



# INDIANA UNIVERSITY

UNIVERSITY BUDGET OFFICE

2018-19 Operating Budget

DRAFT - Budget Calendar

## Due date

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



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- Jan. 29, 2018**      **Send to VPCFO:**
- **Non-instructional fee rate requests**
- Jan. 29, 2018**      **Publish to Web/Open for access**
- **2018-19 non-instructional fee income and other incidental income (INC INC) estimates (close Application Feb. 13)**
- Send to campuses:**
- **Energy and Utilities Actuals for budget planning**
- Feb. 1-2, 2018**      **Trustee Meeting – IUPUI**
- Feb. 2, 2018**      **Receive from Risk Management:**
- **2018-19 Fire and casualty insurance rates**
- Feb. 5 – 23, 2018**      **Budget Conferences**
- Feb. 5, 2018**      **Request from campuses:**
- **Must-do items (due Mar. 2, 2018)**
  - **Student activity fee distribution rates (Student Government Association (SGA) input – after-the-fact schedule)**
- Send to campuses:**
- **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**
- Publish to Web/Open for access**
- **2018-19 credit hour enrollment estimates (due March 2, 2018)**
  - **Provide UIRR Enrollment Data**
- February 10-11**      **Kuali Upgrade to 7.0**
- Feb. 13, 2018**      **ADMINISTRATIVE FREEZE OF BASE BUDGET (other than adjustments within responsibility centers) – campus may freeze earlier**
- **Budget construction environment and tables created (“Genesis”)**
  - **Populate benefit rates/reason codes**
  - **Close INC INC application/Load INC INC to BC**
- Feb. 13, 2018**      **Notify Bill Overman to route org and account changes to Alicia for BC Updates**



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<b>Feb. 19, 2018</b>	<b>SYSTEM FREEZE base budget for detailed budget construction (base column of BA is grayed out)</b> <ul style="list-style-type: none"><li>• Budget pushed to chart level/Detailed budget construction available</li><li>• No account or Organization Maintenance moving between RC's, sub-fund or Higher Ed Function Code changes</li></ul> <p>Send to campuses/post to website:</p> <ul style="list-style-type: none"><li>• Instructions &amp; Guidelines – 1<sup>st</sup> Distribution</li><li>• Benefit Rates</li></ul> <p>Close credit hour enrollment application</p> <ul style="list-style-type: none"><li>• Distribute credit hour constant rate validation reports vC.1</li></ul> <p>Request from Office of Research Administration:</p> <ul style="list-style-type: none"><li>• Contracts &amp; Grants expenditure projections (due March 9<sup>th</sup>)</li></ul>
<b>Feb. 23, 2018</b>	<b>Receive from Investment and Debt management:</b> <ul style="list-style-type: none"><li>• Debt service obligations</li></ul>
<b>Mar. 2, 2018</b>	<b>Receive from campuses:</b> <ul style="list-style-type: none"><li>• Must-do/Unavoidable items</li><li>• Credit Hour Enrollment Estimates</li></ul> <p>Develop University tax and President's Fund Pro forma budget models created</p>
<b>Mar. 5, 2018</b>	<b>Provide credit hour validation reports V.1</b>
<b>Mar. 9, 2018</b>	<b>Receive from campuses:</b> <ul style="list-style-type: none"><li>• Spring fiscal analysis, uses of reserves, and uses of interest income</li></ul>
<b>Mar. 12, 2018</b>	<b>Send to campuses/post to website:</b> <ul style="list-style-type: none"><li>• Instructions &amp; Guidelines, including<ul style="list-style-type: none"><li>○ University Tax and President's Fund</li></ul></li></ul>
<b>April 5-6, 2018</b>	<b>Trustee Meeting – IU Bloomington</b>
<b>April 9, 2018</b>	<b>Budgets pulled up to campus level</b>
<b>April 9 – 30, 2018</b>	<b>Campus review of budgets</b>
<b>April 23, 2018</b>	<b>Regional, IU School of Medicine and UA budgets pulled to IU-UNIV level Union negotiations completed</b>



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

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		