

The University of Rhode Island
FY 2012 Mid Year Review Budget
Auxiliary, Enterprise, Shepards, RI State Crime Lab
Budget Guidelines

Below please find the guidelines for the FY 2012 Mid Year Review (MYR) for Auxiliary, Enterprise, Shepards & RI State Crime Lab.

Please review the following Budget Guidelines and submit your MYR Transfers and Budget Narrative on or before **Wednesday, January 4, 2012.**

- The FY 2012 Allocation process included detailed line-item and personnel listings supporting the budget that units/colleges updated, returned and reflected in the uploaded budget to PeopleSoft Financials on July 1, 2011. These detailed listings serve as your plan for the year and should be used to assist you in the Mid-year process that will be utilized this year. Inherent in this MYR process is that all committed personnel, operating, capital and student aid costs for the 12 months of FY 2012 are fully funded with the submission of your returns. You are responsible to verify and ensure that these items are fully funded.
- A Data, Factors and Rates (DFR) file which reflects revised rates. etc, will be emailed directly to the Directors/Business Managers. Any changes to estimates provided on the DFR require written explanation to Bob Thibeault before the file is returned.
- This MYR process will be facilitated with two supporting documents that each unit must complete and return. Each file is available on the Budget & Financial Planning website under Department Resources. They are as follows:

A Mid Year Review Transfer form: A special MYR Transfer form has been created. It is different from the typical transfer form. You are strongly encouraged to read the Instructions tab in this document on how to complete the form.

1. Revenue & Expense Tabs will be found in the document as the form will be used for all funds. Revenue and expense transfers should net to zero unless you are utilizing fund balance.
2. If you are using fund balance, please explain on the Budget Narrative Template (see section B. below).
3. Only budget bi-weekly payroll in accounts 5210 or 5250. Do not budget positions that will remain vacant for the rest of the year.
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.
5. Address all over-budget account codes, otherwise address outstanding issues on the Budget Narrative Template (See section B below). Also address any budget errors that have been identified by the Controller's office.

B Budget Narrative Template:

1. Explain items of significance in this document.
2. Explain use of fund balances.
3. Provide information which will be included in the President's transmittal letter to OHE.

C Other Tools to Assist in the budgeting process

1. State Payroll (microfiche) data for state employees is available in PeopleSoft HR. To access the report navigate to: Set Up HRMS > Product Related > Commitment Accounting > 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 Steve Thompson at sthompson@uri.edu or, call ext 4-2509.
2. Personnel and position data is also available directly from the PeopleSoft HR system. To access the report, navigate to: Set Up HRMS > Product Related > Commitment Accounting > URI Commit Accounting Reports > "State Employee Position Report". If you need access please contact Steve Thompson at sthompson@uri.edu or, call ext 4-2509.

3. Available on the Budget and Financial Planning website under Department Resources:
 - i. FY12 MYR Fringe Benefit Calculator
 - ii. Account code listing
 - iii. FY 2012 Allocation guidelines (for reference).

D Other:

1. Effective with the FY 2009 Allocation, Auxiliaries and Enterprises are required to maintain Unrestricted Net Assets (UNA), i.e. Fund Balance at no less than 25% of your latest UNA ending balance as reported on the University's Audited Financial Statements. Any departure from this requires a written explanation/proposal sent to Linda Barrett's attention for review no later than January 4, 2012.
2. Account 5294: Use the State rate of 2.69% of salary for the Board of Governors employees who opted for this benefit. State Payroll data (see C1 above) reflects eligible employees.
3. You are strongly urged to utilize your Allocation to arrive at your MYR projection, and then to reflect changes on the MYR transfer form.
4. Budget employee turnover accordingly.
5. Budget vacant positions only for the number of pay periods the position is expected to be filled.
6. Account codes 9655, 9656 and 9661 are considered capital codes by the state and all other 96xx codes are considered operating.
7. Use 5445 for desk-top or lap-top software. Do not use 9649 for this type of purchase.
8. Ensure there is sufficient budget in all account codes to cover all encumbrances and pre-encumbrances.
9. Please budget for the payroll accrual. Take the MYR budget in each state payroll account and every fringe benefit account and divide each account by 260. This is 1/10 of one pay period. Then, budget the accrual in each separate account code (e.g. 5210 budget of \$50K/260=\$192. Budget the \$192 in 5210 in addition to the \$50K. Total 5210 MYR budget = \$50,192. Do the same for each account code mentioned above.

E Transfers for Auxiliaries, Enterprises, Shepards and RI State Crime Lab that are sent to the budget_transfers@etal.uri.edu email address will not be accepted after December 1, 2011 through January 23, 2012. Only the Mid Year Transfer form will be accepted. Please plan accordingly. Regular transfers for these areas will be accepted beginning January 24, 2012. Please call your analyst with any concerns.

F Please contact your budget analyst for area specific worksheets that are required from only certain units.

G Shepards unit must contact your budget analyst for revenue projection.

H Upon receipt of your FY 12 MYR transfers, we will assume you have sought and received your Vice President's review and approval.

I Return your completed MYR Transfer form and Budget Narrative and any supporting documents via email to budget_cycle_returns@etal.uri.edu by or before **Wednesday, January 4, 2012**

If you have any questions regarding these guidelines or the FY 2012 MYR in general, please contact Bob Thibeault.

Thank you for your continued cooperation.

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