The University of Rhode Island
FY 2014 Mid-Year Review Budget
Funds 101, 105, 126, and 400
Budget Guidelines

Below please find the guidelines for the FY 2014 Mid-Year Review (MYR) for Funds 101, 105, 126, and 400.

Who needs to complete the MYR returns? Business managers/other staff that completed the FY 2014 Allocation Budget returns are responsible for completing the FY 2014 MYR Budget returns.

Please review these Budget Guidelines and submit your MYR Transfers and Budget Narrative on 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. 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 with the submission of your returns. You are responsible to verify and ensure that these items are fully funded.

- 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 Review Budget Journal form: returns sent to budget_transfers@etal.uri.edu

  Please follow the same process as budget transfers. Go to the Budget & Financial Planning website at http://www.uri.edu/budget/forms.html to find the 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 be available all year for the purpose of adjusting revenue and expense budgets in one form. Use this form for the MYR process.

  2. Please ensure that any change in revenue has a corresponding change in expenses (i.e. if revenue is decreasing by $15,000, then your expense transfer will also decrease by the same amount.) Please indicate that these are MYR transfers in the email and on the journal form. In some cases, you will have no change to revenue, and will reallocate expenditure budgets. (See A.6. below.)

  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 outstanding technical 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 at the bottom of the page.
8. If revenue projections are projected to fall short in a chartfield string, you are expected to reduce the revenue and expense budget in that string.

9. You may not co-mingle funds on one transfer form. Send separate transfer forms for each fund you return.

**B Budget Narrative Template: returns sent to budget_cycle_returns@etal.uri.edu**

1. Please explain items of significance in this document for the following:
   - Reasons for increases/decreases in revenue from Allocation.
   - Reasons for no budget change when the current budget does not correlate to actual revenue received.
   - Reasons for over-budgets not covered (i.e. encumbrance is incorrect; you have processed a journal to move expenses from over-budget line, etc.)

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

1. State Payroll (microfiche) data for state employees is available in PeopleSoft HR. This data relates to the salary distribution of the employee. (See C2 for position data). 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. The FTE data on this file relates to the position, not salary distribution. 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.

3. Available on the Budget and Financial Planning website under Department Resources:
   i. Fringe Benefit Calculator (updated with tentative MYR rates).
   ii. Account code listing
   iii. FY 2014 Allocation guidelines (for reference).

**D Other:**

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

2. Rate information for MYR:

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<tr>
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<th>Acad Yr</th>
<th>Summer</th>
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<tbody>
<tr>
<td>i. Grad Stipends*:</td>
<td>I</td>
<td>$15,844</td>
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<tr>
<td></td>
<td>II</td>
<td>$16,300</td>
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<tr>
<td></td>
<td>III</td>
<td>$16,756</td>
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<tr>
<td>ii. Grad Tuition Waiver*:</td>
<td>In</td>
<td>$11,532</td>
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<tr>
<td></td>
<td>Out</td>
<td>$23,606</td>
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<td>Reg</td>
<td>$17,298</td>
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<tr>
<td>iii. Grad Fee Waiver*</td>
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<td>$278</td>
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<tr>
<td>iv. All fringe rates – See MYR Fringe calculator</td>
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*No change from Allocation

3. Budget vacant positions only for the number of pay periods the position is expected to be filled.
4. Account codes 9655, 9656 and 9661 are considered capital codes by the state and all other 96xx codes are considered operating.

5. Use 5445 for desk-top or lap-top software. Do not use 9649 for this type of purchase.

6. Ensure there is sufficient budget in all account codes to cover all encumbrances and pre-encumbrances.

E  Budget Journal forms for Funds 101, 105, 126, and 400 should be sent to budget_transfers@etal.uri.edu email address. Transfers received after December 9th might not be included in the Mid-Year review internal process. Please call your analyst with any concerns and he or she will be happy to help you.

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

G  Return your completed Fund 101, 105, 126, and 400 MYR Budget Journal form and Budget Narrative to the separate email addresses found above as well as any supporting documents by or before Monday, December 9, 2013.

H  Please utilize the following naming convention: Fiscal year, Budget Cycle, Fund, College/unit name, type of return. (i.e. FY 14 MYR Fund 400 A&S Transfer return; FY 14 MYR Fund 400 A&S Narrative return; etc.)

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

Thank you for your continued cooperation