

Texas Department of Criminal Justice
HB 326

September 1, 2011

Responsible Department	Report Type	Document Title	Material Due To	Statute Requiring Submission	Short Description	Evaluation of Need for Report
Accounting & Business Services	Annual	Buildings Over 45 Years Old	Texas Historical Commission	Natural Resources Code, §31.153	Report of buildings that turn 45 years old, in the previous fiscal year, by the end of the current fiscal year	
Accounting & Business Services	Annual	Certification of Physical Inventory Conducted by Agency - SPA #73-283	Comptroller	Government Code, §403.273	Report of all numbered inventory at each unit/location	
Accounting & Business Services	Annual	State Housing	Office of the Governor, Legislative Budget Board (LBB) and Comptroller	GAA Article IX, §11.05	A report of all employees residing in state housing	
Accounting & Business Services	Quarterly and Annually	Binding Encumbrance Report & Certification	Comptroller	Government Code, §§403.021, 403.071, 403.074	Presentation of agency's financial obligations as of the end of the fiscal quarter	
Accounting & Business Services	Annual	Unclaimed Property Holder Report	Comptroller	Property Code, §74.601	Checks not cashed within 3 years per Property Code 72.101 is escheated to the Comptroller's Office	
Accounting & Business Services	Annual	Fee Survey	LBB	GAA Article IX, §7.07	All fees, fines, and penalties assessed and assessed but not collected during the prior year (Parole Fees, Medical Co-Pays, Open Records)	
Accounting & Business Services	Annual	Statewide Cost Allocation Plan Report	Comptroller	Government Code, §2106.002 GAA Article IX, §15.04	Transfer of funds for the agency's allocation from the appropriate source of funds (i.e. centralized support services paid by GR funds for federally supported programs)	
Accounting & Business Services	Annual	General Land Office Master File Verification	General Land Office	Government Code, §2101.0115	Report of land and building additions, deletions, or changes for the current fiscal year	
Accounting & Business Services	Annual	Benefits Proportional by Fund	Comptroller & State Auditor's Office	GAA Article IX, §6.08 Education Code §51.009	Required to ensure that payments of benefit costs are proportional to the agency's funding from appropriated funds and federal receipts	
Accounting & Business Services	Biennial	Public Funds Investment Act Portfolio Composition Schedule	State Auditor	Government Code, §2256.005	Presentation of agency's investments to ensure compliance with restrictions of investment pooling	
Accounting & Business Services	Annual	MAP Report	Comptroller	Government Code, §403.276	A report of missing, damaged, or stolen property to the Comptroller's Office	
Accounting & Business Services	Annual	Certification - Imprest Cash	Comptroller	Government Code §§403.241 - 403.252	State agency establishes petty cash account to make change of currency, Advance Travel expense, and make small disbursements in a cost effective manner	
Accounting & Business Services	Annual	Method of Finance Allocation Schedule (Capital Budget Sched. & Rider Appn. Sched.)	Comptroller	Government Code, §403.011 GAA Article IX, §14.02	Identifies the allocation of funding sources among strategies for capital budgets	
Accounting & Business Services	Quarterly	American Recovery and Reinvestment Act Reporting	LBB	GAA Article XII, §5	Report of ARRA funds expended per quarter	

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Accounting & Business Services	Annual	Annual Financial Report (AFR)	Office of the Governor, Comptroller, LBB, State Auditor, State and Legislative Libraries	Government Code, §2101.011	Presentation of agency's financial activity and status as of the end of the fiscal year, including Certification (Reconciliation) of SPA FY Balances	
Accounting & Business Services	Annual	AFR - Annual Report of Other Required Information	Office of the Governor, State Auditor, LBB and Legislative Reference Library	Government Code, §§2101.0115, 2101.011	Presentations of agency's financially related detailed activity as of the end of the fiscal year (sq ftg/acres for facilities, lease details, recycled, remanufactured and environmentally sensitive purchases, and schedule of itemized purchases)	
Accounting & Business Services	Annual	General Revenue Reconciliation & Certification	Comptroller	Government Code, §2101.0115	Calculation to determine amount of funds the agency was given by GAA-Riders and additional payroll expenses and legislation	
Accounting & Business Services	Survey	GASB 14 and 39 Surveys	Comptroller	Government Code, §2101.0115	Entity evaluation of potential component units	
Accounting & Business Services	Annual	Federal & State Grant Schedule and Certification	Comptroller	Government Code, §2101.0115	Summary of Federal Financial Activity by state agency based on Catalog of Federal Domestic Assistance numbers	
Agribusiness, Land & Minerals	Quarterly, Semi-Annual, Annual	Agricultural Surveys (Various Reports)	National Agricultural Statistics Service	Title 7 U.S. Code and CIPSEA (Public Law 107-347)	Various reports providing detailed information regarding livestock and crop operations (crops planted, acreage, production yields, etc.)	
Agribusiness, Land & Minerals	Annual	Federal Crop Insurance Act	Federal Crop Insurance Corporation	Title 7 U.S. Code 1501	Report detailing cotton and grain acreage planted and subsequent yields	
Agribusiness, Land & Minerals	Annual	Annual Cost Statements	Texas Board of Criminal Justice (TBCJ)	Government Code, §497.112	Review of agriculture operations to include a cost-effectiveness analysis of all agricultural programs	The agency would continue to provide the board with similar information in the absence of the statutory requirement.
Budget	Annual	Annual Grant Report	Office of the Governor and LBB	Government Code, §772.009	Report of the agency's efforts in acquiring available discretionary federal funds, filed with the grant writing team	
Budget	Annual	Report on Efforts to Obtain Discretionary Federal Funds	Office of the Governor	Government Code, §772.009	Requirement to file a report with the grant writing team in the Office of the Governor, our efforts in acquiring available discretionary federal funds	
Budget	Biennial	Legislative Appropriations Request	Office of the Governor and LBB	Government Code, §322.007	A report on appropriations requested by the agency, including required supporting and supplemental schedules (HUB expenditures, capital schedules, etc.)	
Budget	Annual	Agency Operating Budget	Office of the Governor, LBB, Comptroller, Legislative Reference Library	GAA Article IX, §7.01	Itemized budget covering the operation of the current fiscal year	

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Commissary & Trust	Quarterly	Bi-Monthly Investment Report	TBCJ	Government Code, §2256.023	Detailed description of investments of fiduciary funds made by TDCJ	The agency would continue to provide the board with similar information in the absence of the statutory requirement.
Community Justice Assistance Division	Biennial	Appropriation: Refunds of Unexpended Balances from CSCDs	Office of the Governor and LBB	Government Code, §509.016	Information used to allocate funds for adult probation services and corrections departments (CSCDs), also used by the agency to monitor the use of funds appropriated in Strategies A.1.2, A.1.3, and A.1.4 can be identified	
Contracts & Procurement	Monthly	LBB Contract Notification	LBB	Government Code, §§2054.008, 2166.2551, 2254.006 and 2254.0301	Information regarding execution of or modification of contract and some information be posted on a web application located on the LBB website	
Contracts & Procurement	Within 10 days of contract execution	Online Reporting of Major Contracts	LBB	Government Code, §322.020	Reporting of major contracts, solicitation and any amendments	
Contracts & Procurement	Monthly	State Use Report	Comptroller Office	Human Resources Code, §122.016	Reporting of the use Texas Industries for the Blind and Handicapped (TIBH) contracts for commodities and services and exceptional items generally available from TIBH but purchased from another source	
Contracts & Procurement	Monthly	Contracts Greater Than 100k	Agency website	Government Code, §2054.126	Post on the agency website a listing and description of all the TDCJ contracts with a value exceeding \$100,000.00	
Contracts & Procurement	Annual	Procurement Plan	Comptroller	Government Code, §2155.132, Administrative Code Title 34, Part 1, Chapter 20 Subchapter C, Rule 20.41	Identifies agency's management controls and purchasing oversight authority in accordance with the policy guidelines contained in the State of Texas Procurement Manual	
Contracts & Procurement	Annual	Contracts Greater Than \$500,000.00	LBB	GAA Article IX, §7.05	Four reports: Sales Greater Than \$500,000.00 Individually, Sales Greater Than \$500,000.00 Aggregate, Contracts Greater than \$500,000.00 Individually and Contracts Greater Than \$500,000.00 Aggregate. "Contract" includes contracts, purchase orders, agreements, interagency agreements and interlocal agreements	
Contracts & Procurement	Quarterly	Expenditures by Commodity Class and Item	Comptroller	Government Code, §403.024	Database of expenditures itemized by National Institute of Governmental Purchasing (NGIP) class and item codes	

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Correctional Institution Division	At each regular TBCJ meeting	CID Director's Report	TBCJ	Government Code, §494.004	Provides the board with consistent and timely information regarding the Correctional Institutional Division (CID)	The agency would continue to provide the board with similar information in the absence of the statutory requirement.
Correctional Institution Division	Biennial	Offender Visitation Biennium Report	Correctional Institutions Division Director	Government Code, §501.010	Identifies areas which may need to be addressed, whether changes should be noted in the <i>Offender Visitation Plan</i> , or verbally addressed during regional directors meeting, warden meeting or unit staff meeting	The CID director would continue to require wardens to provide similar information in the absence of the statutory requirement.
Correctional Institution Division	Annual	Safe Prisons Program	Office of the Governor and LBB	SB 1 General Appropriations Act Article V, Rider 42 [82nd Session]	Report on alleged sexual assaults and the Safe Prisons Program	
Facilities	Annual	Resource Efficiency Plan (REP)	State Energy Conservation Office	Government Code, §447.010	Identifies potential cost effective measures for minimizing utility consumption and cost	
Facilities	When necessary at least every 60 days	Facilities Expansion and Improvement Report	Office of the Governor and LBB	Government Code, §499.028	All construction projects that will result in the addition or removal of beds from department capacity	
Health Services	Biennial (not later than January 15th)	AIDS and HIV Education	Legislature	Government Code, §501.054	Report the participation of inmates and employees in AIDS & HIV education programs	
Health Services	Quarterly	Correctional Managed Health Care (CMHC)	Office of the Governor and LBB	SB 1 General Appropriations Act Article V, Rider 55 [82nd Legislative Session]	CMHC expenditures for unit psychiatric care, hospital, clinical care and pharmacy; health care utilization and acuity data; and other health care information determined by the Office of the Governor and the LBB	
HUB Program	Annual	HUB Report	Comptroller	Administrative Code Title 34, Part 1, Chapter 20, Subchapter B, Rule 20.16 and Government Code, §2161.121	Report of HUB expenditures per category	
Office of the Chief Financial Officer	Monthly	Summary of Open Records Requests	Attorney General	Government Code, §552.010	Report of all open records requests received and responded to by the agency	

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Office of Inspector General	Quarterly	OIG Quarterly Status Report	Special Prosecution Unit	Government Code, §493.028	Criminal case summary and highlights	
Parole	Annual	Temporary Housing Assistance Program/Financial Report	Presiding officer of each legislative standing committee with primary jurisdiction over TDCJ	Government Code, §508.157(f) [HB1770/82nd Session]	Report number of offenders utilized in program, the dollar amount issued, the county of release, county of legal residence of each offender. Expires: January, 2014	
Parole	Annual	Releasee/Parole Officer Caseload Ratio	Office of the Governor and LBB	HB 1, Rider 31 - Caseload Ratio [81st Session]	In the event that this ratio is not maintained, The Texas Department of Criminal Justice shall file a statement documenting reasons for non-compliance. Expires: September 2011	
Parole	Annually - September 1	Parole Officer Maximum Caseloads Report	Legislative Budget Board	Government Code, §508.1142 [HB 3736/80th Session]	When established caseloads (60:1, 35:1, 24:1, 20:1, and 11:1) are not met, a report stating amount of funds needed to be compliant shall be submitted. No Expiration Date	
Parole/Reentry and Integration/Rehabilitation Programs	9/1/2011	Recidivism Study; Report	Lieutenant Governor, Speaker of the House and appropriate standing committees	Government Code, §495.028 [HB1711/ 81st Session]	The Texas Department of Criminal Justice to conduct a recidivism study regarding the plan and the family unity participation policies developed.	
Parole/Correctional Institutions/Rehabilitation Programs	1/1/2012 and December 1, 2012	Parole Process Delays Study	Office of the Governor and LBB	HB 1, Article V, Rider 54 [82nd Session]	Evaluate and identify process inefficiencies related to parole review and offender release that is contingent upon successful completion of an assigned rehabilitation program. Expires: January 1, 2012	
TBCJ - PREA Ombudsman	Annual	Annual Report	Office of the Governor, Lieutenant Governor, Speaker of the House, Presiding officer of each house and senate committee having jurisdiction over the department, the state auditor, the comptroller and the TDCJ Executive Director	Government Code, §501.176	Report regarding the activity of the ombudsperson during the preceding fiscal year	

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Texas Correctional Office on Offenders with Medical or Mental Impairments	Biennial	Biennial Report of the Texas Correctional Office on Offenders with Medical or Mental Impairments	Office of the Governor, Lieutenant Governor, Speaker of the House, TBCJ	Health and Safety Code, §614.009	Report on continuity of care, service programs and recommendations to the legislature.	
TDCJ	9/1/2011	Agency Report of Reports required by Statute	Sunset Advisory Commission, Office of the Governor, Lieutenant Governor, Each member of the legislature	Government Code, §325.0075 [HB326/82nd Session]	List each report that the agency is required by statute to prepare and evaluate the need for each report prior to Sunset review.	

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