



BOARD of REGENTS
STATE OF LOUISIANA

Kim Hunter Reed, Ph.D.
Commissioner
of Higher Education

Misti S. Cordell
Chair
At-Large

Terrie P. Sterling
Vice Chair
At-Large

Phillip R. May Jr.
Secretary
1st Congressional District

David J. Aubrey
2nd Congressional District

Christian C. Creed
5th Congressional District

Blake R. David
3rd Congressional District

Stephanie A. Finley
3rd Congressional District

Ted H. Glaser III
6th Congressional District

Dallas L. Hixson
At-Large

Darren G. Mire
2nd Congressional District

Wilbert D. Pryor
4th Congressional District

Christy Oliver Reeves
5th Congressional District

Devesh Sarda
Student Member

K. Samer Shamieh, M.D.
1st Congressional District

Collis B. Temple III
6th Congressional District

Judy A. Williams-Brown
4th Congressional District

To: Flandus McClinton, Southern University System
Eddie Meche, University of Louisiana System
Joseph Marin, Louisiana Community and Technical College System
Tommy Smith, Louisiana State University System

From: Elizabeth Bentley-Smith, Deputy Commissioner for Finance and Administration

Date: July 18, 2025

Re: FY 2025-2026 Operating Budget Request

This memorandum serves as the official request to your respective institutions for completion of the FY 2025-2026 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 15, 2025**. The columns for FY 25-26 Budgeted and FY 24-25 Budgeted must be completed, and the column labeled FY 24-25 Actual left blank. The BOR Forms Excel workbook must be e-mailed to dawn.melancon@laregents.edu. Once the FY 2025-2026 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 2026-2027 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 26, 2025**.)

- First submission (FY25 and FY26 Budgeted) – BOR Forms Excel workbook must be emailed to dawn.melancon@laregents.edu by **August 15, 2025**.
- Second submission (FY 24-25 Actual, FY 24-25 Budgeted, and FY 25-26 Budgeted) – BOR Forms Excel workbook must be emailed to dawn.melancon@laregents.edu, with the other eight bound copies and USBs due by **September 26, 2025**.

Agency Units and Management Boards: 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 15, 2025**. The columns for FY 25-26 Budgeted and FY 24-25 Budgeted should be completed and the column labeled FY 24-25 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 USBs due by **September 26, 2025**.)

- First submission (FY 24-25 and FY 25-26 Budgeted) – BOR Forms Excel workbook must be emailed to dawn.melancon@laregents.edu by **August 15, 2025**.
- Second submission (FY 24-25 Actual, FY 24-25 Budgeted, and FY26 Budgeted – BOR Forms Excel workbook must be emailed to dawn.melancon@laregents.edu, with the USBs due by **September 26, 2025**.

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 26, 2025** digital copies of completed BOR-1 through BOR-16 forms and BOR-ATH-1 through BOR-ATH-3 forms with the FY 25-26 Budgeted, FY 24-25 Budgeted, and the FY 24-25 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 digital copies of the BOR-1, BOR-2, BOR-3, BOR-3A, BOR-16, and the Operational and Expanded Needs forms no later than **September 26, 2025**.

Agency and management board units will continue to request funds using the Division of Administration's budget forms. Digital copies of these budget requests are due to the Board of Regents no later than **September 26, 2025**.

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

The Board of Regents will submit all budget requests for FY 2026-2027 to the Office of Planning and Budget no later than November 1; **therefore, it is imperative the forms are complete and the above deadlines met to ensure timely delivery of the documents**. A memo was sent to your offices regarding the FY 2025-2026 budget hearings, to be held on **September 23, 2025**.

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.