




Finance and Administration

TO: Campus Chief Financial Officers

FROM: Brandi Roberts, PhD, CPA 
Assistant Vice President for Budget and Finance

SUBJECT: FY 2024 Operating Budget Instructions

DATE: July 7, 2023

The Board of Supervisors will consider and act on the University's proposed FY 2024 operating budget at its September 2023 meeting. Executive Vice President Kimberly Lewis will summarize the significant issues in the budget in a presentation to the Board of Supervisors. The printed FY 2024 operating budget will again consist of the budget forms issued by the Board of Regents. All budget materials (BOR Forms) will be due in electronic format via an email to me at brobert1@lsu.edu **no later than Friday, August 11, 2023**. The resubmission of the BOR forms with the FY 2023 actual data and the OPB forms (Operational Plan, Addenda, etc.) will be due to me on **Friday, September 1, 2023** to allow time to comply with the Board of Regents' deadline of September 29, 2023.

FY 2024 Operating Budget

The letters, instructions, and forms needed to complete the FY 2023-2024 Budget Submission Process are forthcoming under separate cover early next week. The Board of Regents will hold its FY 2024 operating budget hearings September 19, 2023.

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

FY 2024 Appropriation Letters received from the Office of Planning & Budget were emailed to you June 30, 2023, under separate cover.

The **Health Care Services Division**, and **Pennington Biomedical Research Center** should submit BOR-1, BOR-2, BOR-3 and BOR-3A for their FY 2023 operating budgets by **Friday, August 11, 2023**, and the Division of Administration's budget forms (if applicable) for these units should be submitted to us by **Friday, September 1, 2023**.

FY 2024 Priorities

Please provide by **Friday, August 11, 2023**, a narrative outlining your campus' top budget priorities for FY 2024.



Finance and Administration

FY 2024 LSU Institution Charge

The institutions should budget the appropriate institution allocation charge. For all campuses, the preliminary charges this year are 23.9 basis points based on the campus’s actual FY 2022 revenue.

	Unrestricted	Restricted	Total	Total Campus Charge
LSU-A	\$27,093,007	\$23,099,580	\$50,192,587	\$119,960
LSU-E	\$14,752,832	\$19,716,696	\$34,469,528	\$82,382
LSU-S	\$66,317,099	\$24,748,512	\$91,065,611	\$217,647
HSC-NO	\$138,448,568	\$524,489,097	\$662,937,665	\$1,584,421
HSC-SHRV	\$97,622,342	\$358,681,009	\$456,303,351	\$1,090,565
HCSD	\$71,516,701	\$10,954,194	\$82,470,895	\$197,105
AgCenter	\$99,079,938	\$44,352,032	\$143,431,970	\$127,654 ¹
PBRC	\$26,372,175	\$46,543,590	\$72,915,765	\$64,895 ¹
TOTAL	\$541,202,662	\$1,052,584,710	\$1,593,787,372	\$3,484,629

¹ Ag Center and PBRC were not included in the Institution Charge effective FY 2018 in lieu of the indirect charge model instead. For FY 2024, Ag Center and PBRC will be charged the difference between 23.9 basis points and 15 basis points.

FY 2024 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	\$209,409
HSC-SHRV	\$209,409
HCSD	\$179,493
TOTAL	\$598,311



Finance and Administration

FY 2024 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. Like 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, 2023, and June 30, 2024.

ERP/Business Process Systems Charges

Below is a schedule of the ERP/Business Process Systems (Workday) expenses applicable to LSU shared services campuses for Fiscal Year 2024. The total ERP/Business Process Systems charges are based upon actual expenditures in Fiscal Year 2023.

Campus	Shared IT Expense Allocation
LSU A&M	\$ 2,017,095
LSUA	\$ 103,576
LSUE	\$ 69,608
LSUS	\$ 156,296
LSU AgCenter	\$347,730
PBRC	\$139,691
TOTAL	\$2,833,996

Annual Tuition and Mandatory Fees:

The Board of Regents is requesting completion of the FY 2023-2024. The workbook and instructions will be sent under separate cover, and can also be downloaded at [website](#).

Please email the completed forms to Brandi Roberts at brobert1@lsu.edu by **Friday, July 21, 2023**.

Recap of Information sent under Separate Cover (BOR & OPB)

Information sent under separate cover includes:

- FY 2023-2024 BOR Budget Submission Forms & Operating Budget Request
- FY 2023-2024 BOR Mandatory Tuition and Fees Survey Request
- FY 2023-2024 OPB Appropriation Letter Package

If you have any questions, please do not hesitate to contact me at 225-578-5813 or brobert1@lsu.edu

Cc: President William F. Tate
Executive Vice President Kimberly J. Lewis
Campus CEOs