

**The University of Rhode Island
FY 2023 Mid-Year Review Budget
Fund 100, 102, 103, 104, 106
Budget Guidelines**

Below please find the guidelines for the Mid-Year Review (MYR) for the funds listed above.

Who needs to complete the MYR returns? Business managers/any staff members that completed the FY 2023 Allocation Budget returns are responsible for completing the FY 2023 MYR Budget returns for these funds only.

Please review these Budget Guidelines and submit your MYR transfer and Budget Narrative on or before **January 9, 2023**.

The FY 2023 Allocation process took place in PBCS and included detailed line-item and personnel listings supporting the budget that units/colleges updated, returned, and reflected in the uploaded budget to PeopleSoft Financials. This data serves as your plan for the year and should be used to assist you in the Mid-year process. Inherent in this MYR process is all committed personnel, operating, capital and student aid costs for the 12 months of FY 2023 are fully funded with the submission of your returns. You are responsible to verify and ensure that these items are fully funded for FY 2023.

This MYR process for unrestricted funds will be facilitated with two supporting documents that each unit must complete and return. Each file is available on the Budget & Financial Planning Office (BFPO) website under Department Resources. They are as follows:

A Transfer form: returns sent to budget_transfers@etal.uri.edu

Please follow the normal process for budget transfers. Go to the Budget & Financial Planning website at <http://web.uri.edu/budget/budget-transfers/> to find the transfer form and email address. Send completed forms to the transfers email address to ensure they are processed promptly.

Note: Transfers should be processed throughout the fiscal year to avoid any budget errors. BFPO will take a snapshot of the PeopleSoft Financial system on a date after the January 9th deadline. This will become the MYR budget. Budget transfers will not be suspended for the MYR process.

1. Use a separate form for each fund listed above (100, 102, 103, 104, 106).
2. All expense transfers must net to zero for these funds.
3. Budget bi-weekly payroll only in accounts SPCLSSD (State Payroll Classified) or SPNCLSD (State Payroll Non-Classified) unless the position is vacant, then use RENVEST (Reinvestment) or HOLDING (Vacancy/Holding), whichever is most appropriate.
4. Please **plan ahead for the entire fiscal year** when arriving at your MYR budget. Review all feeds (payroll/telephone/P-Cards, etc) to ensure all items are budgeted properly for the entire fiscal year. This is very important as insufficient budgets in these codes delay the processing of feeds and require additional attention by university staff. This can be avoided if units budget properly upfront.
 - i. **For the following accounts, reductions require notes and documentation *before* this**

adjustment will be accepted: Auto Maintenance, Insurance, Postage, Printing, and Telephone.

5. Address all over-budget account codes, otherwise address outstanding issues in the Budget Narrative (See section C below). Also address any budget errors that have been identified by the Controller's office.
6. Academic Affairs Units must keep in mind the Reinvestment Policy in place by the Provost. Please continue to use RELEASE for all release-time transfers. Any mid-year retirements should be accounted for by budgeting the remaining salary in account RENVEST.
7. If a new position approved by the Provost or Vice President is funded from *within* your existing budget, the fringe benefits for the position must also be funded from the unit's current bottom line. In order to move these dollars to the fringe pool, you must identify the account and amount, *but leave the CFS blank* in your return and note the position number in the column to the right of the amount. (See Mid-Year Fringe Calculator on the Budget & Financial Planning website.)
8. Course Fee and Dedicated Fee expense budgets should coincide with the amount budgeted at Allocation. Budget adjustments for these items which are based on the billing register will take place in the spring after the Add/Drop period.
9. Revenue Shares should coincide with the amount budgeted at Allocation. Budget adjustments for these items are based on the billing register and will take place in the spring after the Add/Drop period. Units with concerns or questions should contact Kelly Slocum at 4-2509 or kslocum@uri.edu.
10. The units are responsible to ensure that funds are not moved from OR to the following CFS's/programs:
 - Fund 103 - Legislative Mandates*
 - Fund 104 – Governor's Designated*
 - Faculty Development Funds – program #1000
 - Course Fee Funds – program #2000
 - Dedicated Fee Funds – programs #2230 & #2231
 - Technology Fee Funds – program #3007
 - AF Wellness Center - program # 7220, 7290-7293
 - Online Programs and Revenue share – program# 7268, 7269, 7270
 - Greek Life Administration – program #7423
 - Any Fund 100 department # beginning with zero (0xxx)
 - *Any chartfield* string that is included in the Request for Information returns.
**No transfer of budget in or out of each specific chartfield string within the fund*
11. Information related to post-Allocation salary budget adjustments according to contractual agreements or Board of Trustee (BoT) action:
 - i. Faculty salary budget adjustments (part-time faculty, Promotions and Plan-A) have been completed in PeopleSoft.
 - ii. Budget adjustments related to classified and non-classified (PSA and PTAA) contractual

increases have been completed in PeopleSoft.

- iii. Non-union non-classified salary budget adjustments for the 2.5% recently approved by the BoT have been completed in PeopleSoft.
- iv. No final information has been determined for graduate assistants. Additional communications will be forthcoming if required.

Note: please ensure you are on the BudInfo email distribution. To sign up, please email budget_rf1@etal.uri.edu.

- 12. Resolve any significant budget issues with your division head prior to the **January 9th** deadline.
- 13. While circumstances arise which will require transfers after the MYR transfers are submitted, we anticipate that with your thorough analysis, these will be minimal. Please contact your budget analyst for any major issues after **January 9th**.

B Budget Narrative form: attach to email with budget transfer due **January 9.**

- 1. Be sure to use the Budget Narrative form for Non-Auxiliary Units form.
- 2. Explain items of significance in this document. The amount of data you should provide is dependent upon the size of the unit budget, the amount of MYR transfers, and any over-budget issues not resolved by the MYR transfer.

C Other Tools to Assist in the budgeting process

- 1. State Payroll data for state employees is available in PeopleSoft HR. This data relates to the salary distribution of the employee. (See C2 for position data). To access the report navigate to: Main Menu > URI Budget > URI Commit Accounting Reports > "URI State Pay DST BGT Data CSV". Security access is required to view the report and access has been set up for all people who have requested the report to date. If you need access please contact Diana MacDonald at dianam@uri.edu or, call ext 4-2509.
- 2. Personnel and position data is also available directly from the PeopleSoft HR system. The FTE data on this report relates to the position, not salary distribution. To access the report, navigate to: Main Menu > URI Budget > URI Commit Accounting Reports > "State Employee Position Report. If you need access, please contact Diana MacDonald.
- 3. Available on the Budget and Financial Planning website under Department Resources:
 - i. Fringe Benefit Calculator (updated with MYR rates).
 - ii. Account code listing
 - iii. FY 2022 Allocation guidelines (for reference).

D Other

- 1. Rate information for MYR:

		<u>Acad Yr</u>	<u>Summer</u>
i. Grad Stipends*:	I	\$20,000	\$15,554
	II	\$20,225	\$15,729
	III	\$20,500	\$15,943

