DATE: May 31, 2019

TO: Academic Deans/Directors

FROM: Linda A. Barrett
Director, Budget and Financial Planning

SUBJECT: FY2020 Unrestricted Budget Allocation

PBCS Allocation Files must be completed by Friday, June 14, 2019

In accordance with the FY2020 Budget Allocation process, senior management recently approved the FY2020 final allocation. The final allocation anticipates that the Legislature will recommend a General State Appropriation that is greater than the recommendation by the Governor. The Governor recommended a $1.2M annual increase. After a review of all revenue and expense, the result is a balanced unrestricted budget. As we do each year, we will review all revenue and expense at mid-year and address any projected shortfall at that time.

Depending upon the outcome of the FY2020 Mid-Year Review and if the University is allowed to request a tuition increase in FY2021, as we plan for FY2021, it could become necessary to explore thoughtful and strategic base reductions to ensure a balanced budget for FY2021.

In summary, there are many moving parts and numerous discussions that are anticipated during the next twelve months on these issues. Please be assured that every effort will be made to provide funding at an appropriate level to ensure student success and to effectively carry out the academic, research, public service and economic development missions of the institution. As always, we appreciate your continued efforts, contributions, and patience as we move forward together.

Highlights of the FY2020 Allocation are provided below.

A separate State Appropriation of $1.8M has been recommended by the Governor and is designated for the URI Online initiative. A separate Fund (106) has been created to track all related expenses.

The freshmen enrollment is on target and together with continuing, transfer, and graduate enrollment, provides the majority of revenue in the unrestricted budget.

The yield of the freshmen class and the retention of students is the result of continuing efforts from many areas, including your colleges and departments. Your commitment is critical and very much appreciated. Please continue efforts in the Deans’ offices to encourage returning students to register for the fall semester and to return to complete their degree programs.

For the eighth year, budget hearings were held and each college/unit was provided the opportunity to present their challenges, opportunities, primary budget priorities, requests for FY2020 as well as faculty positions, and the strategic emphases of the college. They were also provided the opportunity to share their future vision of their college and the University. I had the opportunity to participate in the hearings and at the completion of all hearings, I joined the Provost and his staff to review all related information.
The information you will access via the web-based budget system reflects decisions by the Provost relative to funding for your college. Your bottom line budget for FY2020 as approved by the Provost is also reflected in the web-based budget system. In addition, you will see the estimated fringe benefits for your college/unit. This allows you to see the estimated total Fund 100 resources dedicated to your college/unit.

The FY2020 Allocation establishes the projection for each area and includes adjustments. An example of an adjustment is: reversals of all one-time only budget allocations, such as start-up transfers from the Provost’s Office.

The FY2020 projected expenditure does not automatically project filled and vacant positions beyond the FY 2019 Mid-Year level. It is important that you review the file provided to you and determine the exact amount you must budget for each filled and vacant position. You may also access payroll distribution data. Please verify all salaries as the amounts provided are estimated. Please refer to the separate budget and technical guidelines for more information.

Please be assured that neither the Provost nor the Budget & Financial Planning Office has made a decision to project or not to project expenditures relative to a specific position or a portion of a specific position. Rather, as referenced above, all positions are projected at the FY 2019 budget level with the responsibility for the level of funding required in FY2020 resting with the Dean/Director. This is consistent with the current process of filling positions. As noted on the Request to Fill Form (RF-1):

Dean/Director’s signature (email from requesting office acceptable in lieu of signature) authorizes the filling of the position, certifies position FTE and funding exist in the existing budget, and indicates the Dean/Director’s responsibility to fully fund this position in the next fiscal year(s) regardless of the level of funding required for the position in the current fiscal year.

It is also important to remember that any position funds you may have transferred to other categories currently remain in those categories in the FY2020 projected expenditures you receive. (i.e., if you transferred vacancy dollars to operating because a position was filled for six months in FY 2019, and the position will be filled for twelve months in FY 2020, you must reallocate the dollars from operating back to the position line.)

In accordance with the budget principles established within Academic Affairs, the Provost is continuing the process whereby new vacancy dollars related to faculty will be captured for reallocation by the Provost. As was done in FY2019, colleges will be required to provide a transfer of funds for the appropriate fringe benefit budget for the portion of a position that the college is funding (e.g. if the Provost allocates 50% of a faculty position and the college is funding the remaining 50%, the college must also fund 50% of the fringe benefits and this must be done via a transfer from the college to the central fringe accounts).

The Provost Office reviewed the funding requested for positions and, if needed, adjusted the amount. The allocated amounts are reflected in the budget files you will access to complete your allocation. As was done in FY2019, for all faculty and staff searches related to the allocated positions, if the salary of the individual hired for the position is less than that provided, the excess funding will revert to the Provost strategic reinvestment account. As in the past, the Provost Office will continue to work with colleges where the salary is greater than the funding allocated for the position. As is done each year, these funds have been allocated based on criteria developed by the Provost. These criteria include consistency with strategic priorities, unit productivity, cost effectiveness, and innovation as discussed in
the Council of Deans meetings.

Consistent with the budget process, one-time-only allocations related to the curriculum delivery to the freshman class will be processed by the Provost’s Office this summer and shortly after the start of the fall semester when student need for seats have been determined and seats have been added.

Please note that you may have or will receive revised letters from the Graduate School regarding your GTA Allocation. The allocation reflected in your budget files is the approved final allocation; however, it may not necessarily match the original letters sent out by the Graduate School.

As discussed at the May 15, 2019 Council of Deans meeting, there are courses offered at CEPS that relate to your college, and you will be reviewing the upcoming offerings to determine if they are needed and if so, the hiring of the faculty who teach these courses/sections would be done by your college and not CEPS. Currently CEPS budget includes funding for the faculty teaching these courses. If budget transfers are agreed to, please notify our office and the transfers will be done post-allocation.

If your returns reflect unfunded vacancies for which there is a current search, please notify Human Resources and Affirmative Action that you have elected to cancel that search.

Please refer to the budget allocation URI Planning and Budgeting Slide Deck which can be found by accessing the following link: http://web.uri.edu/budget/resources/

You must fund all filled and committed position lines in your returns. You must also fund commitments made to any other personnel, operating, and student aid or capital lines. You may reallocate among alpha categories and departments except where noted (e.g. course fee). If you reallocate to fund a position that was not funded in FY 2020, you must also provide a budget transfer for the associated fringe benefits. In order to expedite the process after returns are received by the Budget & Financial Planning Office, if known commitments are not funded, the Analyst will contact your fiscal staff to resolve the issue in a timely fashion. If the issue cannot be resolved quickly, the Budget Analyst will reallocate funds to cover the commitments and your fiscal staff can elect to re-allocate at a later date.

Fund 104 includes State Appropriation designated for a specific purpose by the Executive branch. Currently there are three accounts in this category. Endeavor Support $500,000, Coastal Resiliency and Jason together total $173,280.

Please refer to the general budget guidelines for the process and information related to course fee budgets and budgets for fee areas.

The Faculty Development Funds will be distributed to the colleges by the Provost’s Office after the budget has been uploaded to the financial system.

Startup and other transfers from the Provost’s Office are not reflected in your FY2020 projections. These transfers were reversed before calculating the FY2019 Projections. Startup dollars and any other Provost transfers will be distributed by the Provost after July 1, 2019.

FY2020 Allocations for new match dollars, which are budgeted in Fund 110, will be distributed by the Vice President for Research & Economic Development after July 1, 2019.

The completed budget in PBCS should reflect your plan for the fiscal year. This requires planning your
annual budget expenses, including multi-year encumbrances, by the appropriate alpha account during the Allocation process. Please plan and budget accordingly during the Allocation process.

Your allocation must be completed in PBCS by Friday, June 14, 2019 and must reflect the total budget as authorized by the Provost, which is reflected on the files in the budget system. If it does not, the Budget & Financial Planning Office will be forced to adjust (in the Deans’ Office if possible) budget returns that exceed the authorized amount.

The allocation package for your area is available in the budget system. It is important that complete and accurate data be entered in PBCS in the designated format no later than Friday, June 14, 2019 to ensure that the data can be entered into the University’s financial system as soon as possible.

Please feel free to contact your Budget Analyst if you have any questions concerning the completion of the budget forms in PBCS. A separate letter from the Provost may reflect specific college information not contained in this memorandum.

I will be available to any unit that would like to review the detail backup of the steps taken to arrive at the allocation for your unit and/or to discuss any questions you may have concerning the allocation. Please email Lisa at lisa_fiorio@uri.edu to schedule a meeting as soon as possible.

It is important that all areas utilize PBCS to complete their budget allocation. They must be completed by Friday, June 14, 2019.

Thank you for your prompt attention to this matter.

cc: Donald H. DeHayes
    Abigail Rider
    Michelle Curreri
    Matt Bodah
    Dean Libutti
    Laura Beauvais
    Ann Morrissey
    Cheryl Hinkson
    Colleen Robillard