




Finance and Administration
Assistant Vice President for Finance and Administration

TO: Campus Chief Financial Officers

FROM: Jim Buras, CPA 
Assistant Vice President for Finance and Administration

SUBJECT: FY 2019 Operating Budget Instructions

DATE: June 28, 2018

The Board of Supervisors will consider and act on the University's proposed FY 2019 operating budget at its meeting on September 7, 2018. Executive Vice President Dan Layzell will summarize the significant issues in the budget in a presentation to the Board of Supervisors. The printed FY 2019 operating budget will again consist of the budget forms issued by the Board of Regents. All budget materials will be due in electronic format via an email to me at jburas@lsu.edu **no later than Friday, August 10, 2018**. The resubmission of the BOR forms with the FY 2018 actual data and the **OPB forms** (BR, Sunset, Children's, etc.) will be due on **Friday, September 7, 2018** to comply with the Board of Regents' anticipated deadline of October 1, 2018.

FY 2019 Operating Budget

The forms and detailed instructions for completion from the Board of Regents are being provided in an email that will be forthcoming under separate cover as soon as it is received. We anticipate that the Board of Regents will hold its FY 2019 operating budget hearings in **September 2018**.

- **Budget Forms** - please ensure that you use the current BOR budget forms that will be emailed as soon as they are received and will also be available on the Board of Regents website.

Also forthcoming under separate cover as soon as it is received from the Office of Planning & Budget is the Louisiana Postsecondary Education Comparison of Final FY 2018 Funding to the FY 2019 Appropriation Letter, which details your ending FY 2018 and beginning FY 2019 operating budgets.

The Health Care Services Division, and Pennington Biomedical Research Center should submit BOR-1, BOR-2, BOR-3 and BOR-3A for their FY 2019 operating budgets by **Friday, August 10, 2018** and the Division of Administration's budget forms (if applicable) for these units should be submitted to us by **Friday, September 7, 2018**.

FY 2019 Priorities

Please provide by **Friday, August 10, 2018**, a narrative outlining your campus' top budget priorities for FY 2019.

Maximum Support for Athletics

Although the University does not allow its entities to use state funds to subsidize athletics, the amount of maximum state support for FY 2019 pursuant to the Board of Regents policy will be forthcoming under separate cover as soon as it is received.



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FY 2019 LSU Institution Charge

The institutions should budget the appropriate institution allocation charge from the table below. The charge is calculated using the same general methodology in which it was calculated last year. For all campuses, the charge this year is 10 basis points based on the campus' actual FY 2017 revenue.

	Unrestricted	Restricted	Total	Total Campus Charge
LSU-A	\$20,302,304	\$10,413,772	\$30,716,076	\$30,716
LSU-E	\$13,518,764	\$8,793,540	\$22,312,304	\$22,312
LSU-S	\$33,579,197	\$17,771,410	\$51,350,607	\$51,351
HSC-NO	\$150,264,008	\$394,123,937	\$544,387,945	\$544,388
HSC-SHRV	\$85,850,178	\$266,894,427	\$352,744,605	\$352,745
HCSD	\$59,936,164	\$57,722,422	\$117,658,586	\$117,659
AgCenter	\$84,755,548	\$45,210,070	\$129,965,618	N/A ¹
PBRC	\$16,827,955	\$46,459,419	\$63,287,374	N/A ¹
TOTAL	\$465,034,118	\$847,388,997	\$1,312,423,115	\$1,119,171

¹ Ag Center and PBRC no longer included in Institution Charge effective FY 2018. Included in LSU Campus indirect charge model instead.

FY 2019 Internal Auditor Reimbursement

This year, campuses will be charged for the year in the first quarter for the Internal Auditors as follows:

Campus	IA Estimated Budget
HSC-NO	\$170,581
HSC-SHRV	\$170,581
HCSD	\$146,211
TOTAL	\$487,373



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FY 2019 Health Care Policy Reimbursement

LSU Health New Orleans and LSU Health Shreveport fund equally (50/50) the LSU Health Care Policy restricted fund program expenditures. Similar to the University cost allocation process for the Institution Charge and Internal Auditor Reimbursement, the health science centers will be charged semi-annually for actual expenditures as of December 31, 2018, and June 30, 2019.

Annual Tuition and Mandatory Fees:

We anticipate the Board of Regents asking for our schedule of Annual Tuition and Mandatory Fees for FY 2019. The e-mail with the BOR survey and instructions is forthcoming under separate cover as soon as it is received, and can also be downloaded at <http://www.regents.la.gov/page/annual-mandatory-attendance-fees> when available. Please enter your FY 2019 tuition and fee amounts and return to me electronically by **Thursday, July 26, 2018**.

Information Forthcoming Under Separate Cover (BOR & OPB)

Information forthcoming under separate cover as soon as it is available:

- FY 2018-2019 BOR Budget Submission Forms & Operating Budget Request
- FY 2018-2019 BOR Mandatory Tuition and Fees Survey Request
- FY 2018-2019 OPB Appropriation Letter Package

If you have any questions, please do not hesitate to contact me at 225-578-0013 or jburas@lsu.edu.

Attachments

Cc: President Alexander
Campus CEO's
Executive Vice President Layzell