martinez | 956-326-2448 956-326-2371 | fredjuarez@tamiu.edu christy.martinez@tamiu.edu |
| <i>TAMU</i> | Mark Herzog Tracy Foster Shelly Janac | 979-842-2371 979-862-2364 979-458-2882 | herzog@tamu.edu tfoster211@tamu.edu s-janac@tamu.edu |
| <i>TAMUG</i> | Vanessa Garza Susan Lee | 409-740-4806 409-740-4533 | vgarza112@tamug.edu iamshlee@tamug.edu |
| <i>TAMU-CT</i> | Cynthia Carter-Horn Susan Bowden | 254-519-5498 254-519-5766 | Cynththia.Carter@tamuct.edu susanbowden@tamuct.edu |
| <i>TAMU-C</i> | Tina Livingston Janet Anderson | 903-886-5667 903-468-3034 | tina.livingston@tamuc.edu janet.anderson@tamuc.edu |
| <i>TAMU-CC</i> | Jaclyn Mahlmann John Boeye | 361-825-2615 361-825-3290 | jaclyn.mahlmann@tamucc.edu john.boeye@tamucc.edu |
| <i>TAMU-K</i> | Jennifer Alexander | 361-593-2793 | jennifer.alexander@tamuk.edu |
| <i>TAMU-SA</i> | Lloyd Butler Carroll Adams | 210-784-2070 210-784-2014 | Lloyd.Butler@tamusa.edu Carroll.adams@tamusa.edu |
| <i>TAMU-T</i> | Ramona Green Jeff Hinton | 903-223-3058 903-223- | Ramona.green@tamut.edu |
| <i>WTAMU</i> | Mark Hiner Shelly McCune | 806-651-2092 806-651-2944 | mhiner@wtamu.edu smccune@wtamu.edu |
| <i>AgriLife RSCH</i> | Debbie Cummings Kari Curtis | 979-845-4783 979-458-8543 | dacummings@tamu.edu kcurtis@tamu.edu |
| <i>AgriLife EXT</i> | Kay Schubert Donna Alexander | 979-845-1495 979-845-7879 | kschuber@ag.tamu.edu d-alexandar@tamu.edu |
| <i>TEES</i> | Kemberly Morgan Kyle Maldonado | 979-458-7497 979-458-7489 | kemberlymorgan@tees.tamus.edu kmaldonado@tamu.edu |
| <i>TEEX</i> | Charley Todd Brian Stipe John Skrabanek | 979-458-6940 979-458-6836 979-458-6893 | Charley.Todd@teexmail.tamu.edu Brian.Stipe@teex.tamu.edu john.skrabanek@teex.tamu.edu |
| <i>TFS</i> | Travis Zamzow | 979-458-6643 | tzamzow@tfs.tamu.edu |
| <i>TTI</i> | Tyler Theobald | 979-845 979-845-8534 | T-Theobald@tti.tamu.edu |
| <i>TVMDL</i> | Vic Seidel | 979-458-3254 | vseidel@tvmdl.tamu.edu |
| <i>TAMHSC</i> | Kristin Nace | 979-436-9228 | kmnace@tamhsc.edu |
| <i>System Office</i> | Joseph Duron Audra Wilkinson | 979-458-6110 979-458-6109 | dujon@tamus.edu a-wilkinson@tamus.edu |



Attachment 4

FY 2020 Workers Compensation % Rates (FAMIS SCREEN 863) updated 6/5/2019:

| | | | |
|----------|------|----------------|------|
| PVAMU | 0.23 | WTAMU | 0.23 |
| Tarleton | 0.23 | AL-RSCH | 0.33 |
| TAMIU | 0.18 | AL-EXT | 0.53 |
| TAMU | 0.18 | TFS | 0.63 |
| TAMUG | 0.38 | TVMDL | 0.23 |
| TAMU-CT | 0.23 | TEES | 0.18 |
| TAMU-C | 0.23 | TEEX | 0.23 |
| TAMU-CC | 0.18 | TTI | 0.23 |
| TAMU-K | 0.18 | TAMHSC | 0.18 |
| TAMU-SA | 0.18 | System Offices | 0.18 |
| TAMU-T | 0.33 | TAMSSC | 0.23 |
| | | TEDEM | .26 |

Current FY 2020 UCI % Rates (FAMIS Screen 863) updated 2/14/2020

| | | | | |
|----------|------|----------------|------|--|
| PVAMU | 0.10 | WTAMU | 0.10 | |
| Tarleton | 0.10 | AL-RSCH | 0.30 | |
| TAMIU | 0.30 | AL-EXT | 0.21 | |
| TAMU | 0.09 | TFS | 0.05 | |
| TAMUG | 0.30 | TVMDL | 0.15 | |
| TAMU-CT | 0.20 | TEES | 0.06 | |
| TAMU-C | 0.30 | TEEX | 0.35 | |
| TAMU-CC | 0.15 | TTI | 0.02 | |
| TAMU-K | 0.1 | TAMHSC | 0.10 | |
| TAMU-SA | 0.10 | System Offices | 0.10 | |
| TAMU-T | 0.10 | TAMSSC | 0.10 | |
| | | TAMTC | 0.10 | |
| | | TDEM | 0.10 | |

Group Insurance Premiums: System members will pay the following amounts monthly for GIP and Basic Life Insurance Premiums (\$6.59) on behalf of their employees:

| Full-Time | | Part-Time | |
|-----------------------|----------|-----------------------|----------|
| Employee Only | \$600.36 | Employee Only | \$300.18 |
| Employee and Spouse | \$881.42 | Employee and Spouse | \$440.71 |
| Employee and Children | \$795.61 | Employee and Children | \$397.81 |
| Employee and Family | \$995.83 | Employee and Family | \$497.92 |
| Waiver | \$300.18 | Waiver | \$150.09 |



Attachment 5

FAMIS SCREEN 863 (2019 Rates)

| Member | ACAP Faculty Rate | ACAP Staff Rate |
|--------------------|--------------------------|------------------------|
| PVAMU | .01 | .001 |
| TARLETON | .01 | .01 |
| TAMIU | .0082 | .0082 |
| TAMU | .0101 | .0101 |
| TAMUG | .0109 | .0061 |
| TAMU-C | .001 | .001 |
| TAMU-CC | .0105 | .0105 |
| TAMU-CT | .001 | .001 |
| TAMU-K | .005 | .005 |
| TAMU-SA | .01 | .01 |
| TAMU-T | .0056 | .0056 |
| WTAMU | .0085 | .0085 |
| TAMHSC | .012 | .012 |
| AgriLife Research | .02 | .02 |
| AgriLife Extension | .011 | .011 |
| TFS | .005 | .005 |
| TVMDL | .014 | .014 |
| TEES | .017 | .017 |
| TEEX | .0125 | .0125 |
| TTI | .018 | .018 |
| System Offices | .0113 | .0113 |
| TAMSRS | .0113 | .0113 |
| | | |



Attachment 6

Self-insured Property Program – premiums for the period **March 1, 2019** through March 1, 2020 are as follows:

| Member | Total Premiums FY 2020 Est. |
|--------------------|--|
| PVAMU | \$421,658 |
| TAMIU | 224,800 |
| TARLETON | 378,833 |
| TAMU | 3,076,835 |
| TAMUG | 262,847 |
| TAMU-CT | 81,222 |
| TAMU-C | 369,626 |
| TAMU-CC | 455,631 |
| TAMU-K | 188,497 |
| TAMU-SA | 128,854 |
| TAMU-T | 96,873 |
| WTAMU | 549,966 |
| TAMHSC | 369,819 |
| AgriLife Research | 78,201 |
| AgriLife Extension | 5,530 |
| TVMDL | 42,926 |
| TEES | 71,762 |
| TEEX | 65,242 |
| TTI | 56,175 |
| System Offices | 52,332 |
| TOTAL | \$6,977,629 |