The University of Rhode Island
FY 2017 Request
Auxiliary, Enterprise, Shepard, RI State Crime Lab
Budget Guidelines

Below please find the guidelines for the FY 2017 Request for Auxiliary, Enterprise, Shepard, and RI State Crime Lab.

Please review the following Budget Guidelines and submit your Request Excel file and Budget Narrative on or before **Tuesday, August 11, 2015**.

- The FY17 Request files are in the customary format and include the FY16 Allocation budget for your reference. The Personnel tab contains the personnel budget from the FY16 Allocation file. Please refer to the Department Positions tab for any updated position data (new hires, new titles, etc.) since that budget cycle.

- The FY 2016 Allocation process included line-item 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 FY 2017 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 2017 are fully funded with the submission of your returns. You are responsible to verify and ensure that these items are fully funded.

**A Relating to the Excel File**

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

2. You may use the Technical Guidelines for assistance from the FY16 Allocation if necessary.

3. The Excel file contains a DFR tab with estimated rates and projected items with which to budget (i.e. debt service, interest income, auxiliary indirect cost, etc.) in the FY 2017 Request. Additional information below will assist in the completion of the Request.

4. On the Line Item tab, you may find accounts 4001 and 5001. These are accounts in which cash adjustments are made by the Controller. Please do not budget in these lines. The Line Item Tab includes FY15 YTD data as of July 2, 2015.

**B Compiling the Budget**

**Personnel-Biweekly Payroll**

1. Personnel and position information is reflective of what was budgeted at the FY2016 Allocation. The Department Positions tab includes the data from the PeopleSoft system as of July 8, 2015. If you find any incorrect information relating to a position or employee on the Department Positions tab, please contact Diana MacDonald at dianam@uri.edu or call ext. 4-2509.

2. Payroll Microfiche data for state employees is available in PeopleSoft HR. 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.

3. In general, all position FTE’s on the HR system should reflect the salary distribution of the position.

4. Payroll Accrual: In order to account for the payroll accrual for the one-day that the Controller will book, you must budget 26.1 pay periods for each employee in column BB. In general, you must budget an additional 0.1 for any employee that is on the payroll on June 30, or the last week in the fiscal year.

5. For employees on a reduced work schedule, the current salary is already reflected at the reduced rate. If an employee is returning to full time, increase the base salary to reflect the 1.0 FTE.

6. Contract salary for positions split between departments is reflected at the split salary amount.
7. Budget only the number of pay-periods for which the person will be paid. Do not budget turnover expectancy.

8. In some cases (i.e. Leave to Protect Status) more than one person will be found in a position number. Budget only for the person actually getting paid in FY 2017.

9. FY16 Salary increase
   i. Classified Staff – the FY16 Allocation files included a 1.385% increase for classified (2% effective October 2015 in FY16.) Since the State Budget Office has indicated that COLA for classified staff is TBD, to capture any potential increases the rates tab includes an estimated 2% increase. Thus, the final estimated increase for classified staff is reflected at 2.615% on the rates tab to annualize the FY 16 raise and estimate a 2% raise for FY17.
   ii. Non-Classified – Since the Board of Education (BOE) has not issued instructions pertaining to non-classified salary increases, to capture any potential increases, the rates tab includes 3.00% salary increase for planning purposes. Recall that the FY16 Allocation personnel budgets also included a 3% increase for FY16.
   iii. If data from the Department Positions tab is copied/pasted into the Personnel tab, you must increase the salary for both the FY16 increase AND the FY17 increase as “current” salaries do not include these increases.
   iv. Grads – projected stipends can be found on the DFR.

Personnel – Holiday Pay
10. There are 11 holidays in FY17, one more than in FY16. You must budget for one additional holiday.

Personnel – In-house Payroll
11. Complete the Grad tab with the number of Grad Research Assistant (GRA) FTE’s.
12. Projected Grad Research Assistant stipends can be found on the DFR.
13. Note there is a new account in FY16 for Grad Research Assistant Waivers – 6584. The old waiver account, 6582, is only used for undergrad aid, which only is used in Enrollment Services. Account 6583 should continue to be used for Grad Research Assistant Fee waivers. The file will automatically place your budgets in the correct account.

Internal Payroll
14. Ensure all Internal Payroll employees committed beyond 7/1/15 are budgeted. To find a listing of these employees, log on to PeopleSoft HR and run the following report: URI Budget > URI Commit Accounting Reports > URI Int Empl for Allocation.

Operating
14. Oper1: Consistent with the FY16 Allocation, units must budget at least what was budgeted by chartfield string in the FY2016 Allocation. Exceptions must be noted and discussed with the reviewing analyst.

Other
15. At this time, BFPO is in the process of calculating the Auxiliary Indirect Cost (AIC) for FY17. Once AIC is finalized, the amounts by unit will be emailed to you.
16. You may find actual data that appears to belong to another unit. This may be a result of an entry to incorrect chartfield string. As such, please work with the alternate unit and the Controller’s Office to make corrections as appropriate before year-end.
17. 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 College or Unit or Fund, the share of expenses should be charged to each entity.)
18. A list of account codes is available at the Budget and Financial Planning website under Resources Link - Account Code Descriptions.

Fund Balance
19. Fund Balance should be used for one-time major expenses. It cannot be used for day-to-day operational expenses.

D 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.

E New FTE’s – BR-10
1. If you are requesting additional FTE’s above the current complement, you are required by the State Budget Office to complete a BR-10 form and submit with your return in order to request an increase in the State’s FTE Cap. The form can be found on the website under FY2017 Request

F Revenue
Fees
1. It is expected that the Board of Education will ask the University to keep fees level or at the very least request an increase no greater than 2%. Thus, please prepare your revenue worksheets accordingly. Increases beyond 2% cannot be accepted at this time.
2. HRL’s dorm group categories are set at the Request. Please ensure all changes are included during this cycle.
3. 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.

Revenue
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. Enrollment is based on FY16 Allocation. Revised enrollment will be available in early August. Revised rates will be provided if necessary.

G Other Tools to Assist in the budgeting process
1. Personnel and position data is also available directly from the PeopleSoft HR system. To access the report, navigate to: Main Menu > URI Budget > URI Commit Accounting Reports > "State Employee Position Report. If you need access please contact Diana MacDonald at dianam@uri.edu or Steve Thompson at stthompson@uri.edu, or call ext. 4-2509.

2. Available on the Budget and Financial Planning website under Department Resources:
   - FY 2016 Allocation guidelines (for reference)
   - BR-10 forms for requesting new FTE’s

I Area-specific worksheets required from certain units were sent with the excel file. Please fill these out and submit with your return. Bookstore, please ensure the Associate Controller, Cindy Mace has reviewed before submitting.

J It is presumed that you have obtained your division head’s approval before submitting the FY2017 Request Excel file and Narrative.

K Return your completed Request File and Budget Narrative, and if necessary, area specific worksheets and completed BR-10’s as well as any supporting documents via email to budget_cycle_returns@etal.uri.edu by or before Tuesday, August 11, 2015. Extensions cannot be granted at this time.

General FTE Maintenance
Please process Position Action forms (PAF’s) to remove old, unfunded positions from the table of organization. This should be done year-round to consolidate the table of organization. If you have questions or concerns about this item, please email or call Diana MacDonald at dianam@uri.edu, 4-2509.

If you have any questions regarding these guidelines or the FY 2017 Request in general, please contact Cheryl Hinkson.

Thank you for your continued cooperation.