Budget Guidelines

Below please find the guidelines for the FY 2016 Mid-Year Review (MYR) for Funds 101, 105, 126, and 400. DO NOT use these guidelines for any other funds.

Who needs to complete the MYR returns? Business managers/other staff that completed the FY 2016 Allocation Budget returns are responsible for completing the FY 2016 MYR Budget returns.

Please review these Budget Guidelines and submit your MYR Journal and Budget Narrative on or before **Tuesday, January 5, 2016**.

- The FY 2016 Allocation process included detailed line-item projections supporting the budget that units/colleges updated, returned and reflected in the uploaded budget to PeopleSoft Financials in July. These listings serve as your plan for the year and should be used to assist you in the Mid-year process. Inherent in this MYR process is that all committed personnel, operating, capital and student aid costs for the 12 months of FY 2016 are fully funded with the submission of your returns. You are responsible to verify and ensure that these items are fully funded.

- This MYR process will be facilitated with two supporting documents that each unit must complete and return. Each file is available on the Budget & Financial Planning website under Department Resources. They are as follows:

  A Mid-Year Review Budget Journal form: returns sent to budget_cycle_returns@etal.uri.edu

  Please utilize the following naming convention: Fiscal year, Budget Cycle, Fund, College/unit name, type of return (e.g. FY 16 MYR Fund 400 A&S Journal return; FY 16 MYR Fund 400 A&S Narrative return; etc.)

  1. There is a Budget Journal that will be available for the purpose of adjusting both revenue and expense budgets in one form. Use this form for the MYR process if you must adjust both revenue and expense. You will find it on the Department Resources Tab under FY2016 MYR – “FY16 MYR Journal Form for non-Fund 100,102,104 units.xlsx” You must fill out both tabs of the file.
     i. If you are only adjusting expense budgets and not changing your bottom line budget, please utilize the regular budget transfer form and email.
     ii. Do not use the journal form to reallocate Fund Balance (See A.3. below)

  2. Please ensure that any change in revenue has a corresponding change in expenses (e.g. if revenue is decreasing by $15,000, then your expense adjustment will also decrease by the same amount.) Please indicate that these are MYR Journals in the email and on the journal form. In some cases, you will have no change to revenue, and will reallocate expenditure budgets. (See A.3. below.)

  3. Please reallocate fund balance using a transfer form and budget_transfers email address, not the Budget Journal form.

  4. Budget bi-weekly payroll in accounts 5210 or 5250 only. Do not budget positions that will remain vacant for the rest of the year.

  5. Please **plan ahead for the entire fiscal year** when arriving at your MYR budget. Review all feeds (payroll/telephone/P-Cards, etc.) to ensure all items are budgeted properly for the entire fiscal year. This is very important as insufficient budgets in these codes delay the processing of feeds and require additional attention by university staff. This can be avoided if units budget properly upfront.
     i. Oper1 reductions require notes and documentation before this adjustment will be accepted.
6. Address all over-budget account codes, otherwise address outstanding technical issues on the Budget Narrative Template (See section B below). Also address any budget errors that have been identified by the Controller’s office.

7. Please refer to the account code listing on our web at [http://www.uri.edu/budget/resources.html](http://www.uri.edu/budget/resources.html) at the bottom of the web page.

8. If revenue projections fall short of the current budget in a chartfield string, units are expected to reduce the revenue and expense budget in that string.

9. You may not co-mingle funds on one journal or transfer form. Send separate forms for each fund you return.

**B  Budget Narrative Template for Non-Auxiliary Funds:**

Attach to the same email with journals. Returns sent to budget_cycle_returns@etal.uri.edu

1. Please explain items of significance in this document for the following:
   - Reasons for increases/decreases in revenue from Allocation.
   - Reasons for no budget change when the current budget does not correlate to actual revenue received.
   - Reasons for over-budgets not covered (i.e. encumbrance is incorrect; you have processed a journal to move expenses from over-budget line, etc.)

2. Please explain in detail if MYR projected revenue is changing by >25%

**C  Other Tools to Assist in the budgeting process**

1. State Payroll (microfiche) data for state employees is available in PeopleSoft HR. This data relates to the salary distribution of the employee. (See C2 for position data). 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 Diana MacDonald at dianam@uri.edu Steve Thompson at sthompson@uri.edu or, call ext 4-2509.

2. Personnel and position data is also available directly from the PeopleSoft HR system. The FTE data on this file relates to the position, not salary distribution. 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 or Steve Thompson.

3. Available on the Budget and Financial Planning website under Department Resources:
   i. Fringe Benefit Calculator (updated with tentative MYR rates).
   ii. Account code listing
   iii. FY 2016 Allocation guidelines (for reference).

**D  Other:**

1. You are strongly urged to utilize your Allocation sheets to arrive at your MYR projection, and then reflect changes on the MYR transfer form.

2. Rate information for MYR:
   
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<thead>
<tr>
<th></th>
<th>Acad Yr</th>
<th>Summer</th>
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</thead>
<tbody>
<tr>
<td>i. Grad Stipends*:</td>
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<tr>
<td>I</td>
<td>$16,819</td>
<td>$13,192</td>
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<tr>
<td>II</td>
<td>$17,289</td>
<td>$13,556</td>
</tr>
<tr>
<td>III</td>
<td>$17,759</td>
<td>$13,924</td>
</tr>
<tr>
<td>ii. Grad Tuition Waiver*:</td>
<td></td>
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<tr>
<td>In</td>
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<td></td>
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<tr>
<td>Out</td>
<td>$24,206</td>
<td></td>
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</tbody>
</table>
iii. Grad Fee Waiver* $ 309

iv. All fringe rates – See MYR Fringe calculator on website

*No change from rates budgeted at Allocation for these funds

3. Budget vacant positions only for the number of pay periods the position is expected to be filled.

4. Account codes 9655, 9656 and 9661 are considered capital codes by the state and all other 96xx codes are considered operating.

5. Use 5445 for desk-top or lap-top software. Do not use 9649 for this type of purchase.

6. Ensure there is sufficient budget in all account codes to cover all encumbrances and pre-encumbrances.

E If you have concerns regarding the resources in your college/area, please discuss this with your division head.

F Upon receipt of your FY2016 MYR budget journals, we will assume you have sought and received your division head’s review and approval.

G Return your completed Fund 101, 105, 126, and 400 MYR Budget Journal form and Budget Narrative to the budget_cycle_returns@etal.uri.edu email address as well as any supporting documents by or before Tuesday, January 5, 2016.

If you have any questions regarding these guidelines or the FY 2016 MYR in general, please contact your analyst. Thank you for your continued cooperation.