Due date

Mid December  
Request from RC’s:
- Identification of all base transfers anticipating any reorganization or reallocation plans (due Jan. 17, 2014)
- Non-instructional fee rates (due Jan. 10, 2014) to Susan Cote

Jan. 10, 2014  
Receive from RC’s (to S. Cote):
- Non-instructional fee rate request

Jan. 15, 2014  
Receive from RC’s
- Any changes to assessment drivers (FTE & Credit Hours)

Jan. 17, 2014  
Receive from RC’s:
- Identification of all base transfers, reorgs, reallocation plans

Week of Jan. 27, 2014  
Send to RC’s:
- VPCFO approval of non-instructional course and administrative fee rate requests
- Notification of approval/disapproval of non-instructional course and administrative fee rate requests
- RC Space Report for review (changes due Feb. 7, 2014)

Late January, 2014  
Housing Fee rate proposals

Week of Feb. 3, 2014  
Request to RC’s:
- 2014-15 credit hour enrollment and tuition income estimates using UBO online app (due week of February 24)

Receive from RC’s:
- 2014-15 estimates for energy, utilities, and plant expansion
- Changes to RC Space Report for Assessments

Send to RC’s:
- Spring semester credit hour enrollments by responsibility center

February 7, 2014  
RC Space Report due

Week of Feb. 11, 2014  
Send to RC’s:
- 2014-13 estimates for Fire & Casualty insurance usage and costs
- Spring fiscal analysis and uses of reserves and interest income (due March 21)
February 13-14, 2014  Trustee meeting – IUPUI

February 12-13 2014  Receive from RC’s:
  •  Inc-Inc complete

**ADMINISTRATIVE FREEZE OF BASE BUDGET (other than adjustments within responsibility centers)**

*Tentative Planning Budget Conferences Feb.-March 2014*

Late February 2014  Send to RCs:
  •  2014-15 benefit rates

Week of March 3

*University System freeze base budget for detailed budget construction (base column of BA is grayed out). No Account or Organization Maintenance moving between RC’s, sub-fund or Higher Ed Function Code changes*

March 5, 2014  Receive from RC’s:
  •  2014-15 credit hour enrollment estimates

March 11, 2014  Receive from RC’s:
  •  Spring fiscal analysis, uses of reserves, and uses of interest income

Mar. 24-26, 2014  Send to RC’s:
  •  Salary policy
  •  Instructions & Guidelines
  •  Income Allocations
  •  Assessments (campus and university tax)
  •  Detailed Budget Construction Available
  •  Official Market Share details

April 10-11, 2014  Trustee meeting -- Bloomington

April 14, 2014  Receive from RC’s:
  •  Budget Construction Complete at RC Level

April 14, 2014  Budgets pulled up to campus level

April, 14-27, 2014  Campus Review of Budget

April 18, 2014  Receive from RC’s
  •  Budget Narratives Complete

April 28, 2014  Detailed budget construction ends; no changes to be made without UBO approval
  Budget pulled to IU-UNIV level

May 2, 2014  Possible Trustee meeting

Mid-May, 2014  Union negotiations completed
  Process 2PLGs
June 2, 2014  Budget presentation materials to VPCFO/President

June 13, 2014  Budget to trustees

June 19-20, 2014  Trustee meeting – South Bend  
• Approval of 2014-15 Operating Budget

Week of June 23, 2014  Salary letters printed and distributed

Mid July, 2014  Publish Official Budget for 2014-15

**Spring Break:**
- Bloomington (BL)  March 17-21
- Columbus Center (CC)  March 17-21
- East (EA)  March 17-21
- Fort Wayne (FW)  March 10-14
- IUPUI (IN)  March 17-21
- Kokomo (KO)  March 17-21
- Northwest (NW)  March 17-21
- South Bend (SB)  March 17-21
- Southeast (SE)  March 24-28