

The University of Rhode Island FY2013 Budget Request

Auxiliary, Enterprise & Shepards Operations General Budget Guidelines

The format of the Excel file is the same as the FY 2012 Allocation files. If you have any technical questions about the file, please refer to the FY 2012 Allocation Technical Guidelines or 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 10, 2011**.

- 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 estimated rates and projected items with which to budget (i.e. debt service, interest income, auxiliary indirect cost, etc.) in the FY 2013 Request. Additional information below will assist in the completion of the Request.
 - Fringe rates per the State Budget Office are reflected on the Rates tab. No salary increases are included per the latest guidelines. Budget only the number of pay periods for which the employee will be paid. Do not budget turnover expectancy.
 - No longevity increases are included on the rates tab per latest legislative action.
 - 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.
 - Personnel data is downloaded directly from the PeopleSoft HR system as of July 19, 2011.
 - In some cases (i.e. Leave to Protect Status) more than one person will be found in a position number. Budget only for the person actually getting paid in FY 2013.
 - You may find payroll microfiche data for state employees on PSHR at Set Up HRMS>Product Related>Commitment Accounting> URI Commit Accounting Reports> URI State Pay DST BGT Data CSV.
 - On the Line Item tab, you may find accounts 4001 and 5001. These are accounts in which cash adjustments are made by the Controller. Please do not budget in these lines.
 - Auxiliary Indirect Costs will be sent separately when it becomes available.
 - Enrollment information will be sent separately when it becomes available.
- 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 USP1 form to change the existing position title, etc. instead of requesting a complement increase.
 - Please identify any new positions on the Personnel tab in the Notes column.

- New revenue opportunities and all possible expense reductions should be considered before any rate increases are considered. Please keep in mind the total cost to the student when considering fee increases.
 - The fee increases for the FY 2013 Request must be kept within the CPI which is 3.6% as of June 2011.
 - If you are contemplating requesting a fee increase beyond the CPI you **MUST** contact Caroline Natale to schedule a meeting with Linda Barrett as soon as possible to discuss your situation.
 - In a recent communication from Higher Education, it is believed that "...the Board will entertain proposals for increases that are well documented and data driven as they will certainly examine these requests thoroughly..."
 - We will provide you with FY 2012 Peer data relative to Tuition/Fees/Room/Board once the information is available
 - Fees must end in an even number.
- Revenue must be sufficient to cover all expenditures including debt service.
- Overall, expense budget must equal the revenue budget unless you are utilizing fund balance for capital items. Every opportunity should be made to fund new items through reallocation of existing funds.
- 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 unless you plan to use a 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.
- We will assume you have sought and received your Vice President's review and approval of the files returned to the Budget & Financial Planning Office.
- 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 10, 2011**. There is a tight timeline with respect to the Budget Request, thus regrettably, it will be difficult to grant extensions. Your understanding is greatly appreciated.

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.

