Due date

Sept. 24, 2018  Send to campuses – post to website
•  DRAFT Budget Construction processing schedule

Oct. 1, 2018  Open Fee Portal/Non-Instructional Fee Request Application (due Nov. 30)

Oct. 4-5, 2018  Trustee meeting - IUPUI

Oct. 29, 2018  Request from Andrea - University Institutional Research & Reporting:
•  Fall Enrollment Study

November 30, 2018  Close Fee Portal

Dec. 6-7, 2018  Trustee meeting – IU Kokomo

Dec. 7, 2018  Receive from Andrea - University Institutional Research & Reporting:
•  Fall Enrollment Study

Dec. 10, 2018  Request from Risk Management
•  Fire and casualty insurance usage and cost rates (due March 1, 2019)

Request from campuses:
•  Identification of all base transfers anticipating any reorganization or reallocation plans (due Jan. 14, 2019)

Send to VPCFO:
•  Non-instructional fee rate requests

December 17, 2018  Send to campuses:
•  Non-instructional fee rate request approvals/disapprovals/changes
•  Energy and Utilities Actuals for budget planning

Jan. 14, 2019  Receive from campuses:
•  Identification of all base transfers anticipating any reorganization or reallocation plans

Request from Investment and Debt Management:
•  Debt service obligations (due Mar. 1, 2019)

Five Year Projection Model distributed to the campuses
January 21, 2019
Send to campuses:
• Distribution of updated regional allocation spreadsheets

January 31 – Feb 1, 2019
Trustee Meeting – IUPUI

February 4, 2019
Publish to Web/Open for access
• 2018-19 non-instructional fee income and other incidental income (INC INC) estimates (close Application March 29)
• Credit Hour Application available (close March 29)

March 1, 2019
Receive from Risk Management:
• 2019-20 Fire and casualty insurance rates

Receive from Investment and Debt Management:
• Debt service obligations

March 4, 2019
Request from campuses:
• Must-do items (due Mar. 29, 2019)

Send to campuses:
• Fire and Casualty Insurance usage and costs estimates

March 8, 2019
Receive from Campus
• Five Year Projection Model

March 11, 2019
Budget construction environment and tables created (“Genesis”) Org and account changes to Alicia for BC Updates 2019-20 benefit rates

Request from Office of Research Administration:
• Contracts & Grants expenditure projections (due April 5th)

March 15, 2019
Open Fee Portal for Graduate, Professional, Distance Education and other Mandatory Fee request and justifications

March 25, 2019
Send to campuses:
• Draft Salary Policy Assumptions
• UA Tax Assumptions
2019-20 Operating Budget
DRAFT - Budget Calendar

Mar. 29, 2019
Receive from campuses:
- Must-do items
- 2019-20 credit hour enrollment estimates – Close application
- INC INC – Close Application

April 4-5, 2019
Trustee meeting – Bloomington

April 5, 2019
Receive from Office of Research Administration:
- Contracts & Grants expenditure projections
- Send Campus Revenue Projections – V.C

Distribute University Fiscal Analysis Template (due April 30th)

Campuses Submit:
- Close Fee Request Portal for Graduate, Professional, Distance Education and Other mandatory fee rate requests and justifications

April 8, 2019
ADMINISTRATIVE FREEZE OF BASE BUDGET (other than adjustments within responsibility centers) – campus may freeze earlier
Populate benefit rates/reason codes
Load INC INC

April 11, 2019
System freeze base budget for detailed budget construction (base column of BA is grayed out)
Budget pushed down to chart level/Detailed budget construction available

April 29, 2019
State Session ends

May 11-15, 2019
Receive ICHE Non-binding recommendation on resident undergrad tuition and fee rates

May 13, 2019
Preliminary Revenue Projections

May 17, 2019
Send to Campuses:
- Official Salary Policy and supplemental spreadsheet
- Tuition Rates
- University Tax Guideline
- University Administration Targets (UA Units)
- Post tuition rates

Week of May 27, 2019
Campus Review of Budgets – Regional/UA Budgets at IU-UNIV
Begin Budget Presentation materials for BOT meeting
May 29, 2019  Test payroll/BCAF load extract  
Union negotiations completed  

May 30, 2019  Test Union Export  

May 31, 2019  Budgets at the Campus level  
• Budget Narratives due  
• University Fiscal Analysis – Originally Date April 30  

June 3, 2019  Detailed budget construction ends; no changes to be made without UBO approval. Could potentially change what has already been presented to the trustees.  
• Budgets pulled to IU-UNIV level – Snapshot taken  
• No level changes  

TBD  Trustee meeting – Tuition Forum, IU Bloomington  
Public fee hearing  
Finalize Budget Presentation materials for BOT Meeting  

June 4, 2019  Union Export - Union Import, rebalancing  

June 13, 2019  Flip flags off – BSSYNC, CSFUPDT, PSSYNC, BCUPDT into view-only mode  

June 13-14, 2019  Trustee meeting – IU Fort Wayne  
Approval of 2019-20 Operating Budget  

June 14, 2019  Budget and salary loads  

Week of June 17, 2019  Salary letters and departmental workpapers available  

June 17, 2019  Budget pushed down to Campus level  

June 18, 2019  July 1 Archive  

July 12, 2019  Web salary list available (allow time for letters to arrive)
### Spring Break:

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Bloomington (BL)</td>
<td>March 11-15</td>
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<tr>
<td>Columbus (IUPUC)</td>
<td>March 11-15</td>
</tr>
<tr>
<td>East (EA)</td>
<td>March 11-15</td>
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<tr>
<td>Fort Wayne (FW)</td>
<td>March</td>
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<tr>
<td>IUPUI (IN)</td>
<td>March 11-15</td>
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<tr>
<td>Southeast (SE)</td>
<td>March 25-31</td>
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