<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 2019</td>
<td>FY2021 Budget Request submitted to Council and state</td>
</tr>
<tr>
<td>Jan 2020</td>
<td>FY2021 Governor’s recommended budget for state appropriation and RICAP funding</td>
</tr>
<tr>
<td>Spring 2020</td>
<td>FY2021 College Budget Hearings</td>
</tr>
<tr>
<td>May 2020</td>
<td>Updates to all revenue, including Governor’s recommended budget and expense for FY2021 budget</td>
</tr>
<tr>
<td>May 2020</td>
<td>FY2021 Budgets to Colleges/Units</td>
</tr>
<tr>
<td>July 2020</td>
<td>FY2021 Allocation on URI financial system</td>
</tr>
<tr>
<td>July/Aug 2020</td>
<td>FY2022 Budget Request in process</td>
</tr>
<tr>
<td>October 1, 2020</td>
<td>FY2022 Budget Request due to state (RIGL 35-3-4)</td>
</tr>
</tbody>
</table>
Unrestricted
➢ Tuition & Fees
➢ State Appropriation
➢ General Obligation Debt Service

Restricted
➢ Federal Student Grants & Loans
➢ Auxiliaries/Enterprises
➢ Sponsored Research/Overhead
➢ Service Centers, Self-supporting Fund 101, Fund 400
➢ RI Capital Fund (RICAP)
FUND DEFINITIONS

Fund 100, 103, 104, 106: Unrestricted Revenue (i.e. Tuition and Fees, State Appropriation)

Fund 100, 103, 104, 106: Unrestricted Expense - Allocations to departments (i.e. Textiles, Economics, Electrical Engineering). Source: Unrestricted Revenue

Fund 103 is Legislative “Grants”

Fund 104 is Jason and Coastal Resiliency

Fund 106 is URIOnline

Fund 100, 103, 104, 106 included in unrestricted budget
FUND DEFINITIONS

Fund 102
- State Crime Lab - Separate State Appropriation

Fund 125
- Shepard’s Facilities (50% Support)
- Remaining 50% from State
Fund 101,105—Revenue and Expense. Self-supporting accounts such as Summer Orientation, Theatre Productions, & Printing Services; service centers are Fund 105

Fund 110—Indirect Cost (Overhead):
Revenue and Expense; Overhead recovery allocated to Sponsored Projects Administration, Colleges/Depts/Prov&VPRED for Startups/Matches/President
Fund 210-331 Auxiliary & Expense

**Auxiliary Units:** Health Services, Memorial Union, Bookstore, Residential Life and Dining Services

**Enterprise Units:** W. Alton Jones, Parking Services, Ryan Center/Boss Ice Arena

Fund 500—**Sponsored Research:** Federal and State Grants awarded to the University. This may include special federal allocations such as Stimulus Funding
Fund 400—Private Funds: Private funds with a restricted intent indicated by an outside entity. These are included in the University’s budget (i.e., NCAA $ for Academic Advisor for Athletics)

Plant Funds: General fixed asset accounts, general long-term debt accounts, and bond funds.

Fund 401: URI Foundation; separate 501c3; not included in University budget
Fund 900—Agency Funds: Funds held by URI as custodian for sponsor or University related organization. Money is deposited with the URI for safekeeping to be used or withdrawn by the depositor at will.

Budget Transfers: Only permitted within each fund.
CHARTFIELD STRING

Fund  100
Dept  XXXX  4 digit dept identifier
Program  XXXX  Is 0000 unless it is a program within a dept

Program Examples:
1000  Faculty Development
2000  Expenses related to Course Fees
1100-11XX  Start Up Funds
Identifies the category for budgets that include multiple accounts

Example:

Budget Account Codes
SUMRCNT Summer Re-contracting
Summer Research

https://web.uri.edu/budget/resources
Scroll down to account code descriptions
ACCOUNT CODES

Identifies the type of revenue or expense

Examples:

5323  Office expenses/supplies
5276  Summer Re-contracting
5277  Summer Research

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

Scroll down to account code descriptions
BUDGET TRANSFERS

Departments may now submit their budget transfers by email to the Office of Budget & Financial Planning.

- Download budget transfer form (updated 7/29/2019)
- Submit form via email to budget_transfers@etal.uri.edu

Transfers only permitted within each Fund
The above link will take you to various forms, including the form to create a new Chartfield String; instructions are included and in addition to completion of the form, the following must be included:

1. A memo/short writeup justifying the need for the new CFS and any other pertinent backup info
2. Signature Authorization Form
3. Budget by Alpha Account
Signature Authorization Form

Required for establishing new Chartfield Strings. Updates to existing CFS Signature Authorization should be processed online using the Signature Authorization Update Form in e-Campus Financials.

Personnel whose name & signature appear on this form are authorized to approve processing, for items indicated on this Chartfield String only, by checking off the appropriate Document Code check boxes. If any designated signatories signature is missing their information will be excluded from entry and can be added by Department using online Signature Authorization update form.

Responsible Person

<table>
<thead>
<tr>
<th>Employee ID #</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Contact Phone Number: ___________________________ Contact Email: ___________________________

Designated Signatories

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee ID #</th>
<th>Title</th>
<th>Signature</th>
</tr>
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</table>

* = Delegate required on all Chartfield Strings - serves as back up for Signature Authorization Update Form approval

Level 1: Designated Signatories for the checked off Document Codes. If Document Codes 1, 2, 3 or 4 are checked off it also means that the Signatory will serve as an approver.

Final Review (Level 2): ChartField Strings can be assigned an optional Final Review approver(s) which adds another level of approval authority for electronic work flow routing. If Final Review is selected a backup signatory must be selected to cover when the primary Final Review approver is absent i.e. sick/vacation etc.

Document Codes:
1. Requisitions (LV, CR, IY, SC)
2. Invoice Voucher/Payment Order
3. Travel Authorization Request - TA
4. Expense Report - ER
5. Receiving Report
6. Payroll Authorization - Biweekly Time

URI Foundation (Fund 401 only)

Approved by: ___________________________ Date: ___________________________

Budget & Financial Planning Office or Office of Sponsored Projects (any CFS w/ Project #)

Entered by: ___________________________ Date: ___________________________
To add or remove individuals from having signature authorization, it may be done electronically:

➢ Sign into financial system and follow the path below

Main Menu > URI Menu > Signature Authorization > Sign Auth Update Form
The University Budget and Planning Council shall provide a new, transparent and inclusive process for the planning, budgeting and assessment of university strategic directions, investments, and facilities. The Council shall be advisory to the President. It will ensure that the University's strategic plan and mission guide resource allocations and investments.
To obtain security access to:

Financial System:


Human Resource System:

MANAGING DEPT RESOURCES

➢ Identify all sources designated for the dept and the purpose of each funding source and possible restrictions (e.g. Foundation funds for an endowed chair)

❖ Some CFS’s may have balances from prior year
❖ Meet with the previous chair
❖ Meet with your College Business Manager
❖ Meet with your Dean/Associate Dean
❖ Contact the Budget & Financial Planning Office
• March – All day meeting with Deans

Deans highlight

➢ Unit’s mission
➢ Relationship between unit’s plan and overall University priorities
➢ Summary of unit investment strategies and areas of reduction if necessary

• Ensure transparency across unit. Provide informational basis to encourage cross unit collaboration in education, research, outreach and administrative functions.

• Faculty Senate Leadership Participates
COLLEGE BUDGET HEARINGS

• STRATEGICALLY PLAN AND MANAGE ACADEMIC AFFAIRS

• April – Individual meetings with Deans
  ➢ Narrative with strategic priorities for the new year
  Review and discussion including:
  ➢ Student data
  ➢ Lecturers
  ➢ Budgets and Actuals
  ➢ Balances in non-fund 100 accounts
INDIVIDUAL COLLEGE BUDGET HEARINGS

• Maximization of teaching/learning & co-curricular activities and research/scholarship activities
• Significant and very high level of focus on highest strategic priorities in colleges/units
• Continue efforts to relate vision, strategic planning and budget processes in Academic affairs to the University’s strategic priorities and budget
• Follow basic budget process and budget principles used for four years
The principles displayed in the next seven slides apply to the management, allocation, and investment of general revenue funds including funds derived from State Appropriation and tuition and fees. These principles apply to budget increments and decrements. While there may be occasional justifiable exceptions relative to the management, allocation, and investment of non-general fund revenues, these principles should also apply to all university and unit budgeting and fund allocations.
1. For a budgeting process to be strategic institutional strategic priorities must influence resource allocation and resource allocations must represent investments in priorities and essential programs. As such, the budget becomes a visible manifestation of academic priorities and strategic plan.
2. For budgets to be sustainable revenue potential and costs over time must coincide and mechanisms are needed to insure budget stability, despite annual increases in costs associated with salaries and benefits of personnel. Centralized budget recovery mechanisms need to be established to adjust budgets and create potential for reallocation. Capturing funds associated with vacated positions is one such mechanism and is preferable to annual budget recovery (usually 1, 3, or 5% recovery) approaches.
3. Funds and lines associated with vacated positions (retirements and departures) will be recaptured centrally and strategically allocated, in most cases, at entry level salary. Lines vacated because of denied tenure decisions will remain in the college/unit, but should be used to fill priority needs in concert with the strategic plan of the college.

4. Investments in new initiatives within units should include non-central resources from the units or internal reallocations. Central co-investment reflects mutual support of programs.
5. Resource allocations, including new and replacement positions and both increments and decrements, will be guided by unit performance, which will consider unit productivity, cost-effectiveness, and innovation as well as strategic priority and the specific role of the position. Across-the-board budget alterations will usually be avoided. Indicator metrics for these variables will be defined and unit targets may need to be established because different units may have different productivity measures.
6. The budget process needs to be relatively simple (i.e., based on a few understandable metrics), consistent, and transparent and should ensure an open mechanism of communication between the responsible unit (e.g., colleges), budget managers, and departments and faculty within units.
7. An effective budget process encourages innovation and efficiency, and aligns incentives for behavior in support of strategic priorities, productivity, and cost effectiveness.

8. A formalized budget process, including annual submission of a budget document and a budget hearing, will ensure that budget needs and requests from all units reflect unit priorities broadly, are considered at the same time, and reflect a multi-year budget planning horizon within units.
9. Once allocations are made, units are expected to operate within the framework and constraints of their annual budget, unless emergency situations (e.g., mid year state appropriations reductions, sudden dramatic enrollment shifts, etc.) occur during the year.

10. If possible within financial constraints, the Provost should maintain a contingency fund to be used for budget protection and/or for short-term strategic investment.