The University of Rhode Island
FY 2016 Mid-Year Review Budget
Auxiliary, Enterprise, Shepards
Budget Guidelines

Below please find the guidelines for the FY 2016 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 14, 2015.

- The FY 2016 Allocation process included 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 2016 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 reflect revised rates, etc. will be emailed directly to the Directors/Business Managers. Any changes to estimates provided on the DFR require written explanation to Cheryl Hinkson before the file is returned. A new item has been added to the DFR for Auxiliary/Enterprise contribution to the Gateway to URI initiative.

- A Fund Balance Designation form will also be emailed to you directly to reflect FY2015 Year-End designations for FY2016 and is due with your FY2016 Mid-year return.

- 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 14, 2015 – returns sent to budget_cycle_returns@etal.uri.edu**

Please utilize the following naming convention: Fiscal year, Budget Cycle, Fund, College/unit name, type of return. (e.g. FY 16 MYR HRL Journal return; FY 15 MYR HRL Narrative return; etc.).

1. There is a Budget Journal available for the purpose of adjusting revenue and expense budgets in one form. Use this form for the MYR process. You will find it on the Department Resources Tab under FY2016 MYR – “FY16 MYR Journal Form for non-Fund 100,102,104 units.xlsx” You must fill out both tabs of the file.

2. Complete Revenue and Expense changes in the one Budget Journal form (each on corresponding tabs) 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.
   i. Only for these units may revenue and expense not balance to recognize use of fund balance.

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 at the bottom of the page or on the Codes Tab of the Budget Journal form.

B Budget Narrative for Template for Auxiliaries, Enterprise, Shepards Template:
Attach to email with budget journal and send 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. Be as thorough as possible.
3. Explain use of fund balances as well as any changes in use of fund balance since Allocation.
4. Provide information which will be included in the President's transmittal letter.

C Fund Balance Reserve Designation – attach to email with Budget Journal & Narrative
1. Indicate fund balance reserves on Fund Balance Designation spreadsheet emailed to you directly. Please fill out the Projects Listing tab for the corresponding projects.

D 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: Main Menu > URI Budget > 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 Diana MacDonald at dianam@uri.edu or Steve Thompson at stthompson@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: Main Menu > URI Budget > URI Commit Accounting Reports > "State Employee Position Report. If you need access please contact Diana MacDonald at dianam@uri.edu or Steve Thompson at stthompson@uri.edu or call ext. 4-2509.

3. Available on the Budget and Financial Planning website under Department Resources:
   i. FY2016 MYR Fringe Benefit Calculator
   ii. Account code listing
   iii. FY 2016 Allocation guidelines (for reference).

E Other:
1. Account 5294: Use the State rate as reflected on the DFR as a % of salary for the Board of Governors employees who opted for this benefit. See reports available under section D for eligible employees.

2. Account 6584 is the new account for Grad Research Assistant Waivers. Effective FY2016, the wavier account 6582 is only used for undergrad aid, which typically is used in Enrollment Services. Account 6583 should continue to be used for Grad Research Assistant Fee waivers.

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

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

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

8. The FY2016 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 item.

F Area specific worksheets that are required to be completed by certain units will be emailed to the appropriate unit.

G Shepard unit revenue for each department will remain at the Allocation level.

H Upon receipt of your FY2016 MYR budget journals, 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 the completed Journal form, Budget Narrative, and Fund Balance Designation form, Area Specific Worksheets, as well as all supporting documents via email to budget_cycle_returns@etal.uri.edu by or before Monday, December 14, 2015.

If you have any questions regarding these guidelines or the FY 2016 MYR in general, please contact Cheryl Hinkson.

Thank you for your continued cooperation.