



Business Office

Compliance Calendar

Compliance Partner: Chris Stovall

Revision date: September 2022

Due Date	Reporting Requirement	Description	Agency
January			
24	Moody's Investor Report	Moody's annual fiscal disclosure data report must be submitted.	Moody's
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
February			
8	Higher Education Emergency Relief Funds (HEERF) Annual Report	The Department of Education requires institutions to report on their uses of any remaining HEERF I CARES Act funds, HEERF II CRRSAA funds, and HEERF III ARP funds.	U.S. Department of Education
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
28	Quarterly Binding Encumbrance Report Due (APS 018)	State agencies and institutions of higher education must report binding encumbrances and payables for appropriated funds in USAS for the current appropriation year (AY) within 30 days following each of the first three quarters of the fiscal year. Certifications are required when binding encumbrances and payables are reported.	State Comptroller's Office
March			
15	Bureau of Economic Analysis (BEA) Report	TTUS is required to report all foreign revenues and expenses to the Bureau of Economic Assessment on a quarterly basis	TTUS
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 BOR Financial Report	Prepare quarterly BOR financial report in TTUS prescribed format.	TTUS
April			
May			

Due Date	Reporting Requirement	Description	Agency
15	SB 1, 87 th Legislature, RS, Sec. 63 Reporting of Federal Funds Related to the Coronavirus Pandemic	Each institution of higher education that has received federal funds related to the coronavirus pandemic from a state or federal agency shall report the amount of the awards, expenditures, and uses of those funds to the Higher Education Coordinating Board. The agency shall report the information collected to the Governor, LBB, and any appropriate standing committee in the Legislature in January and July of each fiscal year. The format and content of the report shall be specified by the LBB in consultation with the Higher Education Coordinating Board.	THECB
31	Quarterly Binding Encumbrance Report Due (APS 018)	State agencies and institutions of higher education must report binding encumbrances and payables for appropriated funds in USAS for the current appropriation year (AY) within 30 days following each of the first three quarters of the fiscal year. Certifications are required when binding encumbrances and payables are reported.	State Comptroller's Office
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
15	Bureau of Economic Analysis (BEA) Report	TTUS is required to report all foreign revenues and expenses to the Bureau of Economic Assessment on a quarterly basis	TTUS
30	Quarterly BOR Financial Report	Prepare quarterly BOR financial report in TTUS prescribed format.	TTUS
July			
31	CPA License Renewal	Annual CPA license renewal through Texas State Board of Public Accountancy (TSBPA). Ensure CPE requirements are met in order to renew license.	TSBPA
August			
September			
30	Quarterly BOR Financial Report	Prepare quarterly BOR financial report in TTUS prescribed format.	TTUS
30	Bureau of Economic Analysis (BEA) Report	TTUS is required to report all foreign revenues and expenses to the Bureau of Economic Assessment on a quarterly basis	TTUS
October			
30	Quarterly Binding Encumbrance Report Due (APS 018)	Annually, binding encumbrances and payables must be reported to the Texas Comptroller of Public Accounts (Comptroller's office), the State Auditor's Office (SAO) and the Legislative Budget Board (LBB) by Oct. 30 for all appropriated funds for all open appropriation years. (The recommended due date for simplified reporting agencies is Sept. 30.)	
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

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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
20	Benefits Proportional by Fund Report Due (APS 011)	The Texas Comptroller of Public Accounts, under the authority of the General Appropriations Act (GAA), requires agencies and institutions to ensure payments of benefit costs are proportional to a state agency's or institution of higher education's method of finance unless another legal provision prohibits proportionality.	Texas Comptroller's Office, SAO, and LBB
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
15	Bureau of Economic Analysis (BEA) Report	TTUS is required to report all foreign revenues and expenses to the Bureau of Economic Assessment on a quarterly basis	TTUS
31	Quarterly BOR Financial Report	Prepare quarterly BOR financial report in TTUS prescribed format.	TTUS
31	Quarterly Binding Encumbrance Report Due (APS 018)	State agencies and institutions of higher education must report binding encumbrances and payables for appropriated funds in USAS for the current appropriation year (AY) within 30 days following each of the first three quarters of the fiscal year. Certifications are required when binding encumbrances and payables are reported.	State Comptroller's Office

Due Date	Reporting Requirement	Description	Agency
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
	IRS 941 Tax Deposits	Remit 941 federal tax deposits to the IRS by each payroll date, including the monthly payroll and semi-monthly payroll.	IRS – EFTPS
Quarterly			

	Higher Education Emergency Relief (HEERF) report	HEERF reports for student, institutional portion, and Strengthening Institutions Portion (SIP) must be published to MSU's website 10 days following each calendar quarter end (April 10, July 10, September 10, and January 10).	U.S. Department of Education
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