1. A description and justification of highest priority new resource needs for the unit for FY13, including a clear indication of whether the request is for base (permanent) or variable (one-time-only) funds. (complete Excel Spreadsheet found at www.uri.edu/budget/sbpcdocs.html)

**Senior Auditor and Whistleblower Hotline.** Employ a senior auditor to oversee the development of compliance and ethics codes, whistleblower activities and implementation of expanded accounting and fraud requirements and investigations. Annual personnel cost is $112,000 per year and Whistleblower Hotline services at $40,000 per year; both are permanent line items.

**New Building Janitorial and Maintenance.** The construction of new buildings (CBLS and Pharmacy) and renovated buildings (Swan and Lippitt) has enlarged the square footage of maintained space, infrastructure and technology systems and related contractual services. The annual cost is $383,000 to upgrade our current janitorial support on a permanent basis.

**Roosevelt Hall.** Renovation of the exterior of Roosevelt Hall is in disrepair and requires significant repairs and renovation. The work includes a new roof and related repairs, energy efficient windows and doors are other essential work to preserve the exterior of this valuable asset. The estimated cost is $3.4 million. Half will be funded through RICAP dollars. This is a three year project.

**Employee Specialists.** The campus work place has greatly changed and we must address the needs of foreign nationals, complex employees benefits and work-life issues in a more effective way by employing specialists in these areas. The annual cost is $106,000 for two half-time employees, on a permanent basis.

**Professional Development.** Re-institute a limited professional development program. Annual Cost is adding $20,000 per year, until full-time program can be re-established.

**PeopleSoft Billing and Receivable Module.** Implement the existing PeopleSoft modular in order to properly manage accounts receivable for all University systems. The module will replace outdated Access database billing system for Grants & Contract Accounting, Miscellaneous Receivables, Post Retiree Health Insurance and COBRA. Estimated cost is $125,000 per year for two years (FY 13 and 14).

**Electronic Payroll System.** The current employee payroll system is a complicated maze of employer reporting systems, bargaining agreements and contracts which are hosted on an intensive manual and paper based system. We are currently implementing a paperless time card system which should be followed by a paperless payroll system. The annual cost of this system is estimated at $250,000 per year for two years (FY 13 and 14).

2. A copy of the Division/unit’s strategic plan should be enclosed or attached to the request. Description of how this request for new funding fits into the long ranges division/unit plans and priorities, including a summary of specific goals/initiatives that support the Academic Plan.
We are in the process of updating the Division’s strategies and metrics, but the mission, vision and goals are listed here:

**Mission Statement**

The Division of Administration and Finance will provide expert leadership and the business, finance, facility, public safety, human resource and planning support to the campus community in the most efficient and effective manner to facilitate the vision and goals of the University as a twenty-first century institution focused on research, experiential learning, and global education, fostering inclusion and community, and deeply rooted in technology.

**Vision Statement**

The Division of Administration and Finance will be a regional leader in innovative and technology-based systems in supporting the academic and operational programs of the University. The division will be acknowledged for is high quality campus environment, sustainable practices, stewardship and campus design and development that fosters learning, research and a strong campus community.

**Divisional Goals**

A. Develop and support innovative solutions to financial challenges through sound management practices and financial planning.

B. Develop and enhance effective and innovative business processes and systems throughout the University.

C. Create and maintain high quality and attractive facilities and a campus environment that fosters learning, academic research, sustainable practices and operations and promotes a strong University community.

D. Assure a safe and supportive environment at all campuses.

E. Provide essential human resource functions and support systems to the university community which promotes an equitable, inclusive, and diverse workplace, promotes professional development of faculty and staff, and recognizes the complex work-life issues of the community.

F. Provide effective and ethical procurement, accounting, and auditing procedures in compliance with URI, BOG and government policy, standards, and requirements.

G. Collaborate with the University, public, private, and non-profit entities that advance the University’s strengths in research, teaching, and outreach.

3. Briefly describe the progress made in your division/unit over the last 12-15 months in addressing strategic priorities or attach as an Appendix a brief annual report summary. Include a summary of any/all reinvestment budgetary efforts made during the past year and how those decisions reflect strategic priorities.

Management report is being prepared separately.
4. Provide any benchmark or comparison data relative to the request to help justify the budget request (peer comparison data, data that helps to clarify the current request and need, etc).

As submitted in FY12.

5. A brief synopsis/projection of anticipatory budgetary needs and possible new initiatives for FY14 and FY15. (complete Excel Spreadsheet found at www.uri.edu/budget/sbpcdocs.html) Note: A new item in FY13 should not be restated in FY14. For example, if a new position is added in FY13, only the anticipated salary increase and associated fringe benefit increase should be reflected in future years. The anticipated fringe increase can be calculated by entering the anticipated salary in the fringe benefit calculator.

See Excel Spreadsheet.

6. Indicate any requests and rationale for major capital investments, such as new buildings or major renovations or proposed new construction with estimated costs to the unrestricted budget. (complete Excel Spreadsheet found at www.uri.edu/budget/sbpcdocs.html)

See Excel Spreadsheet.

Note: Completion of the templates, as referenced in #4, 6, and 7 above for the Budget Request, will outline financial requests for FY13 for permanent and one-time only funds including salary and fringe benefit calculations if appropriate. Similarly, anticipatory requests for FY14 and FY15 should also be completed in the appropriate section of the template Budget Request spreadsheet. (Please note that a fringe benefit calculator with early estimated rates will be made available on the URI Budget & Financial Planning Office website). Given that we do not have specific information on future fringe benefit premiums at this time, fringe benefit costs will ultimately have to be adjusted for FY13, FY14, and FY15).