

Indiana University
2017-18 Operating Budget

Budget Calendar

Due date

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| Sept. 26, 2016 | Send to campuses – post to website <ul style="list-style-type: none">• DRAFT Budget Construction processing schedule |
| Oct. 3, 2016 | Send to campuses: <ul style="list-style-type: none">• Fall Fiscal Analysis template (due Oct. 31) Request from University Institutional Research & Reporting: <ul style="list-style-type: none">• Fall enrollment study |
| Oct. 6-7, 2016 | Trustee meeting - IUPUC |
| Oct. 31, 2016 | Receive from campuses: <ul style="list-style-type: none">• Fall Fiscal Analysis |
| Nov. 7, 2016 | Receive from University Institutional Research & Reporting: <ul style="list-style-type: none">• Fall enrollment study |
| Nov. 11, 2016 | Fall Fiscal Analysis Report |
| Nov. 21, 2016 | Request from campuses: <ul style="list-style-type: none">• Non-instructional fee rate requests (due January 20, 2017) |
| Dec. 1-2, 2016 | Trustee meeting – IU East |
| Dec. 5, 2016 | Request from Risk Management <ul style="list-style-type: none">• Fire and casualty insurance usage and cost rates (due Feb. 6, 2017) Request from campuses: <ul style="list-style-type: none">• Identification of all base transfers anticipating any reorganization or reallocation plans (due Jan. 6, 2017) |
| Jan. 6, 2017 | Request from Investment and Debt Management: <ul style="list-style-type: none">• Debt service obligations (due Mar. 10, 2017) Receive from campuses: <ul style="list-style-type: none">• Identification of all base transfers anticipating any reorganization or reallocation plans• Known organizational changes in place for fiscal year 2018.• Distribution of regional allocation spreadsheets |
| Jan. 20, 2017 | Receive from campuses: <ul style="list-style-type: none">• Non-instructional fee rate requests |
| Jan. 27, 2017 | Send to VPCFO: <ul style="list-style-type: none">• Non-instructional fee rate requests |

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- Jan. 30, 2017** **Send to campuses:**
- Publish INC INC Application to the Web/Open for access
 - 2017-18 non-instructional fee income and other incidental income (INC INC) estimates (close Application week of March 24)
 - Energy and Utilities Actuals for budget planning
- Feb. 2-3, 2017** **Trustee Meeting – IUPUI**
- Feb. 6, 2017** **Request from campuses:**
- Must-do items (due Mar. 3, 2017)
 - Student activity fee distribution rates (Student Government Association (SGA) input – after-the-fact schedule)
- Receive from Risk Management:**
- 2017-18 Fire and casualty insurance rates
- Send to campuses:**
- Non-instructional fee rate request approvals/disapprovals/changes
 - Spring fiscal analysis template (due Mar. 10, 2017)
 - 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
- Mar. 3, 2017** **Publish to Web/Open for access**
- 2017-18 credit hour enrollment estimates (due March 24)
 - Provide UIRR Enrollment Data
- Receive from campuses:**
- Must-do items
- Mar. 6, 2017** **Budget construction environment and tables created (“Genesis”)**
- Once BC environment is created notify Bill Overman to route org and account changes to Alicia for BC Updates**
- Finalize benefit rates**
- Request from Office of Research Administration:**
- Contracts & Grants expenditure projections (due April 7)
- Mar. 10, 2017** **Receive from campuses:**
- Spring fiscal analysis
- Receive from Investment and Debt Management:**
- Debt service obligations

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| Mar. 13, 2017 | Send to campuses: <ul style="list-style-type: none">• 2017-18 benefit rates |
| Mar. 24, 2017 | Receive from campuses: <ul style="list-style-type: none">• INC INC – close application (extended April 14) |
| Mar. 29, 2017 | Receive from campuses: <ul style="list-style-type: none">• 2017-18 credit hour enrollment estimates (extended April 14) |
| April 7, 2017 | Receive from Office of Research Administration: <ul style="list-style-type: none">• Contracts & Grants expenditure projections• Send Campus Revenue Projections – V.C (extended April 17) |
| April 10, 2017 | ADMINISTRATIVE FREEZE OF BASE BUDGET (other than adjustments within responsibility centers) – campus may freeze earlier Populate benefit rates/reason codes Load INC INC (extended April 17) |
| April 13-14, 2017 | Trustee meeting – Bloomington |
| April 17, 2017 | System freeze base budget for detailed budget construction (base column of BA is grayed out) Distribute Fee Rate Request Template: <ul style="list-style-type: none">• Graduate, professional, distance education and other mandatory fee request and justifications Budget pushed down to chart level/Detailed budget construction available |
| April 28, 2017 | Campuses Submit Fee Rate Request: <ul style="list-style-type: none">• Graduate, professional, distance education and other mandatory fee rates requests and justifications State Session ends |
| May 11, 2017 | Receive ICHE Non-binding recommendation on resident undergrad tuition and fee rates |
| May 16, 2017 | Send to Campuses: Salary Policy and supplemental spreadsheet Tuition Rates |
| May 17, 2017 | Send to Campuses: University Tax Guideline Revenue projection/valuation reports - V1 Report (Constant effective rates escalated by RECOMMENDED fee rate percentage changes) |
| May 19, 2017 | University Administration Targets |

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| May 22, 2017 | Begin Budget Presentation materials for BOT meeting |
| May 24, 2017 | Post tuition rates |
| May 29, 2017 | Budgets pulled to Campus level - Regional budgets pulled to IU-UNIV Union negotiations completed |
| Week of May 29, 2017 | Campus Review of budgets |
| May 31, 2017 | Test payroll/BCAF load extract |
| June 1, 2017 | Test Union Export |
| June 2, 2017 | Detailed budget construction ends; no changes to be made without UBO approval because of the implication of changing what has potentially already been presented to the trustees. |
| | Budgets pulled to IU-UNIV level |
| June 5, 2017 | Union export Union import, rebalancing |
| June 7, 2017 | Trustee meeting – Tuition Forum, IU Bloomington Public fee hearing Finalize Budget Presentation materials for BOT Meeting |
| June 15-16, 2017 | Trustee meeting – IU South Bend Approval of 2017-18 operating budget |
| June 15, 2017 | Flip flags off – BSSYNC, CSFUPDT, PSSYNC, BCUPDT into view-only mode |
| June 16, 2017 | Budget and salary loads |
| Week of June 19, 2017 | Salary letters and departmental workpapers available |
| June 19, 2017 | Budget pushed down to Campus level |
| June 20, 2017 | July 1 Archive |
| July 14, 2017 | Web salary list available (allow time for letters to arrive) |
| August 7, 2017 | Post Official Budget |

Spring Break:

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| Bloomington (BL) | March 13-20 | Kokomo (KO) | March 13-20 |
| Columbus (IUPUC) | March 13-20 | Northwest (NW) | March 13-20 |
| East (EA) | March 13-20 | South Bend (SB) | March 13-20 |
| Fort Wayne (FW) | March 06-13 | Southeast (SE) | March 27-April 3 |
| IUPUI (IN) | March 13-20 | | |