

**The University of Rhode Island
FY 2012 Budget Allocation
Fund 100
General Budget Guidelines**

The format of the Excel file is similar to the FY 2011 Allocation, i.e. both input and reference tabs are provided; however, a *number of improvements and additions have been made to the various tabs in the file, so please read the guidelines.*

The Excel files will be distributed in Microsoft Excel 2007 version (.xlsx). Windows users with Microsoft Office version 2003 must install the Office compatibility pack from www.microsoft.com. This is a free download and allows version 2003 to use files saved in 2007 format. Macintosh users should be on Microsoft Office for Mac version 2008 or later to ensure compatibility with these files. Users may wish to upgrade their version of Microsoft Office and can purchase an upgrade to Microsoft Office from the IT Help Desk. If you have any issues, please call the IT Help Desk at 4-4357.

Please review these General Budget Guidelines and the Technical Guidelines BEFORE completing your Excel file and return it to the Budget and Financial Planning Office by or before **June 9, 2011**. **Return your completed Excel file via email to Caroline Natale at cnatale@uri.edu.**

Training sessions will be offered to help you become familiar with the Excel file format. Contact Caroline Natale to reserve a seat. Training sessions with few attendees may be cancelled. You may bring your file on a flash-drive to allow for specific questions at the training session. The session for these funds will be held in Ballentine Hall, Room 240 on the following days:

June 2, 2011 - 10:00 am - 12:00 pm

June 3, 2011 - 10:00 am - 12:00 pm

June 6, 2011 - 2:00 pm - 4:00 pm

- Please do not substitute, alter, delete, or omit any of the provided forms. You may however include additional schedules, etc. you consider necessary.
- The Technical Guidelines explain the contents of each tab and how to complete the Excel file.
- Once you complete the FY 2012 Allocation Fund 100 file, please fill out the Final Review tab. Files will not be accepted unless this is completed.
- The FY 2012 Allocation is built upon the FY 2011 Mid Year Review budget.
- The FY 2012 Tentative Allocation includes funding approved by Senior Management.
 - The overall bottom line returned MUST be equal to the FY 12 Tentative Allocation provided unless you are budgeting fringe for a new, non-reinvestment position that was not budgeted previously.
 - Fringe must be identified in your budget in order to be transferred to the central fringe budget.
 - The Trail tab lists in detail the adjustments, reversals, etc. that have occurred and/or are being applied to your unit's total fund 100 budget since the FY 2011 Allocation to arrive at your unit's bottom line for the FY 2012 Tentative Allocation as approved by Senior Management.
 - Reversals and adjustments are reflected in their original account code. Because units may have reallocated these budgets to other account codes during the fiscal year, this may have resulted in a negative budget in the FY 12 Tentative Allocation column. Please reallocate accordingly so only positive budgets are submitted in your return.
 - The Trail also reflects an estimated fringe benefit amount associated with your unit. This allows you to see the estimated total Fund 100 resources dedicated to your college/area. Please note that once you fill out your Personnel Tab, a revised fringe projection will be included on the management summary tab.

- Legislative mandated programs reflect a level budget consistent with the State's latest enacted budget and the Governor's FY 12 Recommendation. If changes are made by the Legislature specific to these programs, you will be notified. You may not alter the bottom line amount for these initiatives.
- Account 5226 - A new account code has been established to track Reinvestment dollars. Beginning FY 2012, any funds that have been designated for a specific purpose by Senior Management will be placed into account 5226 until the dollars are ready to be transferred (i.e. once a reinvestment vacancy is filled, you would move the \$ to the appropriate account code - 5210, 5250, etc.)
- Account 5228 - all new vacancies (i.e. non-reinvestment) must be moved to this code once a position is vacated.
- Please ensure all necessary paperwork, forms, etc. for approved new items are included with your return. This includes any new chartfield strings that are listed on your return.
- The course fee budgets should match the totals sent to the Business Managers on March 14th. Business Managers can access the following query in PeopleSoft HR to obtain the course fee detail by subject: U_SSF_KELLY_LAB_DETAIL. In accordance with the revised Course Fee Procedure, adjustments for FY2012 will be made after the add period for the Spring 2012 semester. Per the CAC Chair, in addition to purchasing consumable supplies, the course fee can be used to support graduate and undergraduate students who support course fee offerings. Any questions related to the course fee base should be directed to the Provost's Office.
- Start-up funds should not be budgeted in your returns. Transfers will be processed after the FY 2012 Allocation is on the University's financial system.
- Revenue/Fee dollars and designated budgets may not be moved in or out of the designated chartfield including but not limited to the following: Course Fee, Technology Fee (new), Communications fee, Commencement (document fee), Postal Revenue, Central Stores Revenue, Personnel Advertising, Candidates Travel.
- Personnel and position information is downloaded directly from the PeopleSoft HR system and is as of May 9, 2011. If you find any incorrect information relating to a position or employee, please indicate the issue in the Notes column or contact Steve Thompson at sthompson@uri.edu or, call ext. 4-2509.
 - Payroll Microfiche data for state employees is now 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.
 - If a non-Fund 100 position was charged to Fund 100 in FY11, and that position will also be charged to Fund 100 in FY 2012, you must add the line to the Personnel Tab if it is not already there.
 - If a non-Fund 100 position was charged to Fund 100 in FY 2011 and this position will be charged to Fund 100 in FY 2012, a USP1 must be processed in order to change the position's FTE to unrestricted (for the % charged to unrestricted) and a trade-off must be indicated.
 - In general, with the exception of release-time, all position FTE's on the HR system should reflect the salary distribution of the position.
 - For employees on a reduced work schedule, the current salary is reflected at the reduced rate. If an employee is returning to full time, increase the base salary to reflect the 1.0 FTE.
 - With all non-classified and the Grad Student contracts in negotiations, no salary increases are budgeted. The classified contract reflects a 3% increase effective 7/1/11 and will be distributed to departments after the start of the fiscal year.
 - All budgeted vacancies (including funds for new positions included on the Trail tab) MUST be budgeted

in account code 5226 or 5228.

- **Important: as vacancies occur during the fiscal year, you MUST move the remaining budgeted position dollars into account code 5228.**
- If academic area retirements have occurred recently, and the dollars associated with these lines are not yet transferred to the Provost for reinvestment, you will be required to budget and **IDENTIFY** these funds in 5228. These funds will be transferred to the Office of the Provost in early July.
- All newly funded positions (found on the Trail tab) MUST be budgeted on the Personnel Tab. New dollars from the Provost/VP for these positions are considered "Reinvestment" Vacancy dollars (see new "reinvestment" column on this tab). **Please indicate when a vacancy is "Reinvestment" by budgeting it in 5226.** Please see the technical instructions for additional information.
- Known release time may be budgeted in 5229.
 - If you wish to move release time out of 5229 in your return, please see the Technical Instructions for Fund 100 on how to accomplish this.
- You must fund all filled and committed position lines as well as any other personnel, operating, capital, or student aid lines for which commitments are made. This includes any FY 2012 encumbrances.
- When positions are filled after the beginning of the fiscal or academic year, the Dean's/Director's signature or authorization on the RF-1 form indicates that the unit is fiscally responsible for fully funding the annual filled position in the next fiscal year from within their existing budget.
- If turnover dollars were transferred to operating prior to the FY 2011 MYR, and a position is filled in FY 2012 for 26 pay periods, the unit is responsible for reallocating the funds back to the personnel line to fully fund the position.
- Planning your annual budget expenses, including multi-year encumbrances, by the appropriate account code during the Allocation process reduces the number of budget transfers required during the year. Please plan and budget accordingly.
- A list of account codes is available at the Budget and Financial Planning website under Department Resources Link - Account Code Descriptions.
<http://www.uri.edu/budget/resources.html>
- The Grad tab has been changed this year. Complete the Grad tab with the number of Grad Assistant (GA) FTE's and Grad Research Assistant (GRA) FTE's. Academic Affairs units may only budget the allotted number of GA's as assigned by the Provost. See the Technical Guidelines for further information.
- Fill out the Final Review tab. Fund 100 returns will not be accepted without this tab filled out.
- Return your completed Excel file and any supporting documents via email to **Caroline Natale** at **cnatale@uri.edu** by or before **Thursday June 9, 2011**.

Academic Affairs Units Only

- For certain Academic units, the Provost memo referred to investments that would be funded after July 1st and that are NOT included in the bottom line tentative FY 11 Allocation as reflected on the excel file. These commitments will be handled via transfers from the Provost to these units after July 1st.
 - If a unit is responsible for funding a portion of a position that will be jointly funded by the Provost or another unit, please fund the portion of the position or item for which your unit is responsible and make a note on that line in the excel file.

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

Thank you for your continued cooperation.

UPDATE: 5/31/11

We discovered the following issue with the FY12 Allocation budget template for fund 100: the template will show as having an error when budgeting for a vacant position in account 5226 or 5228 on the Personnel tab (for more details on the type of error please refer to section “Drop-down choice errors” on page 3 of the technical guidelines). Please note that this is a visual erring system only, and it does not obstructs the functionality of the file. If there is indeed a real need to budget in the above mentioned accounts, please do so and disregard the error-type shaded cells.

all&bud/FY 2012/Allocation/ Budget Guidelines - Fund 100 General Budget Guidelines.pdf Revised 5-31-11