The University of Rhode Island  
FY 2015 Request  
Auxiliary, Enterprise, Shepard, RI State Crime Lab  
Budget Guidelines

Below please find the guidelines for the FY 2015 Request for Auxiliary, Enterprise, Shepard, and RI State Crime Lab.

Please review the following Budget Guidelines and submit your Request Transfers and Budget Narrative on or before Friday, August 16, 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 October. These detailed listings serve as your plan for the year and should be used to assist you in the FY 2015 Request process that will be utilized this year. Inherent in this Request 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.

• A Data, Factors and Rates (DFR) file which reflect estimated rates, etc. will be emailed directly to the Directors/Business Managers. Once we receive guidelines from SBO, we may have revised rates. Any changes to estimates provided on the DFR require written explanation to Bob Thibeault before the file is returned. The DFR also contains projected items for which to budget (i.e. debt service, utilities, contributions, etc.)

A This Request process will be facilitated with at least two supporting documents that each unit must complete and return to the budget_cycle_returns@etal.uri.edu email address. They are as follows:

B FY15 Request Journal form & FY15 Fee Schedule:

Go to the Budget & Financial Planning website the FY15 Request Journal form. Send the completed form to the email address above to ensure they are processed promptly. There is a Revenue and an Expense Tab. The FY15 Request Journal should be compared against your FY14 Allocation that is on the system.

1. Send the changes to the FY14 Allocation that will arrive at the FY15 Request in the Request journal excel file you will find on BFPO website. This will net to zero on the Summary Tab unless you are utilizing fund balance. If you are utilizing fund balance, please indicate this on the transfer form in the notes column (and in the narrative, see below). Please send both revenue and expense transfers in the same email along with any supporting documentation required.
   Provide a listing of FY2015 rates in the Journal excel file. Make a copy of your rates from the FY2014 Allocation return and place it in a new tab into the Revenue excel file. Add a column with the FY15 rates and include % increase column.

2. Only budget bi-weekly payroll in accounts 5210 or 5250. Do not budget positions that will remain vacant for the rest of the year.
   Please refer to the account code listing on our web at http://www.uri.edu/budget/resources.html at the bottom of the page.
   Budget employee turnover only as needed.
   Budget vacant positions only for the number of pay periods the position is expected to be filled. Note any newly budgeted vacancies in the notes section of the transfer form.

3. If you are budgeting for any new positions (or positions that were not budgeted in the FY2014 Allocation) you must budget 26.1 pay periods worth of salary and fringe benefits to account for the payroll accrual. The additional 0.1 pay period applies only to employees on the payroll the last week of the fiscal year.
4. If you are building your FY15 Request from the FY14 Allocation (strongly recommended), you will have accounted for the additional 0.1 Pay Period for the accrual.

5. Address outstanding issues on the Budget Narrative Form (See section below).

C Budget Narrative Form:
1. Explain items of significance in your unit’s budget in this document.
2. Explain use of fund balances/Unrestricted Net Assets – one-time only expense.
3. Provide information which will be included in the President’s transmittal letter.

D New FTE’s – BR-10
1. If you are requesting additional FTE’s above the current complement, you are required by the State of RI to complete a BR-10 form and submit with your return. The form can be found on the website under FY2014 Allocation. If you have unused or unfunded vacant position, you may submit a USP1 to change the existing position title instead of requesting an FTE increase of the State.

E RP6A Form
1. This is a State of RI form and must be filled out if your unit will utilize outside Consultant Services or Temporary Employment Services through a Private Agency. At this time, you may not utilize these types of services in FY15 unless this form is submitted to State. Upon return, this form will be included in the University’s FY15 Request budget submittal. Not all units utilize these services. (Call Cheryl Hinkson with questions.)

F Fees
1. It is expected that we will be asked to keep fees level or at the very least request an increase no greater than 1.5%. Thus, please prepare your revenue worksheets accordingly. Increases beyond 1.5% cannot be accepted at this time.
2. Include the fee Rate Schedule as mentioned in section A above.

G Other Tools to Assist in the budgeting process
1. State Payroll (microfiche) data for state employees is 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, call ext 4-2509.

2. Personnel and position data is also available directly from the PeopleSoft HR system. 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 at sthompson@uri.edu, call ext 4-2509.

3. Available on the Budget and Financial Planning website under Department Resources:
   -FY2015 MYR Fringe Benefit Calculator (for any new positions that require a fringe calculation)
   -Account code listing
   -FY 2014 Allocation guidelines (for reference)
   -BR-10 forms for requesting new FTE’s

H Other:
1. Effective with the FY 2009 Allocation, Auxiliaries and Enterprises are required to maintain Unrestricted Net Assets (UNA), i.e. Fund Balance at no less than 25% of your latest UNA ending balance as reported on the University's Audited Financial Statements. Any departure from this requires a written explanation/proposal sent to Linda Barrett’s attention for review no later than August 16, 2013.
2. You are strongly urged to utilize your Allocation to arrive at your Request projection, and then to reflect changes on the FY15 Request Journal.
3. If you are budgeting for any new positions (or positions that were not budgeted in the FY2014 Allocation) you
must budget 26.1 pay periods worth of salary and fringe benefits to account for the payroll accrual. The additional 0.1 pay period applies only to employees on the payroll the last week of the fiscal year.

4. Revenue must be sufficient to cover all expenditures including debt service.

5. Overall, expense must equal revenue unless you are using fund balance for capital one-time items.

6. New revenue opportunities and all possible expense reductions would be considered before any rate increases are considered. Please keep in mind the total cost to the student when considering fee increases.

I Area specific worksheets are required from only certain units will be attached along with the DFR.

J Shepard unit Business Manager must contact your budget analyst for revenue projection.

K Please obtain your division head’s approval before submitting the FY2015 Request transfers.

L Return your completed Request Transfer form and Budget Narrative and any supporting documents via email to budget_cycle_returns@etal.uri.edu by or before Friday, August 16, 2013

If you have any questions regarding these guidelines or the FY 2015 Request in general, please contact Cheryl Hinkson or Bob Thibeault.

Thank you for your continued cooperation.

7/24/13
Office/All&Bud/FY15/Request/Auxiliary Enterprise Shepards RISCL/FY 2015 Request Aux Ent Shepards RISCL – Budget Guidelines