

The University of Rhode Island FY2012 Budget Request

Auxiliary, Enterprise & Shepards Operations General Budget Guidelines

The format of the Excel file is the same as the FY 2011 Allocation files. Revised Technical Guidelines will be posted to the Budget & Financial Planning website within 24-48 hours. In the meantime, you may refer to the Technical Guidelines from the FY 11 Allocation since the Request files are similar to the Allocation files. If you have any technical questions about the file, please contact Eugen Trandafir at eugen@uri.edu.

Please review the General Budget guidelines then complete your Excel file and summary paragraph as well as all other pertinent forms and return them to the Budget and Financial Planning **by or before August 24, 2010**.

- Please do not substitute, alter, delete, or omit any of the provided forms. You may however include additional schedules, etc. you consider necessary.
- The Excel file contains a DFR tab with specific rates and projected items with which to budget (i.e. debt service, interest income, auxiliary indirect cost, enrollment, etc.) in the FY 2012 Request. Additional information below will assist in the completion of the Request.
 - Salary increases and fringe rates, based guidance from the State, are reflected on the Rates tab.
 - Longevity increases are calculated on all positions. See Rates page for rates used. If you prefer to budget new longevity increases on an individual basis, you may call Eugen Trandafir at 874-7085 for instruction on how to alter the Rates tab.
 - 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.
 - Account 5294 - BOG Retiree Health Care: This is the University's share of the cost of this benefit. At the 11 Allocation, you were instructed to budget an average of the last two years' costs. Since then, the Controller has arrived at a rate for this benefit. Please budget this expense in FY 2011 in the following manner:
 - 4% of salary for only eligible Board of Governor's (BOG) staff. State Payroll Distribution reports will reflect which employees opted in for this benefit. This does not automatically populate from the Personnel page because not all BOG employees have this benefit.
 - Auxiliary Indirect Costs are calculated with a corrected fringe benefit rate for classified staff for FY 2012. This is the chief reason for the increase. Because of new buildings slated to come online in FY 2012, this rate will be calculated again at the FY 2012 Allocation to include additional square footage for the Kingston Campus.
- Area-specific worksheets required from certain units will be sent separately from the excel file from Bob Thibeault.
- If you are requesting additional FTE's above your current complement, you are required by the State of RI to complete a BR-10 form and submit with your return.

- If you have unused or unfunded vacant positions, you may submit a USPI form to change the existing position title, etc. instead of requesting a complement increase.
 - Please identify any new positions in the Notes column.
- The fee increases for the FY 2012 Request must be minimized must end in an even number. New revenue opportunities and all possible expense reductions should be considered before any rate increases are considered. If you are contemplating a fee increase beyond 3%, you MUST contact Linda Barrett or Cheryl Hinkson as soon as possible to discuss your situation.
- Revenue must be sufficient to cover all expenditures including debt service.
- Overall, expense budget must equal the revenue budget.
- 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/>
- Unrestricted Net Assets (Fund Balance) should not be budgeted. If you plan to use any portion for one-time expenditures, please provide details in the Notes column on the Line Item tab in the Excel file.
 - In FY 2009, Auxiliaries and Enterprises were requested to maintain Unrestricted Net Assets (UNA) (formerly Fund Balance) at no less than 25% of the latest UNA ending balance as reported on the University's Audited Financial Statements. Please contact the Controller's Office for your current UNA balance.
- Provide requested data/information on the Summary Paragraph template and any additional information for inclusion in the President's transmittal letter to OHE.
- Upon receipt of your FY 12 Allocation file, we will assume you have sought and received your Vice President's review and approval.
- Return your completed Excel file, Summary Paragraph, any area specific worksheets (as required), and the BR10 (as required) via email to **bobt@uri.edu by or before August 24, 2010.**

If you have any questions regarding these guidelines or the Request in general, please contact Cheryl Hinkson at car@uri.edu or Bob Thibeault at bobt@uri.edu. Again, for any technical questions about how to fill in the file, please contact Eugen Trandafir at eugen@uri.edu. Thank you for your continued cooperation.