2020-21 Draft Operating Budget Calendar

Due date

Sept. 23, 2019  Send to campuses – post to website  
• DRAFT Budget Construction processing schedule

Oct 3-4, 2019  Trustee meeting – IUPUI

Oct 24, 2019  Send to campuses 5 Year Budget Model

Oct 28, 2019  Request from Andrea - University Institutional Research & Reporting:  
• Fall Enrollment Study

Nov. 4, 2019  Request from Campuses Budget Reallocation and New Revenue Summary

Dec. 5-6, 2019  Trustee meeting – IU East

Dec. 9, 2019  Request from Risk Management  
• Fire and casualty insurance usage and cost rates (due April 6, 2020)

Request from campuses:  
• Identification of all base transfers anticipating any reorganization or reallocation plans (due Jan. 17, 2020)

Dec. 10, 2019  Receive from Campuses 5 Year Budget Model

Dec. 13, 2019  Receive from Campuses Budget Reallocation and New Revenue Summary

Request from Investment and Debt Management:  
• Debt service obligations (due Mar. 20, 2020)

Receive from Andrea - University Institutional Research & Reporting:  
• Fall Enrollment Study

Jan. 17, 2020  Receive from campuses:  
• Identification of all base transfers anticipating any reorganization or reallocation plans

Feb. 3, 2020  Publish to Web/Open for access  
• 2019-20 non-instructional fee income and other incidental income (INC INC) REVIEW – ONLY EXCEPTIONS TO BE UPDATED (close Application April 6, 2020)  
• Credit Hour Projector available (due April 6, 2020)
Feb. 3, 2020  Send to campuses:
• Energy and Utilities Actuals for budget planning

Feb. 13-14, 2020  Trustee Meeting – IUPUI

Feb. 21, 2020  Send to campuses:
• Salary Policy and Benefit Rates

Mar. 20, 2020  Receive from Investment and Debt Management:
• Debt service obligations

Mar. 23, 2020  Request from Office of Research Administration:
• Contracts & Grants expenditure projections (due April 24th)

Budget construction environment and tables created (“Genesis”)
Org and account changes to Alicia for BC Updates

Apr. 6, 2020  ADMINISTRATIVE FREEZE OF BASE BUDGET (other than adjustments within responsibility centers) – campus may freeze earlier

Apr. 9-10, 2020  Trustee meeting – IU South Bend

Apr. 10, 2020  Receive from campuses:
• 2020-21 Close Credit Hour Projector
• EXCEPTION INC INC w/updates– close application

Receive from Risk Management:
• 2020-21 Fire and casualty insurance rates

Apr. 10, 2020  System freeze - base budget for detailed budget construction (base column of BA is grayed out)

Apr. 11, 2020  Any Outstanding Budget Adjustments will be cancelled

Apr. 13, 2020  Budget construction environment and tables created (“Genesis”)

Apr. 14, 2020  Populate Benefit Rates/Reason Codes
CSF – Adjusted Base Copy to Request through Batch process
• Load INC INC

Apr. 15, 2020  Budget pushed down to chart level/Detailed budget construction available
April 17, 2020  Send to campuses:
- University Fiscal Analysis Template
- Guidelines
- University Administration Targets (UA Units)
- Fire and Casualty Insurance usage and costs estimates

April 24, 2020  Receive from Office of Research Administration:
- Contracts & Grants expenditure projections

May 27, 2020  Budgets at Campus Level – Regional Campus/UA Budgets at IU-UNIV
Union negotiations completed
Begin Budget Presentation materials for BOT meeting

June 3, 2020  Detailed Budget Construction ends; no changes without UBO approval
- Budgets pulled to IU-UNIV level – Snapshot taken
- No level changes
- Budget Narratives Due

Receive from Campuses:
- University Fiscal Analysis – Updated Uses of Reserves (Must Do Items)

June 5, 2020  Finalize Budget Presentation materials for BOT Meeting

June 5, 2020  Test Union Export

June 8, 2020  STG Refresh

June 8, 2020  Test payroll/BCAF load extract

June 10, 2020  Union Export – Union Import, rebalancing

June 11-12, 2020  Trustee meeting – IU Bloomington
Approval of 2020-21 Operating Budget

June 18, 2020  Flip flags off – BSSYNC, CSFUPDT, PSSYNC, BCUPDT into view-only mode,
Salary Load in Audit Mode

June 19, 2020  Budget and salary loads, Update Mode

Week of June 22, 2020  Departmental workpapers available

June 22, 2020  Budget pushed down to Campus level

June 23, 2020  July 1 Archive
### Spring Break:

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Bloomington (BL)</td>
<td>March 15-22</td>
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<tr>
<td>East (EA)</td>
<td>March 15-22</td>
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<tr>
<td>IUPUI (IN)</td>
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