

**LIAISON MEMORANDUM
NUMBER 25-03**

To: Agency Liaison and Payroll Officers

From: Trey Boudreaux
Executive Director

Re: June 30, 2025 Fiscal Year-End Close

Date: May 15, 2025

With the current fiscal year coming to a close, it is especially important for your agency to submit the June 2025 contribution payment and report **before the July 15, 2025 deadline**. If your agency reports via Employer Self Service (ESS), your payment must also be received by **July 15, 2025**. 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 2025 contribution payment and report before the **August 15, 2025 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 15th 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, 2025. 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 2025-2026 reporting period. [Liaison Memorandum Number 25-02](#) 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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