Salary Supplement Reporting - Part I

In accordance with Texas Government Code, Sections 659.001 and 659.002, each state agency (agency) and higher education institution is required to report to the State Auditor certain information about the salaries and compensation of its executive staff. This questionnaire and the information required to complete it are designed to collect the information required by the Texas Government Code. Please fill out this questionnaire accurately and completely. Please note that Texas Government Code, Article IX, Section 3.02, requires that the information required by this questionnaire be reported to the State Auditor. This questionnaire is designed to collect that information, which will be reported to the State Auditor. Any questions concerning the interpretation of this section of the Texas Government Code should be directed to your agency's or higher education institution's legal counsel.

Questionnaire

1. In fiscal year 2016, did your agency or higher education institution receive a gift, grant, donation, or other consideration from a person that was designated to be used as a salary supplement for a named person, position, or endowment?

2. If the answer to question 1 was "yes," please complete the information in the table below for each individual salary supplement.

3. How does your agency or higher education institution determine if a gift, grant, donation, or other consideration is received?

4. If your agency or higher education institution has adopted conflict of interest provisions regarding the acceptance of gifts, grants, donations, or other considerations, please provide a hyperlink to the conflict of interest provisions.

5. Texas Government Code, Section 659.0201(b) requires that a state agency that accepts a gift, grant, donation, or other consideration provided by the person that is designated to be used as a salary supplement for an employee of the agency or higher education institution from a person that is designated to be used as a salary supplement for an employee of the agency or higher education institution in accordance with the donor(s) agreements and any applicable state and federal laws.

6. If your agency or higher education机构 has adopted conflict of interest provisions regarding the acceptance of gifts, grants, donations, or other considerations, please provide a hyperlink to the conflict of interest provisions.

7. Did the agency or higher education institution make this information available on its Internet website?

Contact Information

Agency/Higher Education Institution:

Name:

Email Address:

Phone Number:

Title:

Agency/Higher Education Institution:

Address:

Description:

Detailed Information for Each Salary Supplement

<table>
<thead>
<tr>
<th>Name of the person</th>
<th>Total compensation received</th>
<th>Year of the most recent compensation paid</th>
<th>Percentage of increase in compensation for each of the five preceding fiscal years</th>
<th>Source of funding</th>
<th>Conflicts of Interest</th>
<th>Conflict of Interest Provisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. John Doe</td>
<td>$50,000</td>
<td>2015</td>
<td>5%</td>
<td>Gift</td>
<td>No</td>
<td>Hyperlink to Conflict of Interest Provisions</td>
</tr>
<tr>
<td>Ms. Jane Smith</td>
<td>$45,000</td>
<td>2016</td>
<td>3%</td>
<td>Grant</td>
<td>Yes</td>
<td>Hyperlink to Conflict of Interest Provisions</td>
</tr>
</tbody>
</table>

Please complete this section of the questionnaire (Part I) and return it to the State Auditor's Office. Questionnaires should be mailed to the State Auditor's Office, Attention: Legislative Financial Affairs, 1700 West Congress Avenue, Austin, TX 78701-1499. Or, questionnaires should be e-mailed directly to Salary.Supplements@SAO.Texas.Gov

Please note that reporting requirements specified in Article IX, Section 3.02, General Appropriations Act (the Legislature), should be reported separately. To report information as required by Texas Government Code, Section 659.001(a), please complete Part II of this questionnaire.
### Salary Supplement Reporting - Part II

In accordance with Texas Government Code, Section 659.0201(d), if the person making a gift, grant, or donation or providing other consideration to the state agency for the purpose of a salary supplement is an entity created solely to provide support for the state agency, the entity shall report to the agency:

1. The name of each person who makes gifts, grants, or donations, or provides other consideration to the entity, in an amount or having a value that exceeds $10,000, unless the person has made a request to the entity to remain anonymous; and
2. The amount or value of each specific gift, grant, donation, or other consideration.

Texas Government Code, Section 659.0201(e) states a state agency that receives a gift, grant, donation, or other consideration described by Subsection (d) shall compile the information the agency receives under Subsection (d) into a report and submit the report to the state auditor and the legislature. This questionnaire is designed to collect that information, which may be reviewed by the State Auditor's Office to identify any conflicts of interest or any other areas of risk. The State Auditor's Office will report audit results to the Legislature. Any questions concerning the interpretation of this section of the Texas Government Code should be directed to your agency's or higher education institution's legal counsel.

Please complete this section (Part II) of the questionnaire and return it to the State Auditor's Office. Questionnaires should be e-mailed directly to Salary.Supplements@SAO.Texas.Gov, no later than 12/16/2016. Please note that reporting requirements that are specified in Article IX, Section 3.02, General Appropriations Act (84th Legislature), should be reported separately. To report information as required by Texas Government Code, Section 659.0201(i), please complete Part I of this questionnaire.

### Questionnaire

1. In fiscal year 2016, did your agency or higher education institution receive a gift, grant, donation, or other consideration for the purpose of a salary supplement from an entity created solely to provide support for your agency?

   **Please type Yes or No here**

<table>
<thead>
<tr>
<th>Answer</th>
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<tbody>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

2. If the answer to question 1 was "yes," please complete the information in the table below for each individual salary supplement. (Please insert additional rows if necessary.) If the answer to question 1 was "no," please continue to the Additional Comments Section.

### Detailed Information for Each Salary Supplement

<table>
<thead>
<tr>
<th>Please list the name of the entity created solely to provide support for your agency or higher education institution.</th>
<th>Please list the name of each person who makes gifts, grants, or donations, or provides other considerations to the entity, in an amount or having a value that exceeds $10,000, unless the person has made a request to the entity to remain anonymous. (If the person requested to remain anonymous, please place the word &quot;Anonymous&quot; in the column.) Information provided to an higher education institution under Texas Government Code, Subsection (d), is not subject to disclosure under Chapter 552.</th>
<th>If the amount or value of each specific gift, grant, donation, or other consideration exceeded $10,000, what was the amount? Information provided to an higher education institution under Texas Government Code, Subsection (d), is not subject to disclosure under Chapter 552.</th>
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3. Please include any additional comments in the box below.