The University of Rhode Island  
FY 2015 Budget Allocation  
Auxiliary, Enterprise, Shepards  
Budget Guidelines

The FY2015 Allocation files are in a new format. Please read these instructions thoroughly and please make every effort to attend the training sessions. Unfortunately, we are not able to provide individual training sessions.

Please review these General Budget Guidelines prior to completing your Excel file. Send your completed Excel file and summary paragraph files via email to budget_cycle_returns@etal.uri.edu on or before Monday, May 5, 2014.

The Excel file 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.

Training sessions will be offered to help you become familiar with the Excel file format. Go to http://web.uri.edu/budget/resources for the FY 2015 Allocation budget Training schedule. Please email Valerie Hupf at vhupf@mail.uri.edu to reserve a seat. You are encouraged to bring your file on a flash-drive to allow for specific questions at the training session.

A Relating to the Excel File

1. The file contains FY 11, 12, 13 actual data, FY14 Budget as of 4.11.14 and the YTD expenses as of 4.11.14 from Commitment Control. As such, interfund transfers in/out are not reflected on the file. This will not impact your ability to review trends by account.

2. The Excel file contains a DFR tab with tentative, pertinent FY 2015 Allocation rates for use in completing the return. All rates have been updated based on latest information and are subject to change.

3. Input takes place on the “Data – Input Here” tab in the yellow column labeled “FY15 Allocation”. The data file you receive will have FY 11, 12, 13 actuals hidden and column “A” filtered to reflect only FY2014. Only when the data is filtered FY2014, will you fill out the FY2015 Allocation column to the right.

   i. If for any reason you remove this filter, you must reinstate it. To do so, please click on the arrow down, click “Select All” so that all boxes are unchecked, and click on FY2014. Only now will you fill out the data in the yellow column.

   ii. Grey columns reflect data from the PeopleSoft system. Do not alter or delete.

   iii. Blue columns reflect formulas. Do not alter or delete.

   iv. If you must add lines to the data set please do the following:
      - insert a line in the middle of the data set (not the end),
      - input “FY2014” in column “A”
      - input CFS and Account in columns G & H
      - copy down the formulas in the blue columns (P through Y).
   
      Once you refresh the pivot tables, the data will be sorted correctly.

   v. DO NOT COPY LINES DOWN! Hidden data will be copied also and will double count FY11, 12, 13, 14 data in the pivot.

   vi. Do not add lines at the end of the data set. The pivot table is based on a set range and any data added outside of that range will not be picked up.

   vii. A Sub-total formula is at the top of the FY15 Allocation column for you to track revenue/expenses as you budget. Note, where you are not budgeting for use of fund balance, the sub-total should be at $0.00. At the end of the budgeting process, this total should equal the amount of fund balance being utilized.

   viii. Revenue must be entered as a negative amount.
3. Two pivot tables are provided. One reflects the line-item with historical information; the other provides a Management and Org Summary. You must refresh the Pivots as you go so that the data on the pivots reflect your input.

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

5. Do not budget in an invalid CFS.

### B Compiling the Budget

#### Revenue

7. Provide the best revenue estimate for the FY 2015 Allocation. The FY 2015 Allocation Student Fees must reflect the latest rates approved by the Board of Governors and end in an even number. The DFR contains enrollment data for your use in projections.

8. Revenue must be added as a negative amount.

### Personnel – Biweekly

9. Personnel and position information and full contract salary amounts must be downloaded directly from the PeopleSoft HR system.

   i. 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. FTE data on this file relates to the position, not salary distribution.
      1. This report will provide position data in your unit. The Contract Salary is the amount reference when projecting.
      2. The Contract Salary for positions split between two departments reflects the split salary amount.
      3. The Contract Salary for reduced work-week employees reflects the reduced salary.
      4. If you pay personnel from other units, you must also utilize the next report. See just below.
   
   ii. To assist in budgeting state personnel, please find current-year state-employee payroll information by employee, by pay-period, and by CFS-account in PeopleSoft HR at: Set Up HRMS > Product Related > Commitment Accounting > URI Commit Accounting Reports > "URI State Pay DST BGT Data CSV". (AKA payroll microfiche).
      Note: This file includes overtime payments as well as bi-weekly payroll data. Be careful when filtering data to include the correct accounts depending upon what you are projecting (i.e. overtime vs. salaries).
   
   iii. Security access is required to view the reports and access has been set up for all people who have requested the report to date. If you need access contact Steve Thompson at sthompson@uri.edu or call ext. 4-2509.
   
   iv. Use these documents to build the 5210, 5250 and fringe budgets that you will enter into the "Input Data Here" tab. Personnel information is not required to be returned.
   
   v. Training sessions will provide tips on how to cross-check the two documents.
   
   vi. If you find any incorrect information, please contact Steve, and he will work with Human Resources if necessary to correct the information.

10. Personnel and position information and full contract salary amounts must be downloaded directly from the PeopleSoft HR system.

   i. 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. FTE data on this file relates to the position, not salary distribution.
      1. This report will provide position data in your unit. If you pay personnel from other units, you must also utilize the next report. See 2.ii. below.
ii. To assist in budgeting state personnel, please find current-year state-employee payroll information by employee, by pay-period, and by CFS-account in PeopleSoft HR at: Set Up HRMS > Product Related > Commitment Accounting > URI Commit Accounting Reports > "URI State Pay DST BGT Data CSV". (AKA payroll microfiche).

iii. Security access is required to view the reports and access has been set up for all people who have requested the report to date. If you need access contact Steve Thompson at sthompson@uri.edu or call ext. 4-2509.

iv. Use these documents to build the 5210, 5250 and fringe budgets that you will enter into the “Input Data Here” tab. Personnel information is not required to be returned, however units are strongly advised to keep the backup data at least until 6/30/15.

v. Training sessions will provide tips on how to cross-check the two documents.

vi. If you find any incorrect information, please contact Steve, and he will work with Human Resources if necessary to correct the information.

11. It is possible that more than one person will have the SAME position number (i.e. an employee has "Leave to Protect Status", etc.). In these instances, budget only for the person actually getting paid in FY 2015. If you have any questions on this, please call Diana MacDonald at 4-2509.

12. Please be sure to budget step increases on an individual basis.

13. Budget only the number of pay periods for which the person will be paid. Do not budget turnover expectancy.

14. For Classified staff: in order to account for the 2% salary increase effective 4/6/14 and the 2% salary increase effective 10/5/14 in the FY2015, you must budget an additional 3.5% of the salary found on the State Employee Position Report. See #8 below for suggested formula. Please base fringe projections on this projected salary. This will account for the annual base adjustment for FY2015.

15. No salary increases should be budgeted at this time for non-classified staff.

16. In order to account for the payroll accrual for salary and benefits, you must budget 26.1 pay periods for 26-pay-period employees. In general, you must budget an additional 0.1 for any employee that is on the payroll in pay-period 26. You do not have to budget the additional 0.1 for academic year employees (or any employee not paid in pay-period 26.)

Suggested Formula:
Non Classified Salary Formula =ROUND((+current salary cell)/26*26.1,0)
Classified Salary Formula =ROUND((+current salary cell*1.035)/26*26.1,0)

17. New FTE’s had to be requested via a BR-10 form at the time of the 2015 Request. If your unit submitted a BR-10 at the Request, please process a USP1 to create the new position by May 2, 2014. If a USP1 is not received, the position will be removed from the Table of Organization. You may also reallocate existing FTE’s at this time if needed.

18. All paperwork (i.e. USP1’s, USP2’s, etc.) must be processed for items as reflected on the return. If the return reflects a change in the funding for a position which crosses funds (i.e. splitting costs with fund 100, or another Auxiliary, etc.) the unit MUST process a USP-1 by May 2, 2014 to change the FTE in the PeopleSoft system. You must also process a USP-2 if the position is filled. If multiple units (i.e. Dining & MU) are involved, authorized signatures from both units must be on the form

**Personnel – In-house Payroll**

19. Grad Research Assistants must be budgeted in account 5253. The SBA rate includes the...
new student insurance rate set at $1,873 which provides benefits consistent with requirements under the Affordable Care Act (ACA).

20. Ensure all Internal Payroll employees committed beyond 7/1/14 are budgeted. To find a listing of these employees, log on to PeopleSoft HR and run the following report: Setup HRMS/Product Related/Commitment Accounting/URI Commit Accounting Reports/ “Int Empl for Allocation”.

Operating

21. In PeopleSoft Financials, confirm FY 2015 encumbrances already posted to the system are budgeted in your return in the appropriate account codes. If encumbrances are to be liquidated, please forward PDF copies of the documentation supporting the liquidation with your budget return.

22. Planning your annual budget expenses by the appropriate account code/org code during the Allocation process reduces the number of budget transfers required during the year, and avoids automatic feeds from being halted.

23. NEW: FOR ACCOUNTS IN OPER1, YOU MUST BUDGET AT LEAST WHAT YOU SPENT IN FY2013. NO EXCEPTIONS. These feeds are continually requiring transfers which delay the system posting.

Fund Balance – Unrestricted net assets

24. In general, revenue should equal expense unless you are using fund balance for one-time-only expenses or attempting to build your fund balance reserve for future anticipated capital needs. Please provide details in the summary paragraph for inclusion in the President’s Transmittal letter.

25. In April 2014, Auxiliaries and Enterprises completed a schedule to designate fund balance for specific projects after a 25% reserve was allotted. If your unit has changes to that submission, please send a revised schedule to Cheryl Hinkson by May 15th.

Other

26. You may find actual data that appears to belong to another unit. This may be a result of an entry to incorrect chart field string. As such, please work with the alternate unit and the Controller’s Office to make corrections as appropriate before year-end.

27. It is important to charge the appropriate chartfield in the department that is receiving the services or item. The budget should follow those charges accordingly. (I.e. if you are splitting a major purchase with another Auxiliary/Enterprise, the share of expenses should be charged to each entity.)

C A list of account codes is available at the Budget and Financial Planning website under Department Resources Link - Account Code Descriptions (at the bottom of the web page.) Note there are certain codes that are not to be used for budgeting. See the “Restrictions” column for further details.

http://web.uri.edu/budget/resources

D NEW: Area specific excel worksheets required from certain units will be sent separately. Please complete these forms prior as part of your return.
NEW: There are two summary paragraph files to be filled out. One details the change from Fy14 Current budget and the other details the change from FY 2015 Request. The summary paragraph templates should contain details for inclusion in the President’s transmittal letter to OHE/BOE.

7. The returned FY15 Allocation data requested (highlighted in yellow) should be exactly the same on each form.

Please obtain division-head approval of your FY 2015 Allocation file prior to submittal.

Return both the completed Excel file and summary paragraphs via email to budget_cycle_returns@etal.uri.edu by or before Monday, May 5, 2014.

Please take this opportunity to update the Signature Authorization and Responsible Persons on all chartfield strings to account for new hires and terminations. Go to http://web.uri.edu/budget/forms/ to find the appropriate forms and instructions.

If you have any questions regarding these guidelines or the Allocation in general, please contact Cheryl Hinkson at car@uri.edu or Linda Barrett at lindab@uri.edu.

Thank you once again for your continued cooperation.

4.17.14