DATE: May 19, 2021

TO: Non-Academic Deans/Directors

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

SUBJECT: FY2022 Unrestricted Budget Allocation

FY22 Allocation position budgets must be completed in PBCS by Friday, June 4, 2021 and budget input (all funds) must be completed by Wednesday, June 9, 2021.

In accordance with the FY2022 Budget Allocation process, senior management recently approved the FY2022 final allocation. The final allocation anticipates that the Legislature will recommend a General State Appropriation that is equal to the recommendation by the Governor. The Governor recommended an annual increase of $6.9M, that essentially restores the base cut of $6.5M made to the FY20 and FY21 state appropriation. Revenue from undergraduate and graduate enrollment, retention, and changes in categories of students contribute to the majority of the unrestricted budget revenue. After a review of all revenue and expense, the result is a balanced unrestricted budget for FY2022. As we do each year, we will review all revenue and expense at mid-year and address any needed reallocations and adjustments.

Please be assured that every effort has been 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 FY2022 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) exists to track all related revenues and expenses.

The freshmen enrollment is on target and together with continuing, transfer, and graduate enrollment, provides most of the 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 the efforts of many throughout the campus.

Please be assured that Budget & Financial Planning Office has not made a decision to project or not to project expenditures relative to a specific position or a portion of a specific position. Rather, all positions are projected at the FY 2021 budget level with the responsibility for the level of funding required in FY2022 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 FY2022 projected expenditures you receive. (i.e., if you transferred vacancy dollars to operating because a position was filled for six months in FY 2021, and the position will be filled for twelve months in FY 2022, you must reallocate the dollars from operating back to the position line.)

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.

Allocation related forms and resources can be found here: https://web.uri.edu/budget/resources/

PBCS resources, including the instructional video can be found here: https://web.uri.edu/budget/pbcs/

You must also fund commitments made to any 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 2021, you must also provide a budget transfer for the associated fringe benefits. 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.

Your allocation must reflect the total budget as authorized by the senior leadership team, which is reflected on the forms in the budget system. If it does not, the Budget & Financial Planning Office will be forced to adjust (in the Director’s Office if possible) budget returns that exceed the authorized amount. It is important that complete and accurate data be entered in PBCS in the designated format 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.

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.

Thank you for your prompt attention to this matter.

cc: Donald H. DeHayes  Abigail Rider  Michelle Curreri  Matt Bodah
    Dean Libutti  Ann Veeger  Gifty Ako-Adounvo  Ann Morrissey
    Cheryl Hinkson  Kelly Slocum  Colleen Robillard