SRCI Budget Revision Procedures

UNC-Wilmington has earned the designation from the State of North Carolina as a Special Responsibility Constituent Institution, GS 116-30.1. This designation enables the University to utilize all available funds in the most effective manner possible.

When is a SRCI budget revision required?
Flex budget revisions only pertain to:

- General funds (Banner Fund codes that start with a “1”. Example: 121050)
- General fund expenditure account codes for personnel lines, utilities, library books, motor vehicles, and/or aids and grants (see the section on ‘What account codes require a SRCI budget revision’ for more detail).
- General fund movement between program codes (see the section on ‘How can I tell if I am moving between purposes codes for more detail).

What account codes require an SRCI budget revision?
Please use the applicable detail account code(s) associated with the ranges in the chart below.

- 911XXX EPA salaries
- 912XXX SPA salaries
- 913XXX EPA teaching salaries
- 914XXX premium & holiday pay
- 915XXX temporary wages
- 916XXX mobile allowance & short term disability
- 917XXX board of trustees
- 918XXX benefits
- 919XXX workers compensation
- 922000 utilities
- 946000 library books and journals
- 96XXXX aids and grants
How can I tell if I am moving between program codes?

You can usually determine the purpose code of a general fund by the range of numbers the Banner Fund code falls within. There are cost share funds that have an alpha character in the 4th position, i.e., 121C50. For these funds, check Banner for the correct program code. Enter the Fund # in FGIBDST and the correct program defaults.

| 101 | 12XXXX through 137XXX and 141XXX |
| 102 | 138XXX                      |
| 103 | 139XXX                      |
| 110 | 148XXX                      |
| 142 | 142XXX                      |
| 151 | 151XXX                      |
| 152 | 152XXX                      |
| 160 | 16XXXX                      |
| 170 | 17XXXX                      |
| 180 | 18XXXX                      |

Where can I get a SRCI budget revision form?

Forms are available on the Budget Office web site at:
http://uncw.edu/ba/finance/Budget/forms.html

How do I fill out the SRCI form?

1. **Fiscal Year**: Please enter the current fiscal year. Example: 2010-2011.
2. **Division Ref#**: Enter your divisional number for your flex (The Division Ref# is the number your division uses to track the flexes generated. The numbering should be the 2 letter abbreviation for your division followed by the number of the flex for the current fiscal year. Example: The 15th flex submitted by Student Affairs for FY 2010-11 is: SA-015-11).
3. **University Ref#**: Leave blank. This will be assigned by the UNCW Budget Office
4. **Requested By**: Please enter the division and a specific department, if applicable. Example: Business Affairs - Physical Plant.
5. **Reason for the Revision**: A brief summary of the purpose of the SRCI budget revision
6. **Budget Type**: Please specify if the SRCI budget revision will be continuing (permanent) or one-time (applicable to the current fiscal year only) by marking the appropriate line. For continuing actions, please include the effective date. For one-time actions, please specify the beginning and ending date. Please note, the end date cannot go beyond the fiscal year end of June 30.
7. **The Narrative (Justification)**: Please clearly explain why the SRCI budget revision is necessary. It is not an acceptable justification to say: ‘covering a negative’. A negative occurred for a reason, so the narrative should address the reason. Please keep in mind that UNCW has been granted the privilege of budget flexibility by UNC General
Administration. This flexibility allows the University to realign funds without Office of State Budget and Management approval of each flex. This privilege is granted only so long as the university continues to provide adequate descriptions of their use of flexibility. As such, it is each requester’s responsibility to ensure that the SRCI request form embodies an adequate description of the budget activity. Be precise in your descriptions and begin your narrative with 'Request approval to...'. If in the future the original reason for initiating the flex is different, another flex will be required. Some examples are shown below.

**Narrative (Justification) Verbiage examples for types of commonly requested SRCI Budget Revisions**

**Reason for Revision: Utilization of Lapsed Salaries for Operations**

Narrative (Justification) Example 1: Request approval to realign funds from EPA lapsed salaries to provide state-of-the-art equipment in the Simulation Laboratory. The purchase of the new Laderal SimMan Patient Simulator will support teaching and learning objectives in a student-oriented, technological atmosphere. The new simulator, which is completely software driven, will offer the ability to provide simulation education to challenge and test the students' clinical and decision-making skills during realistic patient care scenarios.

Narrative (Justification) Example 2: Request approval to realign funds from lapsed salaries to replenish the School of Nursing operating budget. These funds are critical for the School of Nursing to continue the baccalaureate program in nursing. Funds for instructional supplies and equipment are critical in meeting the mission of the School of Nursing to ensure that graduates are educated to provide quality health care to diverse populations on local, regional, state, national, and international levels. Instructional supplies and equipment also support teaching/learning objectives in a student-oriented, technological atmosphere. With the shortage of nursing faculty, funds for professional development will further enhance the skills of our faculty and afford an opportunity for networking and recruitment of new faculty in this era of faculty shortage.

**Reason for Revision: Transfer of Funds to Support Operations**

Narrative (Justification) Example 1: Request approval to realign funds to support student assistant wages in Bear 165 computer lab. With additional funding the Mathematics department will be able to adequately support student assistance in their computer lab, thus ensuring students using the lab are provided sufficient guidance with hardware and software.

Narrative (Justification) Example 2: Request approval to permanently realign the base budget to cover student wages and contracted services for College Opportunity and Outreach programs. The Office of Planning & Outreach’s primary responsibility is to drive the strategic planning and academic outreach activities of the Division of Academic Affairs. The Office is responsible for the college opportunity programs, college articulations, minority access issues and academic community relations. To further the
goals and responsibilities of this office, funds are needed in student wages and contracted services. Students work in conjunction with contractors to survey, analyze and compile data.

**Reason for Revision: Utilization of Operating Funds to Establish a New Position**

Narrative (Justification) Example 1: Request approval to realign funding to the Department of Biological Sciences for a new Office Assistant IV, SPA position # 7245, to provide primary office support for the graduate PhD program. The Board of Governors recently approved the PhD program, but no funding was appropriated. The position will be the primary clerical support to the Graduate Coordinator, and will involve extensive daily contact with faculty, students, staff and the public. Funding is available from FY 2009-10 expansion budget increases.

Narrative (Justification) Example 2: Request approval to realign funds to support the position of Classroom Technology Technician. This position will provide technical and operational support to university academic and administrative units in support of classroom multimedia instructional technologies. Classrooms will have baseline technology and the technical operational support system necessary to utilize the equipment to potential while also having the equipment properly maintained.

8. **Funds:** In the funds part of the SRCI budget revision form, please specify the general fund number, account code, program code and position # (if applicable). Enter the amount to increase or decrease. Make sure the increase and decrease totals match and net to zero. Remember that if position salaries are being increased or/and decreased, benefits must be increased or decreased also.

9. **FTE:** In the FTE section, please enter the general fund, account code, program code and the position #. Enter the FTE increase or decrease that correspond with any positions affected from establishing, abolishing a position or a labor fund distribution change as a result of change to a program and or account code.

10. **Approvals:** The vice chancellor for the division is the final approval for the Flex. The department chair, director, dean, assistant or associate vice chancellor may sign if applicable.

**What do I do if the intent for the funds on the SRCI form changes after it has been approved and processed by the Budget Office?**

Send an email to the Budget Office at budgetoffice@uncw.edu referencing the original Flex University Ref# and a statement explaining that the dollars originally requested were used for purpose other than initially intended.

**What back-up documentation do I need for salary related flexes?**

For permanent flexes related to salary lines 911XXX, 912XXX and 913XXX:
- Establish, abolish, increase or decrease an EPA position or salary (911XXX or 913XXX), an HR 3.30 is required to affect the budget in the position. An HR 3.35 is required to affect the employee’s salary
- Establish, abolish, increase or decrease an SPA position and/or salary (912XXX), an HR 3.30 is required to affect both the position and salary amounts.

To use lapsed salary on a one-time basis for salary lines 911XXX, 912XXX and 913XXX, no forms are required to back up the flex, but the affected positions must be identified on the SRCI Flex submitted to the Budget Office. If a one-time flex is being processed to fund a time-limited EPA or SPA position, an HR 3.30 must be attached to the flex along with the time-limited form.

**Who should sign a SRCI budget revision?**
The Vice Chancellor of the Division submitting the Flex must sign. There are other signature lines available for the Director/Chair and the Dean/Assistant (or Associate) Dean. They should sign if applicable.

**Where do I send a completed SRCI budget revision?**
Once the Vice Chancellor signs the flex, please route the hard copy by hand or interoffice mail to the Budget Office. The electronic copy should also be dispatched to the Budget Office email address: budgetoffice@uncw.edu.