



Business Office Compliance Calendar

Revised: May 25, 2017

Due Date	Reporting Requirement	Description	Agency
January			
31	Miscellaneous Income Tax Statements	Form 1099-MISC furnished to all vendors who received income of \$600 or more or royalties of \$10 or more in prior calendar year. Form 1098-T furnished to all students with tuition and fee charges during the previous calendar year.	IRS
31	THECB Texas Public University Expenditure Study	Complete expenditure survey for most recently completed fiscal year and data from THECB Sources and Uses report.	THECB
31	NSF Higher Education R&D Short Form Survey	Study which categorizes research and development expenditures by funding source (federal, state, non-profit, etc.) and also by discipline.	NSF
February			
28	Continuing Financial Disclosures	Continuing financial and operating data must be disclosed by municipal securities issuers per SEC rule 15c2-12 and 15Ga-1, as well as voluntary disclosures (if applicable).	MSRB/SEC
March			
31	Miscellaneous Tax Statement Electronic Filings	Forms 1098-T and 1099-MISC must be electronically filed with the IRS, after all corrections have been made (if applicable).	IRS
31	IPEDS Financial Survey	Provide financial data for the Integrated Post-Secondary Educational Data System (IPEDS) survey for the prior fiscal year.	IPEDS
31	Quarterly Investment Report	Prepare quarterly investment report for all university held operating and endowment investments and publish online per the Public Funds Investment Act (TX Govt. Code, Ch. 2256). Provide the most recent quarterly report at the next Board of Regents meeting.	BOR
April			
May			
June			
1	Semi-Annual Bond Payments	Make semi-annual bond payments to all paying agents responsible for making payments to bondholders of university debt.	SEC
1	Annual Texas Tomorrow Survey	Prepare annual Survey of Texas Undergraduate Tuition and School-wide Fees to be included in the rate calculation for the next academic year.	THECB
9	THECB Restricted Research Expenditure Awards List	Listing of all external research awards received which, used in conjunction with the Sources and Uses Report, determines the allocation of the Texas Comprehensive Research Fund.	THECB

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30	Quarterly Investment Report	Prepare quarterly investment report for all university held operating and endowment investments and publish online per the Public Funds Investment Act (TX Govt. Code, Ch. 2256). Provide the most recent quarterly report at the next Board of Regents meeting.	BOR
July			
1	Unclaimed Property Report	Reporting of any outstanding accounts payable checks at least three years old or older as of March 1 st for which we cannot make contact with the intended payee, and sending money to the State Comptroller for their office to attempt to locate the payee before returning it as officially unclaimed.	Texas Comptroller's Office
August			
September			
October			
1	FISAP	Report containing information on federal and state financial aid and institutional specific tuition and fees in the fiscal year. Our office calculates total undergraduate and graduate tuition and fees, undergraduate Pell awarded, and state grants and scholarships awarded to undergraduate students.	DOE
November			
15	Quarterly Investment Report	Prepare quarterly investment report for all university held operating and endowment investments and publish online per the Public Funds Investment Act (TX Govt. Code, Ch. 2256). Provide the most recent quarterly report at the next Board of Regents meeting.	SAO/BOR
15	IRS Filing Form 990	Prepare and submit IRS Form 990 for unrelated business income (if applicable).	IRS
20	Annual Financial Report and Related Notes and Supplemental Schedules	Comprehensive annual financial report, notes to the financial statements, schedules, and supplemental web applications due to the Comptroller of Public Accounts no later than November 20. Some schedules and applications require earlier submission.	Texas Comptroller's Office
23	THECB State-Funded Campus-Based Programs Report	Report on state-funded programs including Texas Public Educational Grant Program (TPEG) set-asides, emergency loans funded through set-asides, tuition rebates, etc.	THECB
December			
1	Semi-Annual Bond Payments	Make semi-annual bond payments to all paying agents responsible for making payments to bondholders of university debt.	SEC
1	Sources and Uses Report	Complete the Sources and Uses report template, including a reconciliation to IFRS (below), for most recently completed fiscal year.	THECB
1	Integrated Fiscal Reporting System (IFRS) Report Due	Report comprehensive tuition and fee financial data using the IFRS online application no later than December 1 per TAC, Sec. 13.140 and 13.143.	THECB

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1	THECB Texas Comprehensive Research Fund Report	Annual report detailing the use of the institution's allocated portion of the Texas Comprehensive Research Fund.	THECB
31	Quarterly Investment Report	Prepare quarterly investment report for all university held operating and endowment investments and publish online per the Public Funds Investment Act (TX Govt. Code, Ch. 2256). Provide the most recent quarterly report at the next Board of Regents meeting.	SAO/BOR
31	Annual Investment Disclosure and SAO Tracking Report	Publish Annual Investment Disclosure online and submit to the SAO. Also complete and submit the SAO Tracking Report for university held investments to the SAO.	SAO
31	Public Funds Investment Act (PFIA) Audit (Every Two Years)	Coordinate with external auditors to perform Agreed-Upon Procedures (AUP) report on compliance with the Public Funds Investment Act (TX. Govt Code, Ch. 2256). Required in odd-numbered years.	SAO

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Monthly			
	Texas State Sales Tax Remittance	Reconcile and remit all sales tax collected for the previous month end to the State.	Texas Comptroller's Office
	Direct Lending Reconciliation	Collaborate with the Financial Aid office to prepare the monthly reconciliation of all direct loan disbursements. The DOE requires an annual reconciliation, but a monthly reconciliation facilitates a smoother annual reconciliation.	DOE
Each Semester			
	Prepare and Enter Tuition Rebates to Student Accounts	Eligibility for tuition rebates is determined by the Registrar's Office in coordination with the Financial Aid Office. The eligible students are provided to the Business Office. Students with no outstanding loans are entitled a refund up to the \$1,000 rebate, after applying the rebate to any outstanding tuition and fees. Tuition rebates to students with outstanding loans are forwarded to the respective lenders to reduce the principal balance of any loan(s) outstanding (per TEC 54.0065).	THECB
	Remit Collected Statutory Tuition and Fees to the State	Calculate and remit all collected statutory tuition and fees as set by TEC Chapter 54 to the Comptroller's Office for deposit into the State Treasury.	Texas Comptroller of Public Accounts
Annually			
	Update Registration information with the System for Awards Management (SAM)	Log in at SAM.gov and renew Midwestern State University's registration as an entity eligible to receive federal grant funding by the deadline, which is currently December 15.	SAM
As Required			
Every 4 Years	Submit a new Indirect Cost Proposal for adoption	Using actual expenditures, a schedule is prepared justifying the percentage of overhead costs the university is requesting to collect on expenditures of federal awards.	HHS