Below please find the guidelines for the Mid Year Review (MYR) for the funds listed above.

Who needs to complete the MYR returns? Business managers/any staff members that completed the FY 2014 Allocation Budget returns are responsible for completing the FY 2014 MYR Budget returns for these funds only.

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. Inherent in this MYR process is all committed personnel, operating, capital and student aid costs for the 12 months of FY 2014 are fully funded with the submission of your returns. You are responsible to verify and ensure that these items are fully funded for FY 2014.

This MYR process will be facilitated with three 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 Review Transfer form: Due Friday, October 18, 2013 - returns sent to budget_transfers@etal.uri.edu

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

1. Use a separate transfer form for each fund.
2. All expense transfers must net to zero for these funds.
3. Budget bi-weekly payroll in accounts 5210 or 5250 only unless the position is vacant, then use 5226-Reinvestment or 5228-Non-Reinvestment Vacancy/Holding (whichever is most appropriate), and fill out the Vacancy Form - see section B below.
4. 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.
5. Address all over-budget account codes, otherwise address outstanding issues in the Budget Narrative (See section C below). Also address any budget errors that have been identified by the Controller's office.
6. Academic Affairs Units must keep in mind the Reinvestment Policy in place by the Provost. Please continue to use 5229 for all release-time transfers.
7. If a new position approved by the Provost or Vice President is funded from within your existing budget, the fringe benefits for the position must also be funded from the unit's current bottom line. In order to move these dollars to the fringe pool, you must identify the account and amount, but leave the CFS blank in your return and note the position number in the notes column. (See Fringe Calculator on the Budget & Financial Planning website.)
8. See #5 under Vacancy Listing below for special instructions pertaining to Faculty retirements.
9. Course Fee budgets should coincide with the amount designated by the Provost at Allocation. Course Fee budget adjustments which are based on the billing register will take place in the spring after the Add/Drop period.
10. The units are responsible to ensure that funds are not moved out of OR into the following CFS:
   i. Legislative Mandates – 100-2909-0000 100-2905-0000
      100-2900-2503 100-2602-7500
      100-2910-0000 100-2400-7158
      100-2904-0000 100-2804-2570
   ii. Faculty Development Funds – program #1000
   iii. Course Fee Funds – program #2000
   iv. Technology Fee Funds – program #3007
   v. Communications Fee Funds – program# 3044
   vi. Commencement - 100-6001-2514
11. All Promotion and Plan-A adjustments budget transfers have been completed.
12. Resolve any significant budget issues with your Provost or Vice President prior to the October 18th deadline.
13. We encourage you to download your budget once the transfers are complete, so that the data set is the same as the data we will use to present to Senior Management. You should do so no earlier than October 24th so as to allow Budget & Financial Planning Office time to process the transfers that are submitted on October 18th.

14. While circumstances arise which will require transfers after the MYR transfers are submitted, we anticipate that with your thorough analysis at MYR, these will be minimal. Please contact your budget analyst for any major issues.

**B Mid-Year Review Vacancy form – Accounts 5226 & 5228 - Due Thursday, October 31, 2013 (or sooner) – returns sent to budget_cycle_returns@etal.uri.edu**

1. Please read the Instructions tab in this document before you fill it out.

2. All vacant, budgeted positions should be reflected in either account 5226, Reinvestment, ($ allotted by Provost or VP for a specific position to be filled) or 5228 (for newly vacated positions not yet approved to be filled).

   If you have a budgeted vacancy which has been filled, you must move the appropriate dollar amount to 5250 for the portion to be paid out in FY2014. The balance of the vacancy dollars related to this position should be moved to account 5229, Released-time to be reallocated for a one-time-only expense in FY2014. If you wish to budget the one-time expense at MYR, then show a second transfer moving dollars out of 5229 into the account for the one-time expense. This method will allow you to keep track of the portion of funds that need to be moved back to 5250 next year.

3. The MYR budget for 5226 and 5228 by CFS should correspond to the Vacancy listing for each CFS. For example, if the current 5228 budget is $100K, and you are moving $25K to 5250 as a result of your MYR transfer to cover a new hire, the total of all vacancies on this form must = $75K.

4. For Academic Affairs units, detailed notes are required for Reinvestment dollars especially with respect to Faculty position dollars being used temporarily for lecturers this year.

5. Budgeted funds freed-up as a result of FY2014 Faculty retirements identified after the Allocation must be moved to account 5226. The portion of funds freed-up must be identified on the Vacancy Listing as RETIREMENT FUNDS TO BE RETURNED TO PROVOST REINVESTMENT.

6. You MUST return this completed form to document all 5226 and 5228 budgets.

**C Mid-Year Review Budget Narrative form – Due Thursday, October 31, 2013 (or sooner) – returns sent to budget_cycle_returns@etal.uri.edu**

1. Please explain items of significance in this document. The amount of data you should provide is dependent upon the size of the unit budget, the amount of MYR transfers, and any over-budget issues not resolved by the MYR transfer.

**D 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 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 have access to the State Payroll report (above) you should have access to this 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:
   i. FY2014 Allocation Fringe Benefit Calculator
   ii. Account code listing
   iii. Allocation guidelines (for reference)

**E Transfers will continue after Friday, October 18; however these transactions will not be included in the MYR Management Summaries prepared for your Vice President/Provost. Please call your analyst with any concerns.**

If you have any questions regarding these guidelines or the FY 2014 MYR in general, please contact the analyst for your area. Thank you for your continued cooperation.