The University of Rhode Island  
FY 2014 Budget Allocation  
Fund 100  
General Budget Guidelines

The format of the Excel file is similar to the FY 2013 Allocation, i.e. both input and reference tabs are provided.

The Excel files will be distributed in Microsoft Excel 2007 version (.xlsx). Windows users with Microsoft Office version 2003 must install the Office compatibility pack from www.microsoft.com. This is a free download and allows version 2003 to use files saved in 2007 format. Macintosh users should be on Microsoft Office for Mac version 2008 or later to ensure compatibility with these files. Users may wish to upgrade their version of Microsoft Office and can purchase an upgrade to Microsoft Office from the IT Help Desk. If you have any issues, please call the IT Help Desk at 4-4357.

It is important to review these General Budget Guidelines and the Technical Guidelines prior to completing your Excel file. Send your completed files via email to budget_cycle_returns@etal.uri.edu on or before June 14, 2013.

Training sessions will be offered to help you become familiar with the Excel file format. Please see http://www.uri.edu/budget/resources.html for the FY 2014 Allocation budget Training schedule. You may contact Caroline Natale at 4-2509 to reserve a seat. You may bring your file on a flash-drive to allow for specific questions at the training session.

- Please do not substitute, alter, delete, or omit any of the provided forms. You may however include additional schedules, etc. you consider necessary.

- The Technical Guidelines explain the contents of each tab and how to complete the Excel file.

- Once you complete the FY 2014 Allocation Fund 100 file, please fill out the Final Review tab. Files will not be accepted unless this is completed.

- The FY 2014 Allocation is built upon the FY 2013 Mid-Year Review budget (which is as of 1/31/13).

- IMPORTANT: it is crucial to budget for the fiscal year as accurately as possible so that the budget reflects your plan for the fiscal year. Also, the number of budget transfers is minimized.

- The FY 2014 Allocation reflects your allocation as approved by Senior Management.
  - The overall bottom line returned MUST be equal to the FY 2014 Allocation provided unless you are budgeting fringe for a new, non-reinvestment position that was not budgeted previously or you are eliminating associated fringe for a an eliminated position as part of your assigned FY 2014 reduction. Fringe Benefits must be identified in your budget in order to be transferred into/out of the central fringe budget.

  - The Trail tab lists in detail the adjustments, reversals, etc. that have occurred and/or are being applied to your unit’s total fund 100 budget since the FY 2013 Allocation to arrive at your unit’s bottom line for the FY 2014 Allocation as approved by Senior Management.
    - Reversals and adjustments are reflected in their original account code. Because units may have reallocated these budgets to other account codes during the fiscal year, this may have resulted in a negative budget in the FY 2014 Allocation column. Please reallocate accordingly so only positive budgets are submitted in your return.
    - The Trail also reflects an estimated fringe benefit amount associated with your unit. This allows you to see the estimated total Fund 100 resources dedicated to your college/area.

- Account 5226 – An account code was established to track Reinvestment dollars. Funds that have been
designated for a specific purpose by Senior Management will be placed into account 5226 until the dollars are ready to be transferred (i.e. once a reinvestment vacancy is filled, you would move the $ to the appropriate account code - 5210, 5250, etc.)

- Account 5228 - all new vacancies (i.e. non-reinvestment) must be moved to this code once a position is vacated throughout the fiscal year. Once a position is filled, you may move the budget to 5210/5250.

- Please ensure all necessary paperwork, forms, etc. for approved new items are included with your return. This includes any new chartfield strings that are listed on your return.

- The course fee budgets (program 2000) should match the totals sent to the Business Managers on February 14th. Business Managers can access the following query in PeopleSoft HR to obtain the course fee detail by subject: U_SSF_KELLY_LAB_DETAIL.
  - In accordance with the revised Course Fee Procedure, adjustments for FY2014 will be made after the add period for Spring 2014 semester. If you know that a course fee is being reduced or removed, do not spend that budget as it will be reduced at that time.
  - Per the CAC Chair, in addition to purchasing consumable supplies, the course fee can be used to support graduate and undergraduate students who support course fee offerings. Any questions related to the course fee base should be directed to the Provost’s Office.
  - Reminder: as discussed a Provost’s Business Managers meeting, all purchases related to the labs must be charged to the subject chartfield string, not to CCE or to Summer Session.

- Academic Dedicated fees will also be adjusted in the Spring. The FY2014 Allocation budget reflects Spring 2013 adjustments.

- Start-up funds should not be budgeted in your returns. Transfers will be processed after the FY 2014 Allocation is on the University’s PeopleSoft Financial System.

- Revenue/fee dollars and designated budgets may not be moved in or out of the designated chartfield including but not limited to the following: Course Fee, Technology Fee, Communications fee, Commencement (document fee), Postal Revenue, Central Stores Revenue, Personnel Advertising, and Candidates Travel.

- Personnel and position information is downloaded directly from the PeopleSoft HR system and is as of May 14, 2013. If you find any incorrect information relating to a position or employee, please indicate the issue in the Notes column or contact Steve Thompson at sthompson@uri.edu or, call ext. 4-2509.
  - Payroll Microfiche data for state employees is now 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.
  - In general, all position FTE’s on the HR system should reflect the salary distribution of the position. See below for budgeting release-time.
  - For employees on a reduced work schedule, the current salary is reflected at the reduced rate. DO NOT further reduce the salary. If an employee is returning to full time, increase the base salary to reflect the 1.0 FTE.
  - No FY 2014 salary increases are reflected for classified, faculty and non-classified staff.
  - All budgeted vacancies (including funds for new positions included on the Trail tab) MUST be budgeted in account code 5226 or 5228.

  - Important: as vacancies occur during the fiscal year, you MUST move the remaining
budgeted position dollars into account code 5228. Once a position is filled, you may move the budget to 5210/5250 as needed.

- If academic area retirements have occurred recently, and the dollars associated with these lines are not yet transferred to the Provost for reinvestment, you will be required to budget and IDENTIFY these funds in 5228. These funds will be transferred to the Office of the Provost.

- All newly funded positions (found on the Trail tab) MUST be budgeted on the Personnel Tab. New dollars from the Provost/VP for these positions are considered "Reinvestment" Vacancy dollars (see new "reinvestment" column on this tab). Please indicate when a vacancy is "Reinvestment" by budgeting it in 5226. Please see the technical instructions for additional information.

  - Known release time must be budgeted in 5229.
    - IMPORTANT: If you wish to move release time out of 5229 in your return, please see the Technical Instructions for Fund 100 on how to accomplish this. Failure to follow this process exactly will result in lost trail of salary dollars.

- You must fund all filled and committed position lines as well as any other personnel, operating, capital, or student aid lines for which commitments are made. This includes any FY 2014 encumbrances. IMPORTANT: it is crucial to budget for the fiscal year as accurately as possible so that the budget reflects your plan for the fiscal year. This will also reduce the number of budget transfers which is essential due to reduced staffing.

- When positions are filled after the beginning of the fiscal or academic year, the Dean's/Director's signature on or authorization of the RF-1 form indicates that the unit is fiscally responsible for fully funding the annual filled position plus fringe in the next fiscal year from within their existing budget.

- If turnover dollars were transferred to operating prior to FY 2013 Mid-Year, and a position is filled in FY 2014 for 26 pay periods, the unit is responsible for reallocating the funds back to the personnel line to fully fund the position.

- The returned budget should reflect your plan for the fiscal year. This requires planning your annual budget expenses, including multi-year encumbrances, by the appropriate account code during the Allocation process. This also reduces the number of budget transfers required during the year. Please plan and budget accordingly during the Allocation process. The number of budget transfers required during the fiscal year must be minimized. The resources for completing budget transfers will be reduced effective July 1, 2013. Budget transfers will be restricted this year. Please do not request budget transfers if there is sufficient budget at the ORG level. These transfers will only be completed if resources and time allow.

- A list of account codes is available at the Budget and Financial Planning website under Department Resources Link - Account Code Descriptions. [http://www.uri.edu/budget/resources.html](http://www.uri.edu/budget/resources.html)

- Complete the Grad tab with the number of Grad Assistant (GA) FTE's and Grad Research Assistant (GRA) FTE's. Academic Affairs units may only budget the allotted number of GA's as assigned by the Provost. See the Technical Guidelines for further information.

- Fill out the Final Review tab. Fund 100 returns will not be accepted without this tab filled out.

- Return your completed Excel file and any supporting documents via email to budget_cycle_returns@etal.uri.edu by or before June 14, 2013.

- Incorrect Allocation files (i.e. files that are not balanced or incomplete) will be returned to the department once for
corrections. If you have any budgetary questions while filing out your return, you may bring your questions to the training sessions or call your analyst before you turn it in. If you have specific technical questions about how to fill out the template, call Eugen Tradafir at 4-7085. Given the timing of this Allocation, it is very important that your return is complete. Incorrect files that require more than one return will be handled by Budget & Financial Planning after discussions with the appropriate Dean/Director/VP.

Academic Affairs Units Only

- For certain Academic units, the Provost memo referred to investments (including delivery of freshman curriculum) that would be funded after July 1st and that are NOT included in the bottom line FY 2014 Allocation as reflected on the excel file. These commitments will be handled via transfers from the Provost to these units after July 1st.
  - If a unit is responsible for funding a portion of a position that will be jointly funded by the Provost or another unit, please fund the portion of the position or item for which your unit is responsible and make a note on that line in the excel file.

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

Thank you for your continued cooperation.

5/23/13
office/all&bud/FY14/Allocation/General Budget Guidelines/FY14 Allocation - Fund 100 - General Budget Guidelines