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BOARD OF REGENTS
P. O. Box 3677
Baton Rouge, LA 70821-3677
Phone (225) 342-4253, FAX (225) 342-9318
www.regents.state.la.us

To: Wendy Simoneaux, Louisiana State University System
Robbie Robinson, University of Louisiana System
Kevin Appleton, Southern University System
Jan Jackson, Louisiana Community and Technical College System
Nancy Rabalais, Louisiana University Marine Consortium
Sujuan Boutte, Louisiana Office of Student Financial Assistance

From: Barbara Goodson, Deputy Commissioner for Finance and Administration

Date: July 2, 2013

Re: FY 2013-2014 Operating Budget Request

This memorandum shall serve as the official request from your respective institutions for the completion of the FY 2013-2014 operating budget and athletic budget forms. All forms and instructions needed to complete these requests can be found on the Board of Regents website www.regents.la.gov under the Finance/Facilities section under the heading "Forms and Reports"/"Operating budget data", and I direct your attention to them and urge your review before proceeding to complete. The process and forms are the same as last year with three exceptions. First, a separate reporting line in the revenues for Act 426 (HB 671) for the Building Use Fee has been added. We suggest the fee should be reported on the BOR-7 as well. Second, the Orleans Excellence Fund has been added to the statutory dedication. Third, the Student Services Fee was added for LCTCS schools.

Formula Institutions should send one completed bound set of these operating budget forms for each of your institutions to this office no later than **September 6, 2013**. The column for FY 13-14 budgeted, and FY 12-13 budgeted should be completed and the column labeled FY 12-13 actual should be left blank. In addition to the one completed bound set, the completed BOR FORMS Excel workbook and Excel BOR-5 should be completed and e-mailed to lori.parker@la.gov. Once these FY 2013-14 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 2014-2015 budget request for formula institutions.

The non-formula units, LOSFA, LUMCON, LSU Pennington Biomedical Research Center, Southern Agricultural Center and each of the four management boards should submit one bound copy of forms BOR-1, BOR-2, BOR-3 and BOR-3A to this office no later than **September 6, 2013**. The column for FY 13-14 budgeted, and FY 12-13 budgeted should be completed and the column labeled FY 12-13 actual should be left blank. In addition to the one completed bound set, the BOR FORMS Excel workbook must be completed and e-mailed to lori.parker@la.gov.

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 institutions** submit to this office no later than **October 1, 2013**, ten completed bound copies of the BOR-1 through BOR-15 forms and the BOR-ATH-1 through BOR-ATH-3 forms with the FY 13-14 budgeted, FY 12-13 budgeted, and the FY 12-13 actual columns completed. At this time, we are also requesting that the **non-formula units** provide us with ten completed bound copies of the BOR-1, BOR-2, BOR-3 and BOR-3A as completed as above.

The **non-formula units** will continue to request funds using the Division of Administration's budget forms. Ten copies of these budget requests are due in this office no later than **October 10, 2013** if they are to be delivered by BoR staff on October 14. If non-formula units are delivering these to the individual offices personally, please send one copy to Board of Regents for our files as well.

As discussed in the CFO meeting June 27, 2013, the budget requests for FY 2014-2015 will be due on October 14, 2013. **Therefore, it is imperative the above deadlines be met to ensure timely delivery of the documents.** A follow-up memo will be sent to your offices regarding the FY 2013-2014 budget hearings to be held in September. The tentative date for those hearings is September 25th.

If you have questions concerning these matters, Lori Parker, Assistant Commissioner for Budget Analysis at 225-342-4253.