Below please find the guidelines for the Mid Year Review (MYR) for the funds listed above.

Who needs to complete the MYR returns? Business managers/any staff members that completed the FY 2018 Allocation Budget returns are responsible for completing the FY 2018 MYR Budget returns for these funds only.

Please review these Budget Guidelines and submit your MYR transfer and Budget Narrative on or before January 12, 2018.

The FY 2018 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. These detailed 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 all committed personnel, operating, capital and student aid costs for the 12 months of FY 2018 are fully funded with the submission of your returns. You are responsible to verify and ensure that these items are fully funded for FY 2018.

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

A. Transfer form: returns sent to budget_transfers@et.al.uri.edu

Please follow the normal process for budget transfers. Go to the Budget & Financial Planning website at http://web.uri.edu/budget/budget-transfers/ to find the transfer form and email address. Send completed forms to the transfers email address to ensure they are processed promptly.

Note: Transfers should be processed throughout the fiscal year to avoid any budget errors. BFPO will take a snapshot of the PeopleSoft Financial system after the January 12 deadline. This will become the MYR budget. Budget transfers will not be suspended for the MYR process.

1. Use a separate form for each fund listed above (100, 102, 103, 104).
2. All expense transfers must net to zero for these funds.
3. Budget bi-weekly payroll in accounts 5210 or 5250 only unless the position is vacant, then use 5226-Reinvestment or 5228-Non-Reinvestment Vacancy/Holding (whichever is most appropriate).
4. 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.
5. Address all over-budget account codes, otherwise address outstanding issues in the Budget Narrative (See section C below). Also address any budget errors that have been identified by the Controller's office.
6. Academic Affairs Units must keep in mind the Reinvestment Policy in place by the Provost. Please continue to use 5229 for all release-time transfers. Any mid-year retirements should be accounted for by budgeting the remaining salary in account 5226.
7. If a new position approved by the Provost or Vice President is funded from within your existing budget, the fringe benefits for the position must also be funded from the unit's current bottom line. In order to move these dollars to the fringe pool, you must identify the account and amount, but leave the CFS
blank in your return and note the position number in the column to the right of the amount. (See Mid-Year Fringe Calculator on the Budget & Financial Planning website.)

8. Course Fee and Dedicated Fee expense budgets should coincide with the amount budgeted at Allocation. Budget adjustments for these items which are based on the billing register will take place in the spring after the Add/Drop period.

9. Revenue Shares should coincide with the amount budgeted at Allocation. Budget adjustments for these items are based on the billing register and will take place in the spring after the Add/Drop period. Units with concerns or questions should contact Kelly Slocum at 4-2509 or kslocum@uri.edu.

10. The units are responsible to ensure that funds are not moved out of OR into the following CFS’s/programs:

   i. Legislative Mandates –
      103-0200-7158 CEPS - Special Olympics - Leg Man
      103-7004-7158 RED- SBDC

   ii. Faculty Development Funds – program #1000
   iii. Course Fee Funds – program #2000
   iv. Dedicated Fee Funds – programs #2230 & #2231
   v. Technology Fee Funds – program #3007
   vi. AF Wellness Center - program # 7220, 7290-7293
   vii. Commencement - 100-6001-2514

11. AAUP Salary budget adjustments (contractual, Promotions and Plan-A)
   i. You will be notified on BudInfo list serve email once these adjustments have been completed.

12. PSA, PTAA, NUNC Salary budget adjustments
   i. These adjustments were completed on October 11, 2017.

   Note: please ensure you are on the BudInfo Listserve. Visit web.uri.edu/budget/resources to the right under the yellow Bud Info banner to sign up.

13. Resolve any significant budget issues with your division head prior to the January 12 deadline.

14. While circumstances arise which will require transfers after the MYR transfers are submitted, we anticipate that with your thorough analysis throughout November and December, these will be minimal. Please contact your budget analyst for any major issues.

B  **Budget Narrative form: attach to email with budget transfer due January 12.**

   1. Be sure to use the Budget Narrative form for Non-Auxiliary Units form.

   2. Explain items of significance in this document. The amount of data you should provide is dependent upon the size of the unit budget, the amount of MYR transfers, and any over-budget issues not resolved by the MYR transfer.

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 MacD@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 MacD.

3. Available on the Budget and Financial Planning website under Department Resources:
   i. Fringe Benefit Calculator (updated with MYR rates).
   ii. Account code listing
   iii. FY 2018 Allocation guidelines (for reference).

If you have any questions regarding these guidelines or the FY 2018 MYR in general, please contact the analyst for your area.

Thank you for your continued cooperation.

11.6.2017