

FY 2027 Notice

❖ Budgets are due for approval on **Friday, August 15, 2025**. NO EXCEPTIONS

❖ 5-Year Strategic Plan PDFs are due on **Tuesday, July 15, 2025**.

Note

❖ LBO requires 7 copies of the budget request **and** 3 copies of the July payroll; DFA requires 2 copies of the budget request **and** 1 copy of the July payroll.

Note

❖ Please print your budgets on both sides of the paper. Please **do not** bind your agency's submitted budget request. A staple at the upper left corner is sufficient.

❖ Please review year-end close procedures found at the Department of Finance and Administration web site: <https://www.dfa.ms.gov/fiscal-management> , Year-End Close tab.

Note

❖ Identify each Budget and Strategic Plan with the appropriate agency specific LBO number. **Also, please include this LBO number on all cover sheets and/or supplemental sheets submitted with budget packets to our office.** Contact your budget analyst if you do not know your agency's LBO budget request number.

❖ All instructions related to the budget preparation process, along with a link to the Online Budget Request System (OBRS) website, can be found at the Legislative Budget Office web site: <http://www.lbo.ms.gov/> , Budget Request System tab.

❖ All SPB Agencies are required to upload the SPB Human Resources Budget Request Template as a PDF in OBRS. The excel version of this form should be completed and sent to your LBO analyst for approval before uploading the PDF version into OBRS. The excel form can be found on the LBO website, Budget Request System tab.

❖ The Agency Revenue Source Report's updated instructions and form example are included in the Budget Instructions/Forms document. This form does have a page 2/2nd tab that should be completed and uploaded if applicable.

Note

❖ Please do not include in the requested year (FY 2027), the PERS employer contribution rate increase stated in Senate Bill 3231, RS 2024. The Legislative Budget Office will account for this increase.