The University of Rhode Island
FY 2012 Mid-Year Review Budget
Fund 101, Fund 110 (non-SPA) & Fund 400
Budget Guidelines

Below please find the guidelines for the FY 2012 Mid-Year Review (MYR) for Fund 101, 110 (non Sponsored Projects Administration) and 400.

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 these Budget Guidelines and submit your MYR Transfers and Budget Narrative on or before **Monday, January 9, 2011 to the new email address below.**

- 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 new Mid-year process that will be utilized this year as discussed at the October BudInfo meeting. Inherent in this new 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.

- 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. Please download it in a web browser other than Internet Explorer.

1. Revenue & Expense Tabs may be found in the document as this form will be used for all funds. The Revenue transfers tab must equal the Expense Transfers tab. If you have no revenue changes, then expense transfers should net to zero. Please call your analyst if you have any questions before you fill out the tabs.
   Note: Fund 110 revenue projections: Eugen Tradafir will be in contact with units once the University's total Overhead projection is finalized. Please utilize the MYR transfer form to complete the budget changes to both revenue and expense.

2. Only budget bi-weekly payroll in accounts 5210 or 5250. Do not budget positions that will remain vacant for the rest of the year.

3. Please budget for payroll accrual in non-fund 100 strings. Take the MYR budget in each state payroll account and every fringe account and divide each account by 260. This accounts for 1/10 of one pay period. Then, budget the accrual in each separate code. (i.e. 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 mentioned above.)

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 in the Budget Narrative (See section B below). Also correct any budget errors that have been identified by the Controller's office.

6. If revenue projections are projected to fall short in a chartfield string, you are expected to reduce the revenue and expense budget in that string. (Fund 110 revenue will be communicated by Eugen Trandafir.)

7. You may not mix funds on one transfer form. Send separate transfer forms for each fund you return.

B Budget Narrative form

1. Please explain items of significance in this document for the following:
   -Reasons for increases/decreases in revenue (not applicable for Fund 110.)
   -Reasons for no budget change when the current budget does not correlate to actual revenue received (not applicable for Fund 110).
   -Reasons for over-budgets not covered (i.e. encumbrance is incorrect; you have processed a journal to move expenses from over-budget line, etc.)

C Other Tools to Assist in the budgeting process

1. State Payroll (microfiche) 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: 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. The FTE data on this file relates to the position, not salary distribution. 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.

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

D Other:

1. You are strongly urged to utilize your Allocation sheets to arrive at your MYR projection, then reflect changes on the MYR transfer form.

2. Rate information for MYR:

			Acad Yr	Sum '12	
i.	Grad Stipends:	I	$14,740	$11,464	Planning Value – Subject to Change
		II	$15,224	$11,841	Planning Value – Subject to Change
		III	$15,708	$12,217	Planning Value – Subject to Change
ii.	Grad Tuit.Waiver :	In	$10,432		
		Out	$23,130		
		Reg	$15,648		
iii.	Grad Fee Waiver		$ 272		
iv.	Salary Increases	5210	3.0%		Effective 6/19/11
		5250	3.0%		Planning value – Subject to change
v.	BOG Retiree	5294	2.69%		only BOG employees opting for this benefit (See C.1. microfiche to determine which employees are eligible.)

3. Budget vacant positions only for the number of pay periods the position is expected to be filled.

4. Account codes 9655, 9656 and 9661 are considered capital codes by the state and all other 96xx codes are

considered operating.

5. Use 5445 for desk-top or lap-top software. Do not use 9649 for this type of purchase.

6. Ensure there is sufficient budget in all account codes to cover all encumbrances and pre-encumbrances.

E Transfers for Fund 101, 110, and Fund 400 that are routinely sent to the budget_transfers@etal.uri.edu email address will not be accepted after December 16, 2011 through January 13, 2012. Only the Mid Year Transfer template will be accepted. Please plan accordingly. Regular transfers for these funds will be accepted after January 13th. Please call your analyst with any concerns and he or she will be happy to help you.

F Return your completed Fund 101, Fund 110 (non SPA) and Fund 400 MYR **Transfer form** and **Budget Narrative** and any supporting documents via email to **budget_cycle_returns@etal.uri.edu** by or before **Monday, January 09, 2012.**

G Please utilize the following naming convention: Fiscal year, Budget Cycle, Fund, College/unit name, type of return. (i.e. FY 12 MYR Fund 400 A&S Transfer return; FY 12 MYR Fund 110 A&S Narrative return; etc.)

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

12/02/11