Below please find the guidelines for the FY 2014 Mid-Year Review (MYR) for Auxiliary, Enterprise, and Shepards.

Please review the following Budget Guidelines and submit your MYR Transfers and Budget Narrative for Auxiliaries/Enterprises/Shepards by or before Monday December 9, 2013.

• The FY 2014 Allocation process included detailed line-item and personnel listings supporting the budget that units/colleges updated, returned and reflected in the uploaded budget to PeopleSoft Financials in July. These detailed listings serve as your plan for the year and should be used to assist you in the Mid-year process that will be utilized this year. Inherent in this MYR process is that all committed personnel, operating, capital and student aid costs for the 12 months of FY 2014 are fully funded in the appropriate account codes with the submission of your returns. You are responsible to verify and ensure that these items are fully funded.

• A Data, Factors and Rates (DFR) file which reflects revised rates, etc. will be emailed directly to the Directors/Business Managers. Any changes to estimates provided on the DFR require written explanation to Bob Thibeault before the file is returned.

• This MYR process will be facilitated with two supporting documents that each unit must complete and return. Each file is available on the Budget & Financial Planning website under Department Resources. They are as follows:

A Mid-Year Budget Journal form: Due December 9, 2013 by Noon – returns sent to budget_transfers@etal.uri.edu

Please follow normal process for budget transfers. Go to the Budget & Financial Planning website at http://www.uri.edu/budget/forms.html to find the Budget Journal form. Send completed forms to the transfers email address to ensure they are processed promptly.

1. There is a new “Budget Journal” form that will allow adjusting revenue and expense budgets in one form. Use this form for the MYR process.

2. Complete Revenue and Expense changes in the one Budget Journal form that net to zero unless you are utilizing fund balance. If you are utilizing fund balance, please indicate this on the Budget Journal form. Please indicate that these are MYR adjustments.

3. If you are using fund balance, please explain on the Budget Narrative Template (see section B. below).

4. Only budget bi-weekly payroll in accounts 5210 or 5250. Do not budget positions that will remain vacant for the rest of the year.

5. Please plan ahead for the entire fiscal year when arriving at your MYR budget. Review all feeds (payroll/telephone/P-Cards, etc.) to ensure all items are budgeted properly for the entire fiscal year.

6. Address all over-budget account codes, otherwise address technical outstanding issues on the Budget Narrative Template (See section B below). Also address any budget errors that have been identified by the Controller’s office.
7. Please refer to the account code listing on our web at [http://www.uri.edu/budget/resources.html](http://www.uri.edu/budget/resources.html) at the bottom of the page.

B **Budget Narrative for Auxiliaries, Enterprise, Shepards Template: Due December 9, 2013 – returns to be sent to budget_cycle_returns@etal.uri.edu**

1. Be sure to use the Narrative designated for Auxiliaries/Enterprises/Shepards.
2. Explain items of significance in your unit’s budget in this document.
3. Explain use of fund balances.
4. Provide information which will be included in the President’s transmittal letter.

C **Other Tools to Assist in the budgeting process**

1. State Payroll (microfiche) data for state employees is available in PeopleSoft HR. To access the report navigate to: Set Up HRMS > Product Related > Commitment Accounting > URI Commit Accounting Reports > "URI State Pay DST BGT Data CSV". Security access is required to view the report and access has been set up for all people who have requested the report to date. If you need access please contact Steve Thompson at sthompson@uri.edu or, call ext 4-2509.

2. Personnel and position data is also available directly from the PeopleSoft HR system. To access the report, navigate to: Set Up HRMS > Product Related > Commitment Accounting > URI Commit Accounting Reports > “State Employee Position Report”. If you need access please contact Steve Thompson at sthompson@uri.edu or, call ext 4-2509.

3. Available on the Budget and Financial Planning website under Department Resources:
   - FY2014 MYR Fringe Benefit Calculator
   - Account code listing
   - FY 2014 Allocation guidelines (for reference).

D **Other:**

1. Effective with the FY 2009 Allocation, Auxiliaries and Enterprises are required to maintain Unrestricted Net Assets (UNA), i.e. Fund Balance at no less than 25% of your latest UNA ending balance as reported on the University’s Audited Financial Statements. Any departure from this requires a written explanation/proposal sent to Linda Barrett’s attention for review no later than December 16, 2013.

2. Account 5294: Use the State rate of 2.69% of salary for the Board of Governors employees who opted for this benefit. State Payroll data (see C1 above) reflects eligible employees.

3. You are strongly urged to utilize your Allocation to arrive at your MYR projection, and then to reflect changes on the MYR transfer form.

4. Budget employee turnover accordingly.

5. Budget vacant positions only for the number of pay periods the position is expected to be filled.

6. Account codes 9655, 9656 and 9661 are considered capital codes by the state and all other 96xx codes are considered operating.

7. Use 5445 for desk-top or lap-top software. Do not use 9649 for this type of purchase.
8. Ensure there is sufficient budget in all account codes to cover all encumbrances and pre-encumbrances.

9. The FY2014 Allocation files included a projection for payroll accrual. Any significant MYR adjustments to state, bi-weekly payroll accounts should also account for the payroll accrual. Call your budget analyst if you need to make adjustments to this account.

E Transfers for Auxiliaries, Enterprises, and Shepards that are sent to the budget_transfers@etal.uri.edu email after December 9th will not be included BFPO’s initial analysis. Please contact Bob Thibeault if you make any major transfers after December 9th to determine if they will be reflected in the final MYR budget sent to the Board of Education.

F Bob Thibeault will email area specific worksheets that are required to be completed by certain units.

G Shepard unit revenue will remain at the Allocation level which still needs to be confirmed by the Office of Higher Education.

H Upon receipt of your FY2014 MYR transfers, we will assume you have sought and received your division head’s review and approval.

I If you have concerns regarding the resources in your college/area, please discuss this with your division head.

J Return your completed MYR Transfer form and Budget Narrative and any supporting documents via email to budget_cycle>Returns@etal.uri.edu by or before Monday, December 9, 2013.

If you have any questions regarding these guidelines or the FY 2014 MYR in general, please contact Cheryl Hinkson or Bob Thibeault.

Thank you for your continued cooperation.