

FY 2028 Notice

- ❖ Budgets are due for approval on **Monday, August 3, 2026**.

New

- ❖ LBO Staff has temporarily re-located due to office renovations. Please send ALL budget request deliveries and reports, separated accordingly, to the Department of Finance and Administration.

- ❖ 5-Year Strategic Plan PDFs are due on **Wednesday, July 15, 2026**.

Note

- ❖ LBO requires 7 copies of the budget request **and** 1 copy 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

- ❖ All SPB Agencies are required to upload the SPB Human Resources Budget Request Template as a PDF in OBRS once approved by the LBO Analyst. The Excel form and updated instructions can be found on the LBO website Budget Request System page.

- ❖ 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.

- ❖ Identify each **Budget and Strategic Plan** with the proper LBO number. **Also, please include the LBO number on any cover sheets and/or supplemental sheets submitted with budget packets.** Contact your budget analyst if you do not know your LBO number.

- ❖ Agency Revenue Source Report Instructions and Form example are included in the Budget Instructions/Forms document.

Note

- ❖ Please do not include in the requested year (FY 2028), the PERS employer contribution rate increase stated in Senate Bill 3231, RS 2024. The Legislative Budget Office will account for this increase.