

**INDIANA UNIVERSITY  
2019-20 OPERATING BUDGET**

**Bloomington Budget Calendar**

Mid October	Open for Access: <ul style="list-style-type: none"><li>• Fee Portal Open for Fee requests and justifications: Course and Administrative Fees (previously known as Non-Instructional fee request) <b>(due Nov 16, 2018)</b><ul style="list-style-type: none"><li>➤ Two year requests (FY20 and FY21)</li></ul></li></ul>
October 22	Send to RCs: <ul style="list-style-type: none"><li>• Credit hours and FTE detail for FY20 assessments <b>(changes due Nov 30, 2018)</b></li><li>• Space detail will be available mid-January</li></ul>
Late October	In lieu of Fall FA, please review income expense projections internally for any reallocation needs
November 16	Due from RCs: <ul style="list-style-type: none"><li>• Portal for Course and Administrative fee requests closes at day end</li></ul>
November 30	Due from RCs: <ul style="list-style-type: none"><li>• Changes to assessment detail (credit hours &amp; FTE)</li></ul>
Early December	Request from RCs: <ul style="list-style-type: none"><li>• Identification of all base transfers anticipating any reorganization or reallocation plans <b>(due Jan 3, 2019)</b></li></ul>
Mid-December	Send to RCs: <ul style="list-style-type: none"><li>• Approved Non-instructional fee rates distributed (FY20 and FY21)</li></ul>
January 3	Due from RCs: <ul style="list-style-type: none"><li>• Identification of all base transfers anticipating any reorganization or reallocation plans</li></ul>
Mid-January	Send to RCs: <ul style="list-style-type: none"><li>• Space detail for FY20 assessments <b>(changes due Feb 1, 2019)</b></li></ul>
February 1	Due from RCs: <ul style="list-style-type: none"><li>• Changes to space detail for FY20 assessments</li></ul>

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February 4	Open for Access: <ul style="list-style-type: none"><li>• Non-instructional fee income &amp; other incidental income (INC INC) (<b>due March 22, 2019</b>)<ul style="list-style-type: none"><li>➤ FY19 estimates, FY20 projections, and FY21 projections</li></ul></li><li>• 2019-20 credit hour enrollment estimates (<b>due March 22, 2019</b>)</li></ul>
Late February	<b>Academic units meet with budget office to review undergraduate credit hour projections</b>
Feb 20-Mar 8	Budget Conferences with Provost
March 12	Send to RCs: <ul style="list-style-type: none"><li>• Projected Benefit Rates for FY20</li></ul>
March 15	Open for access: Fee Portal Open for Fee requests and justifications: graduate, professional, and other mandatory fees ( <b>due March 29, 2019</b> ) (Distance Educ date TBD) <ul style="list-style-type: none"><li>➤ Two year requests (FY20 and FY21)</li></ul>
March 22	Due from RCs: <ul style="list-style-type: none"><li>• Non-instructional fee income &amp; other incidental income (INC INC)<ul style="list-style-type: none"><li>➤ FY19 estimates, FY20 projections, and FY21 projections</li></ul></li><li>• 2019-20 credit hour enrollment estimates</li></ul>
March 25	Send to RCs: <ul style="list-style-type: none"><li>• Draft salary policy (FY20 &amp; FY21)</li><li>• Projected assessment and UA tax assumptions</li></ul>
March 29	Due from RCs: <ul style="list-style-type: none"><li>• Graduate, professional, and other mandatory fee requests and justifications (in Fee Portal by end of day) (Distance Educ date TBD)</li></ul>
Early April	Send to RCs: <ul style="list-style-type: none"><li>• Fiscal Analysis and multiyear expense planning (<b>due May 27, 2019</b>)</li></ul>

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April 1	Freeze BL Base – no transfers between RCs after this date
April 11	<b>Official University Freeze</b> – no internal transfers within RCs <ul style="list-style-type: none"><li>• <b>Budget Construction Environment Open</b></li></ul>
Week of May 19	Send to RCs: <ul style="list-style-type: none"><li>• Instructions &amp; Guidelines, Official Salary Policy</li><li>• Income Allocation – <b>Campus will load all income</b></li><li>• Assessments and University tax</li><li>• Revenue projection/valuation reports – V1 Report (Constant effective rates escalated by RECOMMENDED fee rate percentage changes)</li></ul>
May 27	Due from RCs: <ul style="list-style-type: none"><li>• Budget Construction Complete at RC Level/Budget Pulled to Campus</li><li>• RC level narrative</li><li>• Fiscal Analysis and multiyear expense planning, uses of reserves, and uses of interest income</li></ul>
May 29	Union negotiations completed
June 13-14	Trustees Approval of 2019-20 Operating Budget
June 14	Budget and Salary Loads
Week of June 17	Salary letters and departmental work papers available

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**Notes: Thanksgiving Nov 22<sup>nd</sup>; BL Spring Term begins Jan 7<sup>th</sup>; BL Spring Break Mar 11<sup>th</sup>-15<sup>th</sup>**