DATE: May 19, 2015

TO: Non Academic Deans/Directors

FROM: Linda A. Barrett
Director, Budget and Financial Planning

SUBJECT: FY 2016 Unrestricted Budget Allocation

Returns Due to Budget & Financial Planning Office by Friday, June 12, 2015

In accordance with the FY 2016 Budget Allocation process, senior management recently approved the FY 2016 Allocation. After a review of revenue and expense a tentative $401.7M revenue and expenditure budget for FY 2016 reflects a balanced budget at this time.

Please be aware that there are risks and uncertainties in both the revenue and expense portions of the FY 2016 projections. If we do not receive the anticipated revenues (an additional $1.9M) from State Appropriation, tuition and fees or other areas or have unanticipated expenditures, we will be required to revisit the FY 2016 budget and make further decisions based upon our final mid-year review projection.

The freshmen enrollment is on target and together with continuing, transfer, and graduate enrollment result in an estimated 14,519 FFTE (financial full time equivalent). This reflects a freshmen class of 3,130, consistent with the target set in the FY2016 Request.

The yield of the freshmen class and the retention of students is the result of efforts from many areas, including your colleges and departments. These efforts have contributed to a balanced budget for FY 2016. Your commitment is very much appreciated. Please continue efforts in the Deans’ offices to encourage returning students to register for the fall semester and to return to complete their degree programs.

The revenue includes State Appropriation (excluding General Obligation Debt Service) at $71M, $1.9M more than the FY 2015 Mid-Year Budget. The final FY 2016 State Appropriation is expected to be announced by June 30, 2015. As you know, the possibility still exists for further reductions to the State Appropriation during the FY 2016 fiscal year.

The FY 2016 Allocation establishes the projection for each area and includes adjustments. An example of an adjustment is: reversals of all one-time only budget allocations, such as start-up transfers from the Provost’s Office.

The FY 2016 projected expenditure does not automatically project filled and vacant positions beyond the FY 2015 Mid-Year level. It is important that you review the file provided to you and determine the exact amount you must budget for each filled and vacant position. You may also access payroll distribution data. Please verify all salaries as the amounts provided are estimated. Please refer to the separate budget and technical guidelines for more information.

Please be assured that neither the division head nor the Budget & Financial Planning Office has made a decision to project or not to project expenditures relative to a specific position or a portion of a specific
position. Rather, as referenced above, all positions are projected at the FY 2015 budget level with the responsibility for the level of funding required in FY 2016 resting with the Dean/Director. This is consistent with the current process of filling positions. As noted on the Request to Fill Form (RF-1):

*Dean/Director’s signature (email from requesting office acceptable in lieu of signature) authorizes the filling of the position, certifies position FTE and funding exist in the existing budget, and indicates the Dean/Director’s responsibility to fully fund this position in the next fiscal year(s) regardless of the level of funding required for the position in the current fiscal year.*

It is also important to remember that any position funds you may have transferred to other categories currently remain in those categories in the FY 2016 projected expenditures you receive. (i.e., if you transferred vacancy dollars to operating because a position was filled for six months in FY 2015, and the position will be filled for twelve months in FY 2015, you must reallocate the dollars from operating back to the position line.)

If your returns reflect unfunded vacancies for which there is a current search, please notify Human Resources and Affirmative Action that you have elected to cancel that search.

Please refer to the technical guidelines for further detail. You must fund all filled and committed position lines in your returns. You must also fund commitments made to any other personnel, operating, and student aid or capital lines. You may reallocate among account codes and departments except where noted (i.e. course fee). If you reallocate to fund a position that was not funded in FY 2015, you must also provide a budget transfer for the associated fringe benefits. In order to expedite the process after returns are received by the Budget & Financial Planning Office, if known commitments are not funded, the Analyst will contact your fiscal staff to resolve the issue in a timely fashion. If the issue cannot be resolved quickly, the Budget Analyst will reallocate funds to cover the commitments and your fiscal staff can elect to re-allocate at a later date.

Please refer to the general budget guidelines for the process and information related to course fee budgets and budgets for fee areas.

*All Graduate Research Assistant positions should be budgeted in account code 5253.*

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. Please do not request budget transfers if there is sufficient budget at the ORG level. There is a plan to have transfers done by colleges/areas in the upcoming year.

Your returns (due in the Budget & Financial Planning Office by Friday, June 12, 2015) must reflect the total budget as authorized by the Provost. If it does not, the Budget & Financial Planning Office will be forced to adjust (in the Deans’ Office if possible) budget returns that exceed the authorized amount.

There is a final review tab that must be completed by all areas. If not completed, we will not be able to accept your return.

The allocation package for your area has been e-mailed to you. It is important that complete and
accurate data be returned in the designated format to the Budget & Financial Planning Office no later than Friday, June 12, 2015 to ensure that the data can be entered into the University's financial system for the new fiscal year. I encourage you to attend one of the training sessions that are being offered. You may bring your file on a flash drive. Please check the Budget & Financial Planning Office website at the link below for dates, times and to register.

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

Please feel free to contact your Budget Analyst if you have any questions concerning the completion of the budget forms. A separate letter from the Provost may reflect specific college information not contained in this memorandum.

Cheryl Hinkson and I will make ourselves available to any unit that would like to review the detail backup of the steps taken to arrive at the tentative allocation for your unit and/or to discuss any questions you may have concerning the allocation. Please email me at lindab@uri.edu to schedule a meeting as soon as possible.

It is important that all areas utilize the Excel spreadsheets provided. They must be returned to the Budget & Financial Planning Office in the same format. Please e-mail your return to budget_cycle_returns@etal.uri.edu by Friday, June 12, 2015.

Thank you for your prompt attention to this matter.

cc: Christina L. Valentino, Michelle Curreri, Tom Dougan, Gerry Sonnenfeld, Thorr Bjorn, Cheryl Hinkson,