

**LIAISON MEMORANDUM  
NUMBER 24-04**

**To:** Agency Liaison and Payroll Officers  
**From:** Trey Boudreaux  
Executive Director  
**Re:** June 30, 2024 Fiscal Year-End Close  
**Date:** May 20, 2024

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With the current fiscal year coming to a close, it is especially important for your agency to submit the June 2024 contribution payment and report **before the July 15, 2024 deadline**. If your agency reports via Employer Self Service (ESS), your payment must also be received by **July 15, 2024**. Also, in order for LASERS to timely derive data needed for GASB 68 reporting, it is equally important for your agency to submit the July 2024 contribution payment and report before the **August 15, 2024** deadline.

In accordance with La. R.S. 11:531B (1), all monthly reports and remittances are due within 15 days after the close of each calendar month. Any payment and/or report received after the 15<sup>th</sup> will be considered delinquent.

**As a reminder, the Employer Contribution Rate will change based upon the individual member's retirement plan for the upcoming fiscal year, beginning on July 1, 2024. Any payrolls issued on or after July 1 are to use the new contribution rates. Please ensure that these rates are updated by your agency for the 2024-2025 reporting period. Click here to view [Liaison Memorandum Number 24-01](#), which details these employer rates.**

Please distribute this information to the appropriate person(s) within your agency to ensure that contributions are submitted by the deadline. If you have difficulty meeting this deadline, please contact Amanda Kimble at 225.922.0521.

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Bernard E. "Trey" Boudreaux, III, *Executive Director*