




**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 2021 Operating Budget Instructions

DATE: July 13, 2020

The Board of Supervisors will consider and act on the University's proposed FY 2021 operating budget at its meeting on September 11, 2020. Executive Vice President Dan Layzell will summarize the significant issues in the budget in a presentation to the Board of Supervisors. The printed FY 2021 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](mailto:jburas@lsu.edu) **no later than Friday, August 14, 2020**. The resubmission of the BOR forms with the FY 2020 actual data and the OPB forms (Operational Plan, Addenda, etc.) will be due on **Friday, September 4, 2020** to comply with the Board of Regents' anticipated deadline of October 1, 2020.

**FY 2021 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 2021 operating budget hearings in **September 2020**.

- **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 2020 Funding to the FY 2021 Appropriation Letter, which details your ending FY 2020 and beginning FY 2021 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 2021 operating budgets by **Friday, August 14, 2020** and the Division of Administration's budget forms (if applicable) for these units should be submitted to us by **Friday, September 4, 2020**.

**FY 2021 Priorities**

Please provide by **Friday, August 14, 2020**, a narrative outlining your campus' top budget priorities for FY 2021.

**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 2021 pursuant to the Board of Regents policy will be forthcoming under separate cover as soon as it is received.



**Finance and Administration**  
**Assistant Vice President for Finance and Administration**

FY 2021 Operating Budget  
 July 13, 2020  
 Page 2

**FY 2021 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 15 basis points based on the campus' actual FY 2019 revenue.

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total Campus Charge</b>
LSU-A	\$22,490,240	\$11,553,812	\$34,044,052	\$51,066
LSU-E	\$15,272,811	\$11,007,229	\$26,280,040	\$39,420
LSU-S	\$48,470,170	\$16,539,053	\$65,009,223	\$97,514
HSC-NO	\$143,692,215	\$425,405,498	\$569,097,713	\$853,647
HSC-SHRV	\$87,528,009	\$293,697,370	\$381,225,379	\$571,838
HCSD	\$63,381,554	\$39,303,284	\$102,684,838	\$154,027
AgCenter				N/A <sup>1</sup>
PBRC				N/A <sup>1</sup>
<b>TOTAL</b>	<b>\$380,834,999</b>	<b>\$797,506,246</b>	<b>\$1,178,341,245</b>	<b>\$1,767,512</b>

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

**FY 2021 Internal Auditor Reimbursement**

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

<b>Campus</b>	<b>IA Estimated Budget</b>
HSC-NO	\$199,437
HSC-SHRV	\$199,437
HCSD	\$170,946
<b>TOTAL</b>	<b>\$569,820</b>



**Finance and Administration  
Assistant Vice President for Finance and Administration**

FY 2021 Operating Budget  
July 13, 2020  
Page 3

**FY 2021 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 except for the Huron Consulting Services contract funded 40% LSU Health New Orleans and 60% LSU Health Shreveport. 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, 2020, and June 30, 2021.

**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 2021. The total ERP/Business Process Systems charges are based upon actual expenditures in Fiscal Year 2020.

<b>Campus</b>	<b>Shared IT Expense Allocation</b>
LSU A&M	\$1,775,335
LSUA	\$ 89,851
LSUE	\$ 67,806
LSUS	\$121,272
LSU AgCenter	\$325,667
PBRC	\$123,072
<b>TOTAL</b>	<b>\$2,503,003</b>

**Annual Tuition and Mandatory Fees:**

The Board of Regents is asking for our schedule of Annual Tuition and Mandatory Fees for FY 2021. The e-mail with the BOR survey and instructions are sent under separate cover, and can also be downloaded at <http://www.regents.la.gov/page/annual-mandatory-attendance-fees>.

Please fill out the form 2020-2021 Annual Mandatory Tuition and Fees. Email the completed forms to Jim Buras at [jburas@lsu.edu](mailto:jburas@lsu.edu) by **Friday, July 24, 2020**.

If you have questions concerning these matters, please contact me.

**Recap of Information Forthcoming Under Separate Cover (BOR & OPB)**

Information forthcoming under separate cover includes:

- FY 2020-2021 BOR Budget Submission Forms & Operating Budget Request
- FY 2020-2021 BOR Mandatory Tuition and Fees Survey Request
- FY 2020-2021 OPB Appropriation Letter Package



**Finance and Administration**  
***Assistant Vice President for Finance and Administration***

FY 2021 Operating Budget

July 13, 2020

Page 4

If you have any questions, please do not hesitate to contact me at 225-773-1500 (cell) or [jburas@lsu.edu](mailto:jburas@lsu.edu).

Cc: Interim President Galligan  
Executive Vice President Layzell  
Campus CEO's