

## **Financial Reports Collection Procedures**

### **Legislative Appropriations Requests (LAR), ANNUAL OPERATING BUDGETS (AOB), and ANNUAL FINANCIAL REPORTS (AFR)**

#### **Authority**

Legislative Appropriations Requests (LAR) TEC Sec 61.059 (e), LBB LAR Reporting Guidelines by August 13 on even years, with second editions in October.

Annual Operating Budgets (AOB) TEC Sec 51.0051, Rule 13.43 by December 1

Annual Financial Reports (AFR) TEC Sec 51.005 and 61.065, Rule 13.63 January 1

AUF AFRs TEC Sec 61.065, Rule 13.64 December 1

The above statutes and rules require public institutions of higher education to provide copies of LARs, AOBs, and AFRs to the Board by the indicated dates.

1. File Submission: Institutions submit documents electronically naming the files with FICE code and document name to the Move-it website at [\\theceb4avmoveitc\audit-collection](http://\theceb4avmoveitc\audit-collection) or via email to THECB staff.

Username: audit-collection (all lower case)

Password: Contact [Roland.gilmore@theceb.state.tx.us](mailto:Roland.gilmore@theceb.state.tx.us) for password

Note: The Board no longer retains paper copies.