

MIDWESTERN STATE UNIVERSITY Compliance Calendar

The following compliance calendar was created to assist the Compliance Partners and Cognizant Policy Officers in carrying out their duties as related to the compliance obligations of the University. The calendars include the laws, operating policies, rules, and regulations for a specific compliance area and aid in tracking the myriad reporting requirements and due dates. Compliance Partners shall assist the Cognizant Policy Officers in training the MSU community which may include informal staff meetings and monitoring through regular walk-around or continuous observation while managing a designated compliance area.

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Budget and Strategic Financial Planning	February	VP Administration and Finance	Assistant Vice President, Financial Services	ABEST/USAS Reconciliation - Distribute OOE, MOF, FTEs for 1 st quarter	Legislative Budget Board – Online
Budget and Strategic Financial Planning	March – Middle of the Month	VP Administration and Finance	Assistant Vice President, Financial Services	State FTE Report – Online submittal of 2 nd quarter FTEs	State Auditor's Office

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Budget and Strategic Financial Planning	April	VP Administration and Finance	Assistant Vice President, Financial Services	ABEST/USAS Reconciliation – Distribute OOE, MOF, FTEs for 2 nd quarter.	Legislative Budget Board – Online
Budget and Strategic Financial Planning	Mid-May – every 2 years	VP Administration and Finance	Assistant Vice President, Financial Services	Base Reconciliation – First step of Legislative Appropriations Request. Update actuals on state funds expended.	Legislative Budget Board – Online
Budget and Strategic Financial Planning	June	VP Administration and Finance	Assistant Vice President, Financial Services	State FTE report – Online submittal of 3 rd quarter FTEs.	State Auditor's Office
Budget and Strategic Financial Planning	July	VP Administration and Finance	Assistant Vice President, Financial Services	Annual Operating Budget – Draft Materials. All draft materials due to TTUS – PowerPoint, Executive Summary, and Summary reports.	Submit to TTUS
				ABEST/USAS Reconciliation – Distribute OOE, MOF, FTEs for 3 rd quarter.	Legislative Budget Board – Online

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Budget and Strategic Financial Planning	August	VP Administration and Finance	Assistant Vice President, Financial Services	Legislative Appropriations Request. Biennial request for state appropriations.	Legislative Budget Board, Governor’s Office, etc. as detailed in instructions
Budget and Strategic Financial Planning	September	VP Administration and Finance	Assistant Vice President, Financial Services	State FTE report. Online submittal of 4 th quarter FTEs.	State Auditor’s Office
Budget and Strategic Financial Planning	October	VP Administration and Finance	Assistant Vice President, Financial Services	Legislative Appropriations Request Update. Biennial request updated with actual numbers for prior fiscal year on specific schedules as requested.	Legislative Budget Board, Governor’s Office, etc. as detailed in instructions.
Budget and Strategic Financial Planning	November	VP Administration and Finance	Assistant Vice President, Financial Services	Administrative Accountability Report. Required by GAA – Report of top administrative salaries as defined in special provisions section 7. Annual Operating Budget Distribution – Final Version due to state agencies.	Legislative Budget Board, Chair of House Appropriations Committee, Chair of Senate Finance Committee, MSU President’s Office.
	November – continued				Legislative Reference Library, MSU Library, Legislative Budget Board, Governor’s Office, Texas Higher Education Coordinating Board, Texas State

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					Publications Clearing House, Texas Comptroller's Office and State Treasury
Budget and Strategic Financial Planning	Mid December	VP Administrative and Finance	Assistant Vice President, Financial Services	State FTE Report – Online submittal of 1 st quarter FTEs.	State Auditor's Office
	End of December			ABEST/USAS Reconciliation – Distribute OOE, MOF, FTE and verify year end totals.	Legislative Budget Board – Online