

DATE: May 22, 2022

TO: Deans/Directors

FROM: Cheryl Hinkson
Kelly Slocum,
Interim Co-Directors, Budget and Financial Planning

SUBJECT: FY2023 Unrestricted Budget Allocation

FY2023 Allocation position budgets must be completed in PBCS by Friday, June 3, 2022 and budget input (all funds) must be completed by Wednesday, June 8, 2022.

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/>

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.

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 in the guidelines. If you reallocate to fund a position that was not funded in FY 2022, 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 Fund 100 allocation must reflect the total budget which is reflected on the forms in the budget system. If it does not, the Budget & Financial Planning Office will be forced to adjust budget returns that exceed the authorized amount (in the Deans or Directors Office if possible). 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.

Academic Affairs Units Only:

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 FY2022, 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 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 FY2023 projections. These transfers were reversed before calculating the FY2022 Projections. Startup dollars and any other Provost transfers will be distributed by the Provost after July 1, 2022.

Please note that you may have or will receive letters from the Graduate School regarding your GTA Allocation. The allocation reflected in your budget files is the approved final allocation and should match the original letters sent out by the Graduate School.

FY2023 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, 2022.

A separate letter from the Provost may reflect specific college information not contained in this memorandum.

Please feel free to contact your Budget Analyst if you have any questions concerning the completion of the budget forms in PBCS.

Thank you for your prompt attention to this matter.

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| cc: | Laura Beauvais | Abigail Rider | Abby Benson | Matt Bodah |
| | Dean Libutti | Anne Veeger | Ann Morrissey | |
| | Cheryl Hinkson | Kelly Slocum | Colleen Robillard | |

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