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 2016 Allocation Budget returns are responsible for completing the FY 2016 MYR Budget returns for these funds only.

Please review these Budget Guidelines and submit your MYR Journal and Budget Narrative on or before **Monday, January 11, 2016**.

The FY 2016 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 2016 are fully funded with the submission of your returns. You are responsible to verify and ensure that these items are fully funded for FY 2016.

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

**A Transfer form: 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://web.uri.edu/budget/budget-transfers/ to find the transfer form and email address. Send completed forms to the transfers email address to ensure they are processed promptly.

Note: Transfers should be processed throughout the fiscal year to avoid any budget errors. BFPO will take a snapshot of the PeopleSoft Financial system after the January 11th deadline. This will become the MYR budget. Budget transfers will not be suspended for the MYR process.

1. Use a separate form for each fund listed above (100, 102, 103, 104).

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).

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. Any mid-year retirements should be accounted for by budgeting the remaining salary in account 5226.

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 column to the right of the amount. (See Mid-Year Fringe Calculator on the Budget & Financial Planning website.)

8. Course Fee and Dedicated Fee expense budgets should coincide with the amount budgeted at Allocation. Budget adjustments for these items which are based on the billing register will take place in the spring after the Add/Drop period.

9. Revenue Shares should coincide with the amount budgeted at Allocation. Budget adjustments for these items are based on the billing register and will take place in the spring after the Add/Drop period. Because these are new in FY16, units with concerns or questions should contact Kelly Slocum at 4-2509 or kslocum@uri.edu.

10. The units are responsible to ensure that funds are not moved out of OR into the following CFS’s/programs:

i. Legislative Mandates –
   103-2112-2503  A&S - Languages / Italian Cultural Heritage-Leg.
   103-2904-0000  CCE - Legislative Program Minority Outreach
   103-2905-0000  CCE - Citizens' Law Center-Legislative Mandate
   103-2910-0000  CCE - Learning Enhancement for Adult
   103-2804-2570  GSO - GSO Office of Marine Programs
   103-2400-7158  HSS - Special Olympics - Leg Man
   103-7004-7158  RED- SBDC
   103-2909-0000  SA - URI GAP Hope HS
   103-7500-7158  RED- Polaris

ii. Faculty Development Funds – program #1000
iii. Course Fee Funds – program #2000
iv. Dedicated Fee Funds – programs #2230 & #2231
v. Technology Fee Funds – program #3007
vi. Communications Fee Funds – program# 3044
vii. AF Wellness Center - program # 7220
viii. Commencement - 100-6001-2514

11. AAUP Salary budget adjustments (contractual, Promotions and Plan-A)
   i. Will be completed once the contract is ratified. You will be notified on BudInfo list serve email once these adjustments have been completed.

12. PSA, PTAA, NUNC Salary budget adjustments
   i. Human Resources staff provided BFPO with a list of all employees requiring adjustments according to board action for union contractual requirements or non-classified non-union staff. These adjustments were completed on November 16th.

13. Council 94 and ACT Salary Adjustments
   i. Human Resources staff will provide BFPO with a list to calculate budget adjustments the FY16 contractual salary adjustments effective October 4, 2015. You will be notified on BudInfo list serve email once these adjustments have been completed.
Note: please ensure you are on the BudInfo Listserve. Visit web.uri.edu/budget/resources to the right under the yellow Bud Info banner to sign up.

14. Resolve any significant budget issues with your division head prior to the January 12th deadline.

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

B  Budget Narrative form: attach to email with budget transfer due January 11, 2016.

1. Be sure to use the non-Auxiliary Narrative form.

2. 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.

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: 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 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: Main Menu > URI Budget > 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 2016 Allocation guidelines (for reference).

If you have any questions regarding these guidelines or the FY 2016 MYR in general, please contact the analyst for your area.

Thank you for your continued cooperation.

12.15.15