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To: Flandus McClinton, Southern University System
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From: Elizabeth Bentley-Smith, Deputy Commissioner for Finance and
Administration

Date: July 23, 2026

Re: FY 2026-2027 Operating Budget Request

This memorandum serves as the official request to your respective institutions for completion of the FY 2026-2027 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 24, 2026**. The columns for FY 26-27 Budgeted and FY 25-26 Budgeted must be completed, and the column labeled FY 25-26 Actual left blank. The BOR Forms Excel workbook must be e-mailed to dawn.melancon@laregents.edu.

Once the FY 2026-2027 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 2027-2028 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 USBs due by **September 25, 2026**.)

- First submission (FY26 and FY27 Budgeted) – BOR Forms Excel workbook must be emailed to dawn.melancon@laregents.edu by **August 24, 2026**.
- Second submission (FY 25-26 Actual, FY 25-26 Budgeted, and FY 26-27 Budgeted) – BOR Forms Excel workbook must be emailed to dawn.melancon@laregents.edu, with the USBs due by **September 25, 2026**.

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, and BOR-3A forms no later than **August 24, 2026**

- *The Office of Planning and Budget have requested the BOR-16, and Operational and Expanded Needs forms be submitted no later than **August 14, 2026**.*

The columns for FY 26-27 Budgeted and FY 25-26 Budgeted should be completed and the column labeled FY 25-26 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 25, 2026**.)

- First submission (FY 25-26 and FY 26-27 Budgeted) – BOR Forms Excel workbook must be emailed to dawn.melancon@laregents.edu by **August 24, 2026**.
- Second submission (FY 25-26 Actual, FY 25-26 Budgeted, and FY27 Budgeted – BOR Forms Excel workbook must be emailed to dawn.melancon@laregents.edu, with the USBs due by **September 25, 2026**.

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 25, 2026** digital copies of completed BOR-1 through BOR-16 forms and BOR-ATH-1 through BOR-ATH-3 forms with the FY 26-27 Budgeted, FY 25-26 Budgeted, and the FY 25-26 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 25, 2026**.

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 25, 2026**.

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 2027-2028 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 2026-2027 budget hearings, to be held on **September 22, 2026**.

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.

