# The University of Rhode Island
# FY 2012 Mid Year Review Budget
# Fund 100 & Sponsored Projects Administration
# Budget Guidelines

Below please find the guidelines for the Mid Year Review (MYR) for Fund 100 and Sponsored Projects Administration.

**Who needs to complete the MYR returns? Business managers/fiscal staff who completed the FY 2012 Allocation Budget returns are responsible for completing the FY 2012 MYR Budget returns.**

Please review the Budget Guidelines and submit your MYR Transfers, Vacancy Listing, and Budget Narrative on or before **Wednesday, October 19, 2011 no later than 12 noon.**

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. 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 for FY 2012.

This MYR process will be facilitated with three 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**: The MYR Transfer form is very 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 may be found in the document as this form will be used for all funds. **For fund 100 & SPA, use only the expense tab.**

2. Use the Transfer form for one fund at a time. (i.e. SPA transfers and Fund 100 transfers must be done on separate files.)

3. All expense transfers must net to zero for Fund 100 and SPA.

4. Only budget bi-weekly payroll in accounts 5210 or 5250 unless the position is vacant, then use 5226-Reinvestment or 5228-Non-Reinvestment Vacancy/Holding (whichever is most appropriate), and fill out the Vacancy Form - see section B below.

5. 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.

6. 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.

7. Academic Affairs Units must keep in mind the Reinvestment Policy in place by the Provost. Please continue to use 5229 for all release-time transfers.

8. 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 notes column. (See Fringe Calculator on the Budget & Financial Planning website.)

9. Lab Fee budgets should coincide with the amount designated by the Provost at Allocation. Lab Fee budget adjustments which are based on the billing register will take place in the Spring after the Add/Drop period.

10. Funds cannot be moved out of/into the following CFS:
    i. Legislative Mandates
    ii. Faculty Development Programs
    iii. Lab Fee Programs
    iv. Technology Fee Programs

11. All Promotion and Plan A adjustments budget transfers have been completed. All Classified salary increases have been

completed.

12. Resolve any significant budget issues with your Provost or Vice President prior to the October 19th deadline.

13. We encourage you to download your budget once the transfers are complete, so that the data set is the same as the data we will use to present to Senior Management. You should do so *no earlier than* October 24th so as to allow Budget & Financial Planning Office time to upload the transfers that are submitted on October 19th.

14. While circumstances arise which will require transfers after the MYR transfers are submitted, we anticipate that with your thorough analysis at MYR, these will be minimal. Please contact your budget analyst for any major issues.

**B Mid Year Review Vacancy form (Fund 100 only)**

1. You are strongly encouraged to read the Instructions tab in this document before you fill it out.

2. All vacant, budgeted positions should be reflected in account 5226 ($ allotted by Provost or VP for a specific position to be filled) or 5228 (for newly vacated positions not yet approved to be filled). If a position which has been offered is budgeted only for half the year, the other half should be budgeted in 5229, release-time (if the sum has not already been used for one-time-only expense.)

3. The MYR budget for 5226 and 5228 by CFS should correspond to the Vacancy listing for each CFS. For example, if the current 5228 budget is $10K, and you are moving $16K to 5228 as a result of your MYR transfer, the total of all vacancies on this form must = $26K.)

4. For Academic Affairs units, detailed notes are required for Reinvestment dollars especially with respect to Professor position dollars being used temporarily for lecturers this year.

5. You MUST return this completed form to document all 5226 and 5228 budgets.

**C Budget Narrative form**

1. Please 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.

D 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 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 have access to the State Payroll report (above) you should have access to this 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. FY2012 MYR Fringe Benefit Calculator
   ii. Account code listing
   iii. Allocation guidelines (for reference)

E Transfers for Fund 100 and SPA that are sent to the budget_transfers@etal.uri.edu email address will not be accepted after October 11, 2011. Only the Mid Year Transfer template will be accepted after that date. Please plan accordingly. Regular transfers for these funds will be accepted after January 1st. Please call your analyst with any concerns.

F Return your completed MYR Transfer form, Vacancy form and Budget Narrative and any supporting documents via email to Caroline Natale at **cnatale@uri.edu** by or before **Wednesday, October 19, 2011, 12 noon.** If you do not require any transfers for the rest of the fiscal year, please contact your analyst to discuss.

If you have any questions regarding these guidelines or the FY 2012 MYR in general, please contact the analyst for your area.

Thank you for your continued cooperation.