



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(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Business Office	January 24 January 31	Vice President Administration & Finance	Controller	Moody's annual fiscal disclosure data report must be submitted Form 1099-MSIC furnished to all vendors who received income of \$600 or more or royalties of \$10.00 or more in prior calendar year. Form 1098-T furnished to all students with tuition and fee charges during the previous calendar year. Complete expenditure survey for most recently completed fiscal year and data from the THECB Sources and Uses report.	Moody's Miscellaneous Income Tax Statements THECB - Texas Public University Expenditure Study

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Business Office	February 8	Vice President Administration and Finance	Controller	<p>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.</p> <p>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)</p> <p>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.</p>	US Department of Education – Higher Education Emergency Relief Funds (HEERF) Annual Report
	February 28				MSRB
Business Office	March 15	Vice President Administration and Finance	Controller	<p>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.</p> <p>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)</p> <p>IPEDS Financial Survey – Provide financial data for the Integrated Post-</p>	TTUS
	March 31				IRS

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
				<p>Secondary Educational Data System (IPEDS) survey for the prior fiscal year.</p> <p>Quarterly BOR Financial Report – Prepare quarterly BOR financial report in TTUS prescribed format.</p>	<p>IPEDS</p> <p>TTUS</p>

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Business Office	May 15	Vice President Administration and Finance	Controller	<p>SB1, 87th 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.</p>	THECB
	May 31			<p>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.</p>	State Comptroller's Office

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Business Office	June 1	Vice President Administration and Finance	Controller	<p>Semi – Annual Bond Payments - Make semi-annual bond payments to all paying agents responsible for making payments to bondholders of university debt.</p> <p>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.</p> <p>Quarterly BOR Financial Report – Prepare quarterly BOR financial report in TTUS prescribed format.</p>	<p>SEC</p> <p>TTUS</p> <p>TTUS</p>
Business Office	July 31	Vice President Administration and Finance	Controller	CPA License Renewal – Annual CPA license renewal through Texas State Board of Public Accountancy (TSBPA). Ensure CPA requirements are met in order to renew license.	TSBPA
Business Office	September 30	Vice President Administration and Finance	Controller	<p>Quarterly BOR Financial Report – Prepare quarterly BOR financial report in TTUS prescribed format</p> <p>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.</p>	<p>TTUS</p> <p>TTUS</p>

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Business Office	October 30	Vice President Administration and Finance	Controller	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.)	State Comptroller's Office
Business Office	November 15 November 20	Vice President Administration and Finance	Controller	<p>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.</p> <p>SB 1, 87th 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 the funds to the Higher Education</p>	SAO/BOR THECB

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				<p>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.</p> <p>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.</p> <p>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.</p>	<p>Texas Comptroller's Office</p> <p>Texas Comptroller's Office, SAO, and LBB</p>

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Business Office	December 1	Vice President Administration and Finance	Controller	Semi-Annual Bond Payments – Make semi-annual bond payments to all paying agents responsible for making payments to bondholders of university debt.	SEC
				Sources and Uses Report – Complete the Sources and Uses report template, including a reconciliation to IFRS (below) for most recently completed fiscal year.	THECB
				Integrated Fiscal Reporting System (IFRS) Report Due – Report comprehensive tuition and fee financial data using the IFRS online application no later than December 1 st , per TAC, Sec. 13.140 and 13.143	THECB
	December 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
	December 31			Quarterly BOR Financial Report – Prepare quarterly BOR financial report in TTUS prescribed format.	TTUS
			Quarterly Binding Encumbrance Report Due (APS 018) - State agencies and institutions of higher education must report binding encumbrances and payables for	State Comptroller's Office	

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				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.	
Business Office	Monthly	Vice President Administration and Finance	Controller	<p>Texas State Sales Tax Remittance – Reconcile and remit all sales tax collected for the previous month end to the State.</p> <p>IRS 941 Tax Deposits – Remit 941 federal tax deposits to the IRS by each payroll date, including the monthly payroll and semi-monthly payroll.</p>	<p>Texas Comptroller's Office</p> <p>IRS - EFTPS</p>
Business Office	Quarterly	Vice President Administration and Finance	Controller	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

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Business Office	Each Semester	Vice President Administration and Finance	Controller	<p>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).</p> <p>Remit Collected Statutory Tuition and Fees to the State – Calculate and remit all collected statutory tuition and fees as set by TECH Chapter 54 to the Comptroller's Office for deposit into the State Treasury.</p>	<p>THECB</p> <p>Texas Comptroller of Public Accounts</p>