## Budget Calendar – Short Session Year

<table>
<thead>
<tr>
<th>Due date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Oct. 8-9, 2015</td>
<td>Trustee meeting – IUPUI</td>
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<tr>
<td>Oct. 9, 2015</td>
<td>Send to campuses:</td>
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<tr>
<td></td>
<td>• Fall fiscal analysis</td>
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<td>Oct. 12, 2015</td>
<td>Send to campuses – post to website</td>
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<td></td>
<td>• DRAFT Budget Construction processing schedule</td>
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<td>Oct. 30, 2015</td>
<td>Receive from campuses:</td>
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<td></td>
<td>• Fall fiscal analysis</td>
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<td>Fall, 2015</td>
<td>Send to and receive from campuses:</td>
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<td></td>
<td>• Fall enrollment study</td>
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<td>Fall, 2015</td>
<td>IU internal discussions of priorities and initiatives for the operating and capital</td>
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<td>appropriation requests.</td>
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<td></td>
<td>ICHE and institutions review and discuss operating and capital appropriation request</td>
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<td>schedules.</td>
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<td>Dec. 3-4, 2015</td>
<td>Trustee meeting - IUB</td>
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<td>Dec. 7, 2015</td>
<td>Request from campuses:</td>
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<td></td>
<td>• Identification of all base transfers anticipating any reorganization or reallocation plans (due Jan. 15, 2016)</td>
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<td></td>
<td>• Non-instructional fee rates (due Jan. 15, 2016)</td>
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<td></td>
<td>• Student activity fee distribution rates</td>
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<td>• Energy, utilities, and plant expansion usage and cost estimates (due week of Feb. 1, 2016)</td>
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<tr>
<td>Dec. 11, 2015</td>
<td>Request from Risk Management</td>
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<td>• Fire and casualty insurance rates (due Feb. 5, 2016)</td>
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<td>Jan. 15, 2016</td>
<td>Request from Investment and Debt Management:</td>
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<td></td>
<td>• Debt service obligations (due week of Feb. 29, 2016)</td>
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<tr>
<td>Jan. 15, 2016</td>
<td>Receive from campuses</td>
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<tr>
<td></td>
<td>• Non-instructional fee rate requests</td>
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<tr>
<td></td>
<td>• Identification of all base transfers, reorgs, reallocation plans</td>
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<tr>
<td>Jan. 25, 2016</td>
<td>All organizational changes in place</td>
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<tr>
<td>Jan. 29, 2016</td>
<td>Publish INC INC Application to the Web/Open for access</td>
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<td></td>
<td>• 2016-17 non-instructional fee income and other incidental income (Inc- Inc) estimates (Due February 29, 2016)</td>
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</tbody>
</table>
Late January, 2016  Housing Fee rate proposals

Week of Feb. 1, 2016 Send to campuses:
• Spring semester credit hour enrollments by responsibility center

  Open Application:
• 2016-17 credit hour enrollment and tuition income estimates using UBO online app (due February 29th)
• Spring fiscal analysis and uses of reserves and interest income (due March 14)

Receive from campuses:
• 2016-17 estimates for energy, utilities, and plant expansion
• Adjustments to income attribution and indirect cost allocation parameters

Feb. 3, 2016 Send to CFO:
• Non-instructional fee rate requests

Feb. 4-5, 2016 Trustee Meeting-IUPUI
• Presentation of Preliminary Budget Assumptions

Feb. 5, 2016 Receive from Risk Management:
• 2016-17 estimates for Fire and Casualty insurance rates

Feb. 8, 2016 VPCFO approval of non-instructional course and administrative fee rate requests

Request from campuses:
• Must-do items

Send to campuses:
• Notification of approval/disapproval of non-instructional course and administrative fee rate requests
• 2016-17 estimates for Fire & Casualty insurance usage and costs

All Funds Budgeting (AFB)
• AFB Guidelines posted to website
• AFB – UA training

Request from Office of Research Administration:
• Contracts & Grants expenditure projections (due April 11)

Feb. 10, 2016 AFB – Regional Campus training

Received from Office of Research Administration:
• Contracts & Grants expenditure projections
February 8-26, 2016  
*Budget conferences*

Week of Feb. 15, 2016  
*ADMINISTRATIVE FREEZE OF BASE BUDGET* (other than adjustments within RCs); campuses may freeze earlier

- Budget construction environment and tables created ("Genesis")
- Load benefit rates/reason codes

*Send to Campuses/Post to Web*
- Salary Policy
- Benefit Rates

*Receive from campuses:*
- Must-do base budget items

Week of Feb. 22, 2016  
*SYSTEM FREEZE* base budget for detailed budget construction (base column of BA grayed out)

- No Account or Organization Maintenance moving between RC’s, sub-fund or Higher Ed Function Code changes

*Note:* Once BASEAD flag is flipped, Alicia Robertson will stop BC reports to updates, unless a specific change is required to fix an error or a late reorg outside the base adjustment process.

- Push budget down to chart level
- Detailed budget construction available

*Receive from Investment and Debt Management:*
- Debt service obligations

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

Week of Feb. 29, 2016  
*Close credit hour enrollment application*

- Distribute credit Hour constant rate validation reports vC.1
- INC INC Complete
- Load INC INC to BC

Early March, 2016  
*Final review of 2016-17 estimate of funds available*
*Pro forma budget models created*

March 1, 2016  
*Development of University tax and President’s Fund*

March 8, 2016  
*Provide credit hour validation reports V.1*
March 14, 2016  Send to campuses/post to website:
• Instructions & Guidelines, including
  • University Tax and Presidents Fund

Receive from campuses:
• Spring fiscal analysis, uses of reserves, and uses of interest income

April 11, 2016  Budgets pulled up to campus level

April 11-29, 2016  Campus review of budgets

April 14 – 15, 2016  Trustee meeting – IU Kokomo

April 15, 2016  AFB – Plant Funds draft due from VPCPF

April 22, 2016  Regional and UA budgets pulled to IU-UNIV level

April 29, 2016  Detailed budget construction ends; no changes to be made without UBO approval
  Budget pulled to IU-UNIV level
  Union negotiations completed

May 13, 2016  AFB – Plant Funds final budget due from VPCPF

May 17, 2016  Budget presentation materials to VPCFO/President for Trustee Calls

May 17, 2016  Test payroll/BCAF load extract

June 1, 2016  Test Union load extract

June 2-3, 2016  Bi-weekly rate setting test

June 3, 2016  Budget Presentation materials for BOT Meeting

June 6, 2016  Union extract production

June 7, 2016  Bi-weekly rate setting production

June 8 – 10, 2016  Process 2-Plugs

June 16-17, 2016  Trustee meeting – IUPUI

June 16, 2016  Salary load (audit mode)
  Budget in “view only” mode

June 17, 2016  Salary load (update mode)
Week of June 20, 2016  Salary letters ready for distribution to campuses

Departmental workpapers available to be printed and distributed.

June 20, 2016  Budget pushed down to Campus level

June 21, 2016  July 1 Archive table populated

July 14, 2016  Web salary list available (allow time for letters to arrive)

Mid July, 2016  Publish Official Budget for 2016-17

Early August, 2016  Post Official Budget online

Spring Break:

Bloomington (BL)  March 13-20  Kokomo (KO)  March 13-20
Columbus Center (CC)  March 13-20  Northwest (NW)  March 13-20
East (EA)  March 13-20  South Bend (SB)  March 13-20
Fort Wayne (FW)  March 07-13  Southeast (SE)  March 28-April 3
IUPUI (IN)  March 13-20