



# INDIANA UNIVERSITY

UNIVERSITY BUDGET OFFICE

## 2020-21 Draft Operating Budget Calendar

### Due date

Sept. 23, 2019	Send to campuses – post to website <ul style="list-style-type: none"><li>• DRAFT Budget Construction processing schedule</li></ul>
Oct 3-4, 2019	Trustee meeting – IUPUI
Oct 24, 2019	Send to campuses 5 Year Budget Model
Oct. 28, 2019	Request from Andrea - University Institutional Research & Reporting: <ul style="list-style-type: none"><li>• Fall Enrollment Study</li></ul>
Nov. 4, 2019	Request from Campuses Budget Reallocation and New Revenue Summary
Dec. 5-6, 2019	Trustee meeting – IU East
Dec. 9, 2019	Request from Risk Management <ul style="list-style-type: none"><li>• Fire and casualty insurance usage and cost rates (due April 6, 2020)</li></ul> Request from campuses: <ul style="list-style-type: none"><li>• Identification of all base transfers anticipating any reorganization or reallocation plans (due Jan. 17, 2020)</li></ul>
Dec. 10, 2019	Receive from Campuses 5 Year Budget Model
Dec. 13, 2019	Receive from Campuses Budget Reallocation and New Revenue Summary Request from Investment and Debt Management: <ul style="list-style-type: none"><li>• Debt service obligations (due Mar. 20, 2020)</li></ul> Receive from Andrea - University Institutional Research & Reporting: <ul style="list-style-type: none"><li>• Fall Enrollment Study</li></ul>
Jan. 17, 2020	Receive from campuses: <ul style="list-style-type: none"><li>• Identification of all base transfers anticipating any reorganization or reallocation plans</li></ul>
Feb. 3, 2020	Publish to Web/Open for access <ul style="list-style-type: none"><li>• 2019-20 non-instructional fee income and other incidental income (INC INC) REVIEW – ONLY EXCEPTIONS TO BE UPDATED (close Application April 6, 2020)</li><li>• Credit Hour Projector available (due April 6, 2020)</li></ul>



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<b>Feb. 3, 2020</b>	<b>Send to campuses:</b> <ul style="list-style-type: none"><li>• Energy and Utilities Actuals for budget planning</li></ul>
<b>Feb. 13-14, 2020</b>	<b>Trustee Meeting – IUPUI</b>
<b>Feb. 21, 2020</b>	<b>Send to campuses:</b> <ul style="list-style-type: none"><li>• Salary Policy and Benefit Rates</li></ul>
<b>Mar. 20, 2020</b>	<b>Receive from Investment and Debt Management:</b> <ul style="list-style-type: none"><li>• Debt service obligations</li></ul>
<b>Mar. 23, 2020</b>	<b>Request from Office of Research Administration:</b> <ul style="list-style-type: none"><li>• Contracts &amp; Grants expenditure projections (due April 24th)</li></ul> <b>Budget construction environment and tables created (“Genesis”) Org and account changes to Alicia for BC Updates</b>
<b>April 6, 2020</b>	<b>ADMINISTRATIVE FREEZE OF BASE BUDGET (other than adjustments within responsibility centers) – campus may freeze earlier</b>
<b>April 9-10, 2020</b>	<b>Trustee meeting – IU South Bend</b>
<b>April 10, 2020</b>	<b>Receive from campuses:</b> <ul style="list-style-type: none"><li>• 2020-21 Close Credit Hour Projector</li><li>• EXCEPTION INC INC w/updates– close application</li></ul> <b>Receive from Risk Management:</b> <ul style="list-style-type: none"><li>• 2020-21 Fire and casualty insurance rates</li></ul>
<b>April 10, 2020</b>	<b>System freeze - base budget for detailed budget construction (base column of BA is grayed out)</b>
<b>April 11, 2020</b>	<b>Any Outstanding Budget Adjustments will be cancelled</b>
<b>April 13, 2020</b>	<b>Budget construction environment and tables created (“Genesis”)</b>
<b>April 14, 2020</b>	<b>Populate Benefit Rates/Reason Codes CSF – Adjusted Base Copy to Request through Batch process</b> <ul style="list-style-type: none"><li>• Load INC INC</li></ul>
<b>April 15, 2020</b>	<b>Budget pushed down to chart level/Detailed budget construction available</b>



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<b>April 24, 2020</b>	<b>Receive from Office of Research Administration:</b> <ul style="list-style-type: none"><li>• <b>Contracts &amp; Grants expenditure projections</b></li></ul>
<b>May 8, 2020</b>	<b>Send to campuses:</b> <ul style="list-style-type: none"><li>• <b>Guidelines</b></li><li>• <b>University Administration Targets (UA Units)</b></li><li>• <b>Fire and Casualty Insurance usage and costs estimates</b></li></ul>
<b>May 15, 2020</b>	<b>UA Budget Reduction summaries due to UBO</b>
<b>June 10, 2020</b>	<b>Regional Campus/UA Budgets pulled to IU-UNIV</b>
<b>June 11-12, 2020</b>	<b>Trustee meeting – IU Bloomington</b>
<b>June 12, 2020</b>	<b>Test Union Export/Import</b>
<b>June 14-15, 2020</b>	<b>STG Refresh</b>
<b>June 15, 2020</b>	<b>Test payroll/BCAF load extract</b>
<b>June 17, 2020</b>	<b>BL and IN Budgets at IU-UNIV</b> <b>Union Export – Union Import, rebalancing</b>
<b>June 22 – 25, 2020</b>	<b>Detailed Budget Construction ends; no changes without UBO approval</b> <ul style="list-style-type: none"><li>• <b>Budgets pulled to IU-UNIV level – Snapshot taken</b></li><li>• <b>No level changes</b></li></ul>
<b>June 25, 2020</b>	<b>Flip flags off – BSSYNC, CSFUPDT, PSSYNC, BCUPDT into view-only mode,</b> <b>Salary Load in Audit Mode</b>
<b>June 26, 2020</b>	<b>Budget and salary loads, Update Mode</b>
<b>June 29, 2020</b>	<b>Budget pushed down to Campus level</b>
<b>Week of June 29, 2020</b>	<b>Departmental workpapers available</b>
<b>June 30, 2020</b>	<b>Send to Campuses:</b> <b>University Fiscal Analysis Template (Due July 17, 2020)</b> <b>Campus Budget Narratives Due</b>
<b>June 30, 2020</b>	<b>July 1 Archive</b>
<b>August 13-14, 2020</b>	<b>Trustee meeting –Budget Presentation, IU Bloomington</b>



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Spring Break:

Bloomington (BL)	March 15-22	Kokomo (KO)	March 15-22
East (EA)	March 15-22	Northwest (NW)	March 15-22
IUPUI (IN)	March 15-22	South Bend (SB)	March 15-22
Southeast (SE)	March 15-22		

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