



INDIANA UNIVERSITY

UNIVERSITY BUDGET OFFICE

2024-25 Draft Operating Budget Calendar

Due date

Sept. 29, 2023	Send to campuses – post to website <ul style="list-style-type: none">• DRAFT Budget Construction processing schedule
Nov 9-10, 2023	Trustee meeting – IU Indianapolis
Dec. 4, 2023	5-year Budget Model Portal Opens (Closes – Jan. 19, 2024)
Dec. 11, 2023	Request from campuses: <ul style="list-style-type: none">• Identification of base transfers, anticipating reorgs (due Jan. 12, 2024) Request from Risk Management <ul style="list-style-type: none">• Fire and casualty insurance usage and cost rates (due March 4, 2024) Request from Investment and Debt Management: <ul style="list-style-type: none">• Debt service obligations (due Mar. 4, 2024)
Jan. 12, 2024	Receive from campuses: <ul style="list-style-type: none">• Identification of all base transfers anticipating any reorganization or reallocation plans
Jan. 19, 2024	5 year Budget Model Portal Closes & Narratives Due
Feb. 6, 2024	Publish to Web/Open for access: <ul style="list-style-type: none">• 2024-25 non-instructional fee income and other incidental (Close Application April 5, 2024)• Credit hour Projector available (Close Application April 5, 2024) Send to campuses: <ul style="list-style-type: none">• Energy and Utilities Actuals for budget planning
Feb. 29-Mar. 1, 2024	Trustee Meeting – IU Southeast
Mar. 4, 2024	Receive from Risk management: <ul style="list-style-type: none">• 2024-25 Fire and Casualty Insurance Rates Receive from Investment and Debt Management: <ul style="list-style-type: none">• Debt service obligations
Mar. 11, 2024	Begin President’s Budget Conferences - end March 29 th
Mar. 18, 2024	Budget construction environment and tables created (“Genesis”) Org and account changes to Alicia for BC Updates



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Mar. 22, 2024	Request from Office of Research Administration: <ul style="list-style-type: none">• Contracts & Grants expenditure projections (due April 17th)
April 1, 2024	ADMINISTRATIVE FREEZE OF BASE BUDGET (other than adjustments within responsibility centers) – campus may freeze earlier
April 5, 2024	Close Credit Hour Projector
April 12, 2024	Close 2024-25 non-instructional fee income and other incidental (INC INC)
April 15, 2024	SYSTEM FREEZE - base budget for detailed budget construction (base column of BA is grayed out) <ul style="list-style-type: none">• Any Outstanding Budget Adjustments will be cancelled• Populate Benefit Rates/Reason Codes
April 17, 2024	Budget pushed down to chart level/Detailed budget construction available Send to campuses: <ul style="list-style-type: none">• DRAFT Guidelines – Official Salary Policy• DRAFT University Administration Targets (UA Units) Receive from Office of Research Administration: <ul style="list-style-type: none">• Contracts & Grants expenditure projections
May 17, 2024	Regional Campus/UA Budgets pulled to IU-UNIV Campus Review of Budgets <ul style="list-style-type: none">• Budget Narratives due• Union negotiations complete
May 24, 2024	Detailed Budget Construction ends; no changes without UBO approval <ul style="list-style-type: none">• Budgets pulled to IU-UNIV level – Snapshot taken• No level changes
May 29, 2024	Test Union Export/Import
May 31, 2024	Pre-Test Payroll Load (edit check cleanup)
June 3, 2024	KFS/People Soft STG Refresh (early morning) Test payroll (6pm)



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June 5, 2024	Production Union Export/Import
June 5-7, 2024	Production Union Rebalancing
June 13, 2024	Flip flags off – BSSYNC, CSFUPDT, PSSYNC, BCUPDT into view-only mode, Salary Load in Audit Mode
June 13-14, 2024	Trustee meeting – IU Indianapolis
June 14, 2024	Budget and salary loads, Update Mode
June 17, 2024	Budget pushed down to Campus level
Week of June 17, 2024	Departmental work papers available
June 18, 2024	July 1 Archive

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