



# INDIANA UNIVERSITY

UNIVERSITY BUDGET OFFICE

## 2024-25 Draft Operating Budget Calendar

### Due date

Sept. 29, 2023	Send to campuses – post to website <ul style="list-style-type: none"><li>• DRAFT Budget Construction processing schedule</li></ul>
Nov 9-10, 2023	Trustee meeting – IU Indianapolis
Dec. 4, 2023	5-year Budget Model Portal Opens (Closes – Jan. 19, 2024)
Dec. 11, 2023	Request from campuses: <ul style="list-style-type: none"><li>• Identification of base transfers, anticipating reorgs (due Jan. 12, 2024)</li></ul> Request from Risk Management <ul style="list-style-type: none"><li>• Fire and casualty insurance usage and cost rates (due March 4, 2024)</li></ul> Request from Investment and Debt Management: <ul style="list-style-type: none"><li>• Debt service obligations (due Mar. 4, 2024)</li></ul>
Jan. 12, 2024	Receive from campuses: <ul style="list-style-type: none"><li>• Identification of all base transfers anticipating any reorganization or reallocation plans</li></ul>
Jan. 19, 2024	5 year Budget Model Portal Closes & Narratives Due
Feb. 6, 2024	Publish to Web/Open for access: <ul style="list-style-type: none"><li>• 2024-25 non-instructional fee income and other incidental (Close Application April 5, 2024)</li><li>• Credit hour Projector available (Close Application April 5, 2024)</li></ul> Send to campuses: <ul style="list-style-type: none"><li>• Energy and Utilities Actuals for budget planning</li></ul>
Feb. 29-Mar. 1, 2024	Trustee Meeting – IU Southeast
Mar. 4, 2024	Receive from Risk management: <ul style="list-style-type: none"><li>• 2024-25 Fire and Casualty Insurance Rates</li></ul> Receive from Investment and Debt Management: <ul style="list-style-type: none"><li>• Debt service obligations</li></ul>
Mar. 11, 2024	Begin President’s Budget Conferences - end March 29 <sup>th</sup>
Mar. 18, 2024	Budget construction environment and tables created (“Genesis”) Org and account changes to Alicia for BC Updates



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<b>Mar. 22, 2024</b>	<b>Request from Office of Research Administration:</b> <ul style="list-style-type: none"><li>• <b>Contracts &amp; Grants expenditure projections (due April 17<sup>th</sup>)</b></li></ul>
<b>April 1, 2024</b>	<b>ADMINISTRATIVE FREEZE OF BASE BUDGET (other than adjustments within responsibility centers) – campus may freeze earlier</b>
<b>April 5, 2024</b>	<b>Close Credit Hour Projector</b>
<b>April 12, 2024</b>	<b>Close 2024-25 non-instructional fee income and other incidental (INC INC)</b>
<b>April 15, 2024</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>• <b>Any Outstanding Budget Adjustments will be cancelled</b></li><li>• <b>Populate Benefit Rates/Reason Codes</b></li></ul>
<b>April 17, 2024</b>	<b>Budget pushed down to chart level/Detailed budget construction available</b>  <b>Send to campuses:</b> <ul style="list-style-type: none"><li>• <b>DRAFT Guidelines – Official Salary Policy</b></li><li>• <b>DRAFT University Administration Targets (UA Units)</b></li></ul> <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 17, 2024</b>	<b>Regional Campus/UA Budgets pulled to IU-UNIV</b> <b>Campus Review of Budgets</b> <ul style="list-style-type: none"><li>• <b>Budget Narratives due</b></li><li>• <b>Union negotiations complete</b></li></ul>
<b>May 24, 2024</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>May 29, 2024</b>	<b>Test Union Export/Import</b>
<b>May 31, 2024</b>	<b>Pre-Test Payroll Load (edit check cleanup)</b>
<b>June 3, 2024</b>	<b>KFS/People Soft STG Refresh (early morning)</b> <b>Test payroll (6pm)</b>



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<b>June 5, 2024</b>	<b>Production Union Export/Import</b>
<b>June 5-7, 2024</b>	<b>Production Union Rebalancing</b>
<b>June 13, 2024</b>	<b>Flip flags off – BSSYNC, CSFUPDT, PSSYNC, BCUPDT into view-only mode, Salary Load in Audit Mode</b>
<b>June 13-14, 2024</b>	<b>Trustee meeting – IU Indianapolis</b>
<b>June 14, 2024</b>	<b>Budget and salary loads, Update Mode</b>
<b>June 17, 2024</b>	<b>Budget pushed down to Campus level</b>
<b>Week of June 17, 2024</b>	<b>Departmental work papers available</b>
<b>June 18, 2024</b>	<b>July 1 Archive</b>

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