INDIANA UNIVERSITY
2019-20 OPERATING BUDGET
Bloomington Budget Calendar

Mid October  Open for Access:
  • Fee Portal Open for Fee requests and justifications: Course and Administrative Fees (previously known as Non-Instructional fee request) 
    (due Nov 16, 2018)
    ➢ Two year requests (FY20 and FY21)

October 22  Send to RCs:
  • Credit hours and FTE detail for FY20 assessments (changes due Nov 30, 2018)
  • Space detail will be available mid-January

Late October  In lieu of Fall FA, please review income expense projections internally for any reallocation needs

November 16  Due from RCs:
  • Portal for Course and Administrative fee requests closes at day end

November 30  Due from RCs:
  • Changes to assessment detail (credit hours & FTE)

Early December  Request from RCs:
  • Identification of all base transfers anticipating any reorganization or reallocation plans (due Jan 3, 2019)

Mid-December  Send to RCs:
  • Approved Non-instructional fee rates distributed (FY20 and FY21)

January 3  Due from RCs:
  • Identification of all base transfers anticipating any reorganization or reallocation plans

Mid-January  Send to RCs:
  • Space detail for FY20 assessments (changes due Feb 1, 2019)

February 1  Due from RCs:
  • Changes to space detail for FY20 assessments
February 4  Open for Access:
  - Non-instructional fee income & other incidental income (INC INC) (due March 22, 2019)
    ➢ FY19 estimates, FY20 projections, and FY21 projections
  - 2019-20 credit hour enrollment estimates (due March 22, 2019)

Late February  Academic units meet with budget office to review undergraduate credit hour projections

Feb 20-Mar 8  Budget Conferences with Provost

March 12  Send to RCs:
  - Projected Benefit Rates for FY20

March 15  Open for access:
  - Fee Portal Open for Fee requests and justifications: graduate, professional, distance education, and other mandatory fees (due March 29, 2019)
    ➢ Two year requests (FY20 and FY21)

March 22  Due from RCs:
  - Non-instructional fee income & other incidental income (INC INC)
    ➢ FY19 estimates, FY20 projections, and FY21 projections
  - 2019-20 credit hour enrollment estimates

March 25  Send to RCs:
  - Draft salary policy (FY20 & FY21)
  - Projected assessment and UA tax assumptions

March 29  Due from RCs:
  - Graduate, professional, distance education and other mandatory fee requests and justifications (in Fee Portal by end of day)

Early April  Send to RCs:
  - University fiscal analysis and multiyear expense planning (due April 19, 2019)
April 1  Freeze BL Base – no transfers between RCs after this date

April 11  **Official University Freeze** – no internal transfers within RCs
  - **Budget Construction Environment Open**

April 12  **Due from RCs:**
  - Portal for Fee rate requests: graduate, professional, distance education and other mandatory fee requests and justifications closes at day end

April 19  **Due from RCs:**
  - University fiscal analysis and multiyear expense planning, uses of reserves, and uses of interest income

Week of May 19  **Send to RCs:**
  - Instructions & Guidelines, Official Salary Policy
  - Income Allocation – **Campus will load all income**
  - Assessments and University tax
  - Revenue projection/valuation reports – V1 Report (Constant effective rates escalated by RECOMMENDED fee rate percentage changes)

May 27  **Due from RCs:**
  - Budget Construction Complete at RC Level/Budget Pulled to Campus
  - RC level narrative

May 29  **Union negotiations completed**

June 13-14  **Trustees Approve Budget**

June 14  **Budget and Salary Loads**

Week of June 17  Salary letters and departmental work papers available

**Notes:** Thanksgiving Nov 22\textsuperscript{nd}; BL Spring Term begins Jan 7\textsuperscript{th}; BL Spring Break Mar 11\textsuperscript{th}-15\textsuperscript{th}