



INDIANA UNIVERSITY

UNIVERSITY BUDGET OFFICE

2018-19 Operating Budget

DRAFT - Budget Calendar

Due date

Oct. 2, 2017	Send to campuses – post to website <ul style="list-style-type: none">• DRAFT Budget Construction processing schedule• Fall Fiscal Analysis template (due Oct. 27)
Oct. 5-6, 2017	Trustee meeting – IUPUI
Oct. 27, 2017	Receive from campuses: <ul style="list-style-type: none">• Fall Fiscal Analysis
Oct. 30,-Nov. 3, 2017	Meeting to discuss Fall Fiscal Analysis Request from Andrea - University Institutional Research & Reporting: <ul style="list-style-type: none">• Fall Enrollment Study
Nov. 10, 2017	Fall Fiscal Analysis Report
Nov. 30-Dec. 1, 2017	Trustee meeting – IU Southeast
Dec. 1, 2017	Receive from University Institutional Research & Reporting <ul style="list-style-type: none">• Fall Enrollment Study
Dec. 4, 2017	Request from Risk Management <ul style="list-style-type: none">• Fire and casualty insurance usage and cost rates (due Feb. 2, 2018) Request from campuses: <ul style="list-style-type: none">• Identification of all base transfers anticipating any reorganization or reallocation plans (due Jan. 12, 2018)• Non-Instructional Fee Rates (due Jan. 12, 2018)
Jan. 12, 2018	Receive from campuses: <ul style="list-style-type: none">• Identification of all base transfers anticipating any reorganization or reallocation plans• Non-instructional fee rate requests
Jan. 15, 2018	Request from Investment and Debt Management: <ul style="list-style-type: none">• Debt service obligations (due Feb. 23, 2018)
Jan. 29, 2018	Send to campuses: <ul style="list-style-type: none">• Known organizational changes in place for fiscal year 2018• Distribution of updated regional allocation spreadsheets



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Jan. 29, 2018	Send to VPCFO: <ul style="list-style-type: none">• Non-instructional fee rate requests
Jan. 29, 2018	Publish to Web/Open for access <ul style="list-style-type: none">• 2018-19 non-instructional fee income and other incidental income (INC INC) estimates (close Application Feb. 13) Send to campuses: <ul style="list-style-type: none">• Energy and Utilities Actuals for budget planning
Feb. 1-2, 2018	Trustee Meeting – IUPUI
Feb. 2, 2018	Receive from Risk Management: <ul style="list-style-type: none">• 2018-19 Fire and Casualty insurance rates
Feb. 5 – 23, 2018	Budget Conferences
Feb. 5, 2018	Request from campuses: <ul style="list-style-type: none">• Must-do items (due Mar. 2, 2018)• Student activity fee distribution rates (Student Government Association (SGA) input – after-the-fact schedule) Send to campuses: <ul style="list-style-type: none">• Non-instructional fee rate request approvals/disapprovals/changes• Spring fiscal analysis template (due Mar. 9, 2018)• Final Adjustments to Regional income attribution and indirect cost allocation parameters• Spring Enrollment Study (IU Tuition Revenue Model)• Fire and Casualty Insurance usage and costs estimates
Feb. 10-11, 2018	Kuali Upgrade to 7.0
Feb. 21, 2018	ADMINISTRATIVE FREEZE OF BASE BUDGET (other than adjustments within responsibility centers) – campus may freeze earlier <ul style="list-style-type: none">• Budget construction environment and tables created (“Genesis”)• Populate benefit rates/reason codes
Feb. 21, 2018	Receive from Investment and Debt management: <ul style="list-style-type: none">• Debt service obligations
Feb. 21, 2018	Notify Bill Overman to route org and account changes to Alicia for BC Updates



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Feb. 26, 2018	SYSTEM FREEZE base budget for detailed budget construction (base column of BA is grayed out) <ul style="list-style-type: none">• Close INC INC application/Load INC INC to BC
Mar. 2, 2018	Receive from campuses: <ul style="list-style-type: none">• Must-do/Unavoidable items Develop University tax and President's Fund Pro forma budget models created
Mar. 5, 2018	Budget pushed to chart level/Detailed budget construction available <ul style="list-style-type: none">• No account or Organization Maintenance moving between RC's, sub-fund or Higher Ed Function Code changes Send to campuses/post to website: <ul style="list-style-type: none">• Instructions & Guidelines – 1st Distribution• Benefit Rates Request from Office of Research Administration: <ul style="list-style-type: none">• Contracts & Grants expenditure projections (due March 9th) Publish to Web/Open for access <ul style="list-style-type: none">• 2018-19 credit hour enrollment estimates (due March 21, 2018)• Provide UIRR Enrollment Data
Mar. 9, 2018	Receive from campuses: <ul style="list-style-type: none">• Spring fiscal analysis, uses of reserves, and uses of interest income
Mar. 21, 2018	2018-19 credit hour enrollment estimates due Run credit hour validation reports V.1
Mar. 26, 2018	Send to campuses/post to website: <ul style="list-style-type: none">• Instructions & Guidelines, including<ul style="list-style-type: none">○ University Tax, Salary Policy and President's Fund
April 5-6, 2018	Trustee Meeting – IU Bloomington
April 16, 2018	Budgets pulled up to campus level
April 16 – 30, 2018	Campus review of budgets
April 23, 2018	Regional and UA budgets pulled to IU-UNIV level IU School of Medicine budgets pulled to campus level



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- April 30, 2018** **Detailed budget construction ends; no changes without UBO approval
Budget pulled to IU-UNIV level**
- Union negotiations completed**
- May 18, 2018** **Budget Presentation materials to VPCFO/President for Trustee Calls**
- May 21, 2018** **Test payroll/BCAF load extract**
- May 30, 2018** **Test Union load extract/Bi-weekly rate setting test**
- June 4, 2018** **Budget Presentation Materials for BOT meeting**
- June 5, 2018** **Union extract production
Bi-weekly rate setting production**
- June 6-8, 2018** **Process 2-Plugs**
- June 14-15, 2018** **Trustee Meeting – IU Northwest**
- June 14, 2018** **Salary load (audit mode)
Budget in “view only” mode**
- June 15, 2018** **Salary load (update mode)**
- Week of June 18th** **Salary letters/data files ready for distribution**
- June 18, 2018** **Budget pushed down to Campus level**
- June 19, 2018** **July 1 Archive table populated**
- July 16, 2018** **Web salary list available (allows time for letters to arrive)**

Spring Break:

Bloomington (BL)	March 12-18	Kokomo (KO)	March 12-18
Columbus (IUPUC)	March 12-18	Northwest (NW)	March 12-18
East (EA)	March 12-18	South Bend (SB)	March 12-18
Fort Wayne (FW)	March 05-11	Southeast (SE)	March 26-April 1
IUPUI (IN)	March 12-18		