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Dr. Sujuan Boutté, Louisiana Office of Student Financial Assistance

From: Matthew LaBruyere, Deputy Commissioner for Finance and Administration

Date: July 12, 2024

Re: FY 2024-2025 Operating Budget Request

This memorandum serves as the official request to your respective institutions for completion of the FY 2024-2025 operating budget and athletic budget forms. All forms and related instructions for completion are included in this email package. Additionally, these forms and instructions are available on the Board of Regents website, laregents.edu, in the Finance/Facilities section under the heading “Forms and Reports” / “Operating Budget Data”. I urge your institutions to fully review these documents prior to completing.

Formula and Specialized Institutions: One electronic copy of an Excel workbook including all completed operating budget forms from each of your institutions is due no later than **August 13, 2024**. The columns for FY 24-25 Budgeted and FY 23-24 Budgeted must be completed, and the column labeled FY 23-24 Actual left blank. The BOR Forms Excel workbook must be e-mailed to dawn.melancon@laregents.edu. Once the FY 2024-2025 operating budgets are reviewed by the Board of Regents, the formula institution budgets, along with an overall formula funding request, will be submitted to the Division of Administration as part of the FY 2025-2026 budget request for higher education. (Please note any institution/agency submitting all three columns in a single submission must also follow the directions below regarding the number of copies and USBs due by **September 27, 2024**.)

- First submission (FY24 and FY25 Budgeted) – BOR Forms Excel workbook must be emailed to dawn.melancon@laregents.edu by **August 13, 2024**.
- Second submission (FY 23-24 Actual, FY 23-24 Budgeted, and FY 24-25 Budgeted) – BOR Forms Excel workbook must be emailed to dawn.melancon@laregents.edu, with the other eight bound copies and USBs due by **September 27, 2024**.

Agency Units and Management Boards: LOSFA, LUMCON, and each of the management boards should submit to the BOR one copy of forms BOR-1, BOR-2, BOR-3, BOR-3A, BOR-16, and Operational and Expanded Needs in the Excel workbook no later than **August 13, 2024**. The columns for FY 24-25 Budgeted and FY 23-24 Budgeted should be completed and the column labeled FY 23-24 Actual should be left blank. The BOR Forms Excel workbook must be e-mailed to dawn.melancon@laregents.edu. (Please note any institution/agency submitting all three columns in a single submission must also follow the directions below regarding number of copies and USBs due by **September 27, 2024**.)

- First submission (FY 23-24 and FY 24-25 Budgeted) – BOR Forms Excel workbook must be emailed to dawn.melancon@laregents.edu by **August 13, 2024**.
- Second submission (FY 23-24 Actual, FY 23-24 Budgeted, and FY25 Budgeted – BOR Forms Excel workbook must be emailed to dawn.melancon@laregents.edu, with the other eight bound copies and USBs due by **September 27, 2024**.

Act 49 of the First Extraordinary Session of 1998 requires that the operating budgets shall contain, at a minimum, budgetary information on prior-year actual revenues and expenditures. In order to comply with Act 49, it is requested that **formula and specialized institutions** submit to the Board of Regents no later than **September 27, 2024** **eight** bound copies of completed BOR-1 through BOR-16 forms and BOR-ATH-1 through BOR-ATH-3 forms with the FY 24-25 Budgeted, FY 23-24 Budgeted, and the FY 23-24 Actual columns completed, along with the Operational and Expanded Needs forms. At this time, we also request that the **agency and management board units** provide us with eight completed bound copies of the BOR-1, BOR-2, BOR-3, BOR-3A, BOR-16, and the Operational and Expanded Needs forms no later than **September 27, 2024**.

Agency and management board units will continue to request funds using the Division of Administration's budget forms. Eight copies of these budget requests are due to the Board of Regents no later than **September 27, 2024**.

All units: Eight USBs with all of the forms included in the bound submissions must be provided in the October submission. Use Excel files only; do not submit .pdf files. The USBs can be done by the institution or the system.

The Board of Regents will submit all budget requests for FY 2025-2026 to the Office of Planning and Budget by the stipulated due date; **therefore, it is imperative the forms are complete and the above deadlines met to ensure timely delivery of the documents**. A follow-up memo will be sent to your offices regarding the FY 2024-2025 budget hearings, to be held on **September 24, 2024**.

If you have questions concerning these matters, please contact Dawn Melancon, Senior Budget and Data Analyst at 225-342-4253 or dawn.melancon@laregents.edu.