The Texas A&M University System
Budget Instructions
Pre-Legislative Close
FY 2014

General Guidelines

The Texas A&M University 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. 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 System resources is optimized.

In preparation for the upcoming budget process, the FY 2014 budget reviews will be focused on appropriations made by the 83rd Legislature, minimizing the financial burden on students and their families and the implementation of operational efficiencies.

Accountability targets in excellence, efficiency, access, and success should continue to be guiding principles in budgeting and fiscal management for FY 2014. There should be a continuing effort to increase and expand programmatic excellence, to efficiently utilize available resources by prioritizing programs, facility requirements, staffing needs, and to encourage access in every way possible in our rapidly changing environment. Careful consideration must be given to maintaining the proper balance between tuition & fee increases and financial aid, and the effects these have on student access.

Budget recommendations shall be prepared within the estimated funds available. 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 2014 operating budgets within the limits of available resources. The Office of the Chancellor 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 (schedule attached).

FY 2014 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 2014 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 2014. Lump sum amounts should include salaries and the associated FICA costs. The funds should be deposited to the established service department account that would be used for the disbursement of lump sum vacation payments. **See Attachment 9 for current rates.**

- **"OPEB" Other Post Employment Benefits** – Do not include OPEB in your FY 2014 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 institutions set-up of service department activities to ensure accuracy & 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.
- **FY 2013 Projected Revenues, Expenses, & Transfers** – As provided previously, each member will be required to provide a projection of their FY 2013 operational results. To aid in the process, the System Office of Budgets and Accounting will provide each member with an updated executive budget summary with FY 2013 year-to-date totals through April 2013. This will be sent to members in early May. Projections will need to be made for the final four months. **Please do not include OPEB in your FY 2013 projection amounts.**
- **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.
- **NACUBO function** - Many higher education institutions and systems, throughout Texas and the nation, present their expenditure budget in a NACUBO function format instead of a natural category format. The budget presentation (executive budget summary) will remain unchanged and present this information in a graphical 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.

Calendar

The FY 2014 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 2014 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 sbo@tamu.edu .

FAMIS Budget Module

Estimates for the FY 2014 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* is available for printing from the FAMIS website (http://www.tamus.edu/offices/famis/usermanuals/).

B/P/P Preparation (Prep) Budget

The B/P/P prep budget is the mechanism used to update individual personnel salaries. B/P/P will open the prep budget at the request of each System member. Per member's request, B/P/P will provide feeds from the prep budget to FAMIS on a twice-weekly basis (Tuesdays and Thursdays) beginning June 3, 2013. B/P/P will increase the frequency of feeds from prep budget to FAMIS to a daily basis (Monday through Friday) at a date to be determined. Contact FAMIS Production to have the salary fields of the FAMIS budget module updated with new B/P/P prep budget numbers.

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.
- Merit Increase for Academics and HSC - 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.
- Merit Increase for Agencies – Sec. 17.06 of SB1 (a,b). Agencies have been appropriated funds to provide a 1% increase in annual salary with a minimum of $50 per month increase in salary for the fiscal year to being on September 1, 2013 and another increase in annual salary to begin on September 1, 2014 consisting of an additional 2% in the annual salary with a minimum of $50 per month increase in salary.
- Faculty Salary Increases - The General Appropriations Act for the FY 2014/2015 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 2014 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) 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, including available General Revenue and local funds held in the state treasury. See Accounting Policy Statement 011: Benefits to Be Proportional by Fund for more detail (https://fmx.cpa.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 and the State Auditor 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 (d)).

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 component units 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 expenditures 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 expenditures. 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 expenditures **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.
- Member 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 2014 is TAMUSRVP14. 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 expenditure 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**
- **Higher Education Fund (HEF)** – **See Attachment 4** for allocation amounts.
- **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 tuition for FY 2014 will remain at $50 per semester credit hour. The budgeted amount will be net of remissions and waivers and net of tuition discounts. 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 2013. The nonresident state tuition set aside is 3%.

  Medical school tuition – The TAMHSC is required to set aside 2% of tuition charged to each resident student in a medical branch, school or college. These funds must be deposited in the State Treasury for the purpose of repaying student loans.

  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.

- **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 remissions 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 20% of resident undergraduate designated tuition in excess of $46 per semester credit hour. The 20% set aside includes the B-On-Time set aside described below.

  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 set aside 5% of resident undergraduate designated tuition in excess of $46 per semester credit hour. The amount of tuition set aside for the B-On-Time program is considered part of the amount required for the resident undergraduate student assistance described above. These funds must be deposited in the State Treasury.

- **Fees** – Fee estimates will be net of remissions 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 and grant 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 one existing subcode, 0286, and five new subcodes (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**
- **Investment Income** - For investment income on the System Endowment Fund and the Cash Concentration Pool, assume the following rates:

System Endowment Fund	$0.26224 per unit per year
Cash Concentration Pool	2.75%

- **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 Expenditure Categories

Expenditure 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 2014 is TAMUSEXP14. The actual expenditure 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
- 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 (OAHI), collectively known as FICA, will be withheld and matched at the rate of 7.65 percent. For calendar year 2013, members will match OASI (6.2 percent) on employees' wages up to $113,700. For calendar year 2014, members should plan to match OASI (6.2 percent) on employee's wages up to an estimated $116,000. Medicare tax (OAHI) 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 OAHI withholdings and matching.

  Retirement:

  Membership in the retirement system (TRS and ORP) will begin at the time of employment. *The 90-day wait is still applicable for employee group health insurance coverage.*

Teachers Retirement System (TRS) – The state contribution rate for FY 2014 will be 6.4 percent.

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 2014 as they received during FY 1995 (8.5%).

The FY 2014 ORP state contribution will increase from 6% to 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 x payroll). **See Attachment 6** for the rates.

Property Rates: Premium is subject to increase pending the addition of additional facilities in FY 2011 or valuation adjustments. **See Attachment 7 for the rates.**

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. **See Attachment 6 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 subject to a 90 day waiting period before they receive the GIP contribution. Institutions and agencies may supplement the GIP contribution from non-appropriated funds during the 90 day waiting period. The contribution begins the first month following the 90 day waiting period. 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 7 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 'remissions and waivers' as an offsetting expenditure (see 'remissions and waivers' revenue category above).
- **Scholarship Discount** - The discounting of scholarships is a mechanism used to offset the revenue reduction in the fund group to maintain the correct fund balance. 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 SO, TTVN, CIS) should be included in this category.
- **Claims and Losses** – This category is for self insurance claims and losses and will only be used by SO.
- **Capitalized Equipment** – Previously expenditures in this category were included in the Operations and Maintenance category. This category represents the use of cash from operating accounts to purchase furniture or equipment.
- **Debt Service** - This category is for the expenditure of funds for debt service only (not funds transferred to SO for RFS debt service). SO will budget all debt service payments for the PUF and RFS debt

programs. Include estimates in this category only if you are planning 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 2014 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)** - SO shall transfer the appropriate amount of AUF to plant funds to pay PUF debt service. SO will also transfer an amount to TAMU $90,817,000 and PVAMU $15,183,000 which will be determined later.
- **PUF Equipment Allocations (EA)** – SO will transfer $3.5M to Tarleton State University, $1.8 million to the Agriculture Program, $2.2 million to the Engineering Program, $6.2 million to the Health Science Center (TAMHSC), $500 thousand to Texas A&M University – Central Texas, and $500 thousand 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 June 21, 2013**. 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 designated accounts. PUF EA funds may be transferred out of designated accounts to plant funds for expenditure.

  These funds can be used for equipment 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 2014 **(see Attachment 5 and 11)**:

- System Offices (SO)
- TAMU Computing and Information Systems (CIS) – Includes the TAMU CIS support for FAMIS. The TAMU CIS assessment will be billed monthly. FAMIS printing will be billed based on actual use. A print estimate has been provided for your information.
- TTVN/Wide Area Data Network (WAN) – This assessment provides for each member's commodity Internet, Internet2 Abilene, TAMUS wide intranet, intranet connection to the University of Texas System THENet network (TXBB), and video conferencing services. It will be billed monthly.
- MAESTRO – Integrated Research Administration System. The assessment to College Station based research institutions for the development of MAESTRO will be assessed by System Offices. The amount of the assessment is $2.7 million (**see attachment 10**).
- I-9 Electronic Solution (LawLogix) – On-going fees to be paid by members will be based on the number of users and number of I-9's processed for their workstation. The per I-9 fee is $2.95. Monthly user fees are $2.99 per premium (Central Admin) user and $0.19 per standard (Departmental) user. Based on FY 2012 new-hire numbers, we expect the following to be a reasonable estimate of what the on-going fees will be for I-9's processed. Members will need to estimate their expected portion of the estimated user fee of $3,600.

Workstation	Hires + Transfers	I-9 Cost
A AL-RSCH	1,106	$3,263
C TTI	196	578
D TEEX	221	652
E TEES	1,350	3,983
F TFS	139	410
G TAMUG	375	1,106
H TAMHSC	664	1,959
I TAMU-CC	1,141	3,366
J TAMU-K	1,100	3,245
K TAMU-CT	140	413
L TAMIU	531	1,566
M TAMU	5,468	16,131
N TAMU-T	141	416
O TAMU-SA	158	466
P PVAMU	1,321	3,897
R TAMU-C	910	2,685
S System Offices	71	209
T TARLETON	976	2,879
V TVMDL	59	174
W WTAMU	695	2,050
X AL-EXT	316	932
Z OSRS	185	546
SUBTOTAL	17,263	$50,926
Est. User Fees		$3,600
TOTAL:		$54,526

- OSRS (Office of Sponsored Research Services) – the 2014 OSRS assessment will be the following:

  PVAMU $560,646 TAMU $3,524,937 TAMHC $1,241,760 AL-RSCH $3,120,675

  AL-EXT $895,465 TEES $3,389,621 TTI $582,142 System Offices $191,656

- E-Travel (Concur) – beginning in April 2012 E-travel will be implemented for many System members. Currently a charge of $7.58 is being assessed monthly to members for every expense report (travel voucher) processed. The contract for the FY 2014 rates is being negotiated and should be finalized sometime in May. Below is the estimate FY 2013 amounts as a benchmark for your FY 2014 budget. Each member will decide if the charge will be billed to a central account or to the member's department (FAMIS Screen 827).

  Below is the estimated annual costs:

  PVAMU $26.952 Tarleton $32,964

  TAMU $168,300 TAMUG $10,176

  TAMU-C $20,664 TAMU-CC $23,628

  TAMU-K $26,136 TAMU-T $4,860

AL-RSCH $68,028
AL-EXT $58,392
TVMDL $2,664
TEEX $54,300
System Offices $17,088

Beginning Balances

Estimated FY 2014 beginning fund balances by fund group will be determined by the amounts submitted in the supplemental budget information file **(see Attachment 8)**. An Excel version of this template will be provided later. The balances entered are projections of your fund balances as of August 31, 2013.

Use of Reserves

Reserves should only be used to fund one-time expenditures that will result in future cost reductions or increases in income or expenditures of carryover balances (e.g. ATP/ARP, special items, etc.). Any use of reserves to support the FY 2013 operating budget (e.g. expending remaining ATP/ARP funds or special item funds) should be included in the beginning fund balances as entered in the FAMIS budget module (entered on screens 589/599, SL Begin Balance line). **Attachment 8** 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 the 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 2014.

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 2014 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 2014 Executive Budget Summary and the FY 2014 Operating Budget Statement of Changes in Fund Balance (budget lead schedule) to the TAMUS Operating Budget web site (http://www.tamus.edu/offices/budgets-acct/budget/index.html).

Attachment 1

The Texas A&M University System
FY 2014 Budget Calendar

January 31-Febuary 1	Budget guidelines presented to the Board for approval
March 11	Tuition and Fee recommendations due to the System Offices Budgets and Accounting
March	System Budget Pattern distributed to the Members
April	Preliminary Budget Instructions distributed to the Members
Mid -April	FAMIS budget module available upon request. Members begin working on their Member patterns. (Must run YU800 before work can begin)
May 1-2	Tuition and Fee requests presented to the Board for approval
June 21	Vice Chancellor's for Agriculture and Engineering to submit to the System Office of Budgets and Accounting PUF equipment allocations to each agency
June 21	Preliminary budgets and supplemental items submitted to the System Office of Budgets and Accounting for review: Supplemental Items: ➢ Projected FY 2013 Actuals ➢ GR Reconciliation Worksheet ➢ Est. Beginning Balances Worksheet ➢ Budget Narrative ➢ Salary Merit Plan ➢ Request to Exceed FTE Cap
July 8	Member's budgets should be marked with a "B"
July 10-July 23	FY 2014 preliminary budgets and Executive Summary review
July 25 *(Mailed July 24)*	FY 2014 Executive Budget Summary provided to the Board
August 8-9	FY 2014 Budget presented to the Board for approval
August 16	**Last feed for Prep to Active for salary employees at 5 p.m.**
August 23	**Last feed for Prep to Active for wage employees at 5 p.m.**

Attachment 2

The Texas A&M University System
Budget Contact List
FY 2014

System Office of Budgets and Accounting	Functional Area	Phone	E-mail
Joseph Duron	Policy, procedure, and calendar	(979) 458-6110	duron@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
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
B/P/P			
Randy Guillot	B/P/P	(979) 458-6300	randy-guillot@tamus.edu
B/P/P Production	B/P/P Reports / Production	(979) 458-6302	bpp-prod@tamus.edu

Attachment 3

The Texas A&M University System
Member Budget Contact List
FY 2014

Member	Primary Contact	Phone	e-mail
PVAMU	Rod Mireles Diane Evans	936-261-1905 936-261-2202	rmireles@pavmu.edu dtevans@pvamu.edu
TARLETON	Susan Gordon Angie Brown	254-968-9433 254-968-9128	sgordon@tarleton.edu abrown@tarleton.edu
TAMIU	Fred Juarez Rocio Gutierrez	956-326-2448 956-326-2371	fredjuarez@tamiu.edu rgutierrez@tamiu.edu
TAMU	Mark Herzog Tracy Foster Shelly Janac	979-845-8145	Herzog@tamu.edu Tfoster211@tamu.edu s-janac@tamu.edu
TAMUG	Susan Lee	409-740-4533	lees@tamug.edu
TAMU-CT	Gaylene Nunn Susan Bowden	254-519-5458 254-519-5766	nunn@ct.tamu.edu susanbowden@ct.tamu.edu
TAMU-C	Tina Livingston Paula Hanson	903.886.5667	tinal.livingston@tamuc.edu
TAMU-CC	Kemberly Morgan Lupita Regalado	361-825-2615 361-825-5742	kemberly.Morgan@tamucc.edu lupita.regalado@tamucc.edu
TAMU-K	Jennifer Alexander	361-593-2793	Jennifer.alexander@tamuk.edu
TAMU-SA	Stephanie Scott Luis Rodriguez	210-784-2010 210-784-2014	sscott@tamusa.tamus.edu lrodrigu@tamusa.tamus.edu
TAMU-T	Veloria Nance Randy Rikel	903-223-3055 903-223-3111	vnance@tamut.edu rrikel@tamut.edu
WTAMU	Mark Hiner Shelly McCune	806-651-2092 806-651-2944	mhiner@wtamu.edu smccune@wtamu.edu
AgriLife RSCH	Andrew Juranek	979-845-8543	andrewjuranek@tamu.edu
AgriLife EXT	Kay Schubert	979-845-1495	kschuber@ag.tamu.edu
TEES	Yvonne Poston	979-458-7489	y-poston@tamu.edu
TEEX	Dan Gray Carolyn Record John Skrabanek	979-458-6902 979-458-6808 979-458-6893	dan.gray@teexmail.tamu.edu Carolyn.record@teex.tamu.edu John.skrabanek@teex.tamu.edu
TFS	Travis Zamzow	979-458-6643	tzamzow@tfs.tamu.edu
TTI	Don Bugh	979-845-1715	d-bugh@tamu.edu
TVMDL	Vic Seidel	979-458-3254	vseidel@tvmdl.tamu.edu
TAMHSC	Kristin Nace	979-436-9228	kmnace@tamhsc.edu
System Office, OSRS, OTC	Joseph Duron	979-458-6110	duron@tamus.edu

Attachment 4

The Texas A&M University System
FY 2014 Higher Education Fund (HEF) Allocations
Per Education Code Section 62.021 (HB 51 81R)

Member	Amount
TAMIU	$ 3,796,436
TAMU-C	5,193,232
TAMU-CC	7,139,067
TAMU-K	5,046,885
TAMU-T	1,307,907
WTAMU	4,652,995
TOTAL	$ 27,136,522

Attachment 5

The Texas A&M University System
FY 2014 Assessment Summary

	TAMU CIS (for FAMIS)		TAMU CIS (for BPP)		TTVN/Wide Area Data Network (WAN) [1]				
Member	Operations	Print Estimate	Operations	Print Estimate	Data Network	Video	Net Other Fees [2]	TOTAL	System Offices [3]
PVAMU	$96,160	$ 6,376	$41,980	$473	$222,050	$32,417	$53,653	$308,120	$463,000
Tarleton	$66,832	$517	$36,977	$416	$113,925	$32,185	$48,084	$194,195	$353,001
TAMIU	$52,167	$511	$19,622	$221	$100,150	$27,192	$21,013	$148,354	$247,266
TAMU	$1,076,998	$72,191	$294,407	$3,314	$1,497,996	$71,085	-$98,709	$1,470,372	$2,666,424
TAMUG	$107,700	$0	$12,743	$143	$67,025	$27,395	$48,431	$142,851	$116,969
TAMU-CT	$12,741	$0	$5,707	$64	$47,375	$27,314	-$2,820	$71,869	$127,989
TAMU-C	$65,149	$760	$32,833	$370	$106,825	$32,924	$39,229	$178,978	$370,750
TAMU-CC	$87,746	$647	$45,967	$517	$120,250	$30,485	$9,900	$160,635	$397,527
TAMU-K	$72,601	$4,495	$31,114	$350	$146,750	$31,361	$5,912	$184,023	$336,000
TAMU-SA	$14,664	$1,988	$6,489	$73	$66,550	$27,200	$11,514	$105,263	$164,935
TAMU-T	$33,656	$634	$4,847	$55	$49,750	$28,769	$15,359	$93,879	$182,478
WTAMU	$12,741	$0	$28,221	$318	$87,125	$29,143	$39,424	$155,691	$278,455
AgriLife -RSCH	$161,790	$6,493	$44,481	$501	$77,662	$14,654	$9,943	$102,259	$594,696
AgriLife-EXT	$82,938	$824	$32,912	$370	$38,762	$14,454	$3,334	$56,550	$293,306
TFS	$47,599	$12,170	$23,531	$265	$20,053	$5,744	$1,803	$27,600	$230,209
TVMDL	$25,242	$23	$4,456	$50	$23,778	$6,473	$1,656	$31,907	$106,932
TEES	$7,452	$0	$31,348	$353	$22,232	$11,742	$3,341	$37,315	$517,878
TEEX	$9,376	$4	$18,215	$205	$27,282	$13,632	$3,484	$44,398	$249,163
TTI	$76,448	$8,821	$17,668	$199	$67,120	$13,874	$618	$81,612	$269,464
TAMHSC	$80,054	$1,335	$37,915	$426	$141,409	$32,262	$8,242	$181,913	$480,550
Research Fnd.	$112,508	$2,705	$	$					$108,000
TAMUQ					$27,725	$29,094	$0	$56,819	
System Offices	$101,449	$9,630	$10,319	$117	$64,065	$25,247	$11,888	$89,733	
TOTAL	$2,404,011	$130,123	$781,752	$8,800	3,135,860	565,608	222,869	3,924,336	$8,555,000

1. This assessment provides commodity Internet, Internet2 Abilene, TAMUS wide intranet, intranet connection to the University of Texas System THENet network (TXBB), and videoconferencing services.

2. TAMU's Net Other Fees credit amount is for the "in kind" costs provided.

3. **See attachment 11 for details.**

Attachment 6

FY 2014 Workers Compensation % Rates:

PVAMU	0.15	WTAMU	0.10
Tarleton	0.10	AL-RSCH	0.20
TAMIU	0.20	AL-EXT	0.45
TAMU	0.10	TFS	0.75
TAMUG	0.35	TVMDL	0.10
TAMU-CT	0.10	TEES	0.05
TAMU-C	0.15	TEEX	0.05
TAMU-CC	0.15	TTI	0.10
TAMU-K	0.10	TAMHSC	0.10
TAMU-SA	0.10	System Offices	0.05
TAMU-T	0.05	OSRS	0.05

Current UCI % Rates

PVAMU	0.10	WTAMU	0.10
Tarleton	0.10	AL-RSCH	0.30
TAMIU	0.30	AL-EXT	0.25
TAMU	0.09	TFS	0.20
TAMUG	0.30	TVMDL	0.40
TAMU-CT	0.10	TEES	0.08
TAMU-C	0.35	TEEX	0.35
TAMU-CC	0.15	TTI	0.10
TAMU-K	0.30	TAMHSC	0.30
TAMU-SA	0.10	System Offices	0.10
TAMU-T	0.10	OSRS	0.10

Attachment 7

Self-insured Property Program – premiums* for the period March 1, 2013 through March 1, 2014 are as follows:

Member	Total Premiums
PVAMU	$120,254
TAMIU	77,587
TARLETON	95,276
TAMU	862,332
TAMUG	54,185
TAMU-CT	12,001
TAMU-C	110,320
TAMU-CC	147,594
TAMU-K	104,788
TAMU-SA	18,450
TAMU-T	33,091
WTAMU	125,785
TAMHSC	126,658
AgriLife Research	28,528
AgriLife Extension	373
TVMDL	4,806
TEES	3,304
TEEX	24,708
TTI	8,444
System Offices and OSRS	4,550
TOTAL	$ 1,963,034

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

Full-Time (100%)		Part-Time (50.00% - 99.99%)	
Employee Only	$457.14	Employee Only	$228.57
Employee and Spouse	$693.63	Employee and Spouse	$346.81
Employee and Children	$622.68	Employee and Children	$311.34
Employee and Family	$788.21	Employee and Family	$394.11
Waiver	$228.57	Waiver	$114.29

Attachment 8

Sample Only

Supplemental Budget Information
FY 2014 Operating Budget

Estimated Beginning Balances

Functional & General $_____

Designated $_____

Auxiliary Enterprises $_____

Restricted $_____

Net Decrease in Fund Balance Explanations (If Applicable)

Fund Group	Net Decrease in Fund Balance	Explanation / Comment
Functional & General	$	
Designated	$	
Auxiliary Enterprises	$	
Restricted	$	

Note: The above 'Estimated Beginning Balances' should be the same or very close to the projected ending fund balances for FY 2013.

Attachment 9

FY 2013 ACAP Rates

Member	ACAP Faculty Rate	ACAP Staff Rate
PVAMU	.01	.01
TARLETON	.0125	.0125
TAMIU	.0082	.0082
TAMU	.0067	.0057
TAMUG	.0109	.0067
TAMU-C	.005	.005
TAMU-CC	.0105	.0105
TAMU-CT	.01	.01
TAMU-K	.02	.02
TAMU-SA	.0067	.0067
TAMU-T	.0056	.0056
WTAMU	.0085	.0085
TAMHSC	.01	.01
AgriLife Research	.02	.02
AgriLife Extension	.013	.013
TFS	.0109	.0109
TVMDL	.0	.0
TEES	.01	.01
TEEX	.005	.005
TTI	.009	.009
System Offices	.0113	.0113
OSRS	.0113	.0113

ATTACHMENT 10

FY 2014 MAESTRO ASSESSMENT

PVAMU	$108,519
TARLETON	23,824
TAMIU	23,824
TAMU (Includes TAMUG)	732,722
TAMU-CT	23,824
TAMU-C	23,824
TAMU-CC	57,315
TAMU-K	23,824
TAMU-SA	23,824
TAMU-T	23,824
WTAMU	23,824
TAMHSC	224,288
AL-RSCH	478,086
AL-EXT	136,130
TEES	543,171
TTI	197,908
System Offices	31,269
TOTAL:	$2,700,000