Due date

Oct. 2, 2017  Send to campuses – post to website
•      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:
•      Fall Fiscal Analysis

Oct. 30,-Nov. 3, 2017  Meeting to discuss Fall Fiscal Analysis
Request from Andrea - University Institutional Research & Reporting:
•      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
•      Fall Enrollment Study

Dec. 4, 2017  Request from Risk Management
•      Fire and casualty insurance usage and cost rates (due Feb. 2, 2018)
Request from campuses:
•      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:
•      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:
•      Debt service obligations (due Feb. 23, 2018)

Jan. 29, 2018  Send to campuses:
•      Known organizational changes in place for fiscal year 2018
•      Distribution of updated regional allocation spreadsheets
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 29, 2018</td>
<td>Send to VPCFO:</td>
</tr>
<tr>
<td></td>
<td>- Non-instructional fee rate requests</td>
</tr>
<tr>
<td>Jan. 29, 2018</td>
<td>Publish to Web/Open for access</td>
</tr>
<tr>
<td></td>
<td>- 2018-19 non-instructional fee income and other incidental income (INC INC) estimates (close Application Feb. 13)</td>
</tr>
<tr>
<td></td>
<td>Send to campuses:</td>
</tr>
<tr>
<td></td>
<td>- Energy and Utilities Actuals for budget planning</td>
</tr>
<tr>
<td>Feb. 1-2, 2018</td>
<td>Trustee Meeting – IUPUI</td>
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<tr>
<td>Feb. 2, 2018</td>
<td>Receive from Risk Management:</td>
</tr>
<tr>
<td></td>
<td>- 2018-19 Fire and Casualty insurance rates</td>
</tr>
<tr>
<td>Feb. 5 – 23, 2018</td>
<td>Budget Conferences</td>
</tr>
<tr>
<td>Feb. 5, 2018</td>
<td>Request from campuses:</td>
</tr>
<tr>
<td></td>
<td>- Must-do items (due Mar. 2, 2018)</td>
</tr>
<tr>
<td></td>
<td>- Student activity fee distribution rates (Student Government Association (SGA) input – after-the-fact schedule)</td>
</tr>
<tr>
<td></td>
<td>Send to campuses:</td>
</tr>
<tr>
<td></td>
<td>- Non-instructional fee rate request approvals/disapprovals/changes</td>
</tr>
<tr>
<td></td>
<td>- Spring fiscal analysis template (due Mar. 9, 2018)</td>
</tr>
<tr>
<td></td>
<td>- Final Adjustments to Regional income attribution and indirect cost allocation parameters</td>
</tr>
<tr>
<td></td>
<td>- Spring Enrollment Study (IU Tuition Revenue Model)</td>
</tr>
<tr>
<td></td>
<td>- Fire and Casualty Insurance usage and costs estimates</td>
</tr>
<tr>
<td>Feb. 10-11, 2018</td>
<td>Kuali Upgrade to 7.0</td>
</tr>
<tr>
<td>Feb. 21, 2018</td>
<td>ADMINISTRATIVE FREEZE OF BASE BUDGET (other than adjustments within responsibility centers) – campus may freeze earlier</td>
</tr>
<tr>
<td></td>
<td>- Budget construction environment and tables created (“Genesis”)</td>
</tr>
<tr>
<td></td>
<td>- Populate benefit rates/reason codes</td>
</tr>
<tr>
<td>Feb. 21, 2018</td>
<td>Receive from Investment and Debt management:</td>
</tr>
<tr>
<td></td>
<td>- Debt service obligations</td>
</tr>
<tr>
<td>Feb. 21, 2018</td>
<td>Notify Bill Overman to route org and account changes to Alicia for BC Updates</td>
</tr>
</tbody>
</table>
Feb. 26, 2018  SYSTEM FREEZE base budget for detailed budget construction (base column of BA is grayed out)
- Close INC INC application/Load INC INC to BC

Mar. 2, 2018  Receive from campuses:
- 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
- No account or Organization Maintenance moving between RC’s, sub-fund or Higher Ed Function Code changes

Send to campuses/post to website:
- Instructions & Guidelines – 1st Distribution
- Benefit Rates

Request from Office of Research Administration:
- Contracts & Grants expenditure projections (due March 9th)

Publish to Web/Open for access
- 2018-19 credit hour enrollment estimates (due March 21, 2018)
- Provide UIRR Enrollment Data

Mar. 9, 2018  Receive from campuses:
- 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:
- Instructions & Guidelines, including
  - 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
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
- Columbus (IUPUC)  March 12-18
- East (EA)  March 12-18
- Fort Wayne (FW)  March 05-11
- IUPUI (IN)  March 12-18
- Kokomo (KO)  March 12-18
- Northwest (NW)  March 12-18
- South Bend (SB)  March 12-18
- Southeast (SE)  March 26-April 1