Bakersfield College
Budget Development & Maintenance Calendar

July	Close out Previous Year Query District Funds for available dollars for new year (e.g. RP457; RP599) Quarterly Report (*detailed analysis on financial activity of previous yearend*)
September	Banner Roundtable Training for Deans and Directors on FOAPAL Change Forms and Purchase Orders
October	Quarterly Report (*detailed analysis on financial activity for 1st quarter*) Identify New Positions for the next year (Starting July 1st) Faculty Requests go to FCDC for approval Hiring Recommendations are due to the President
November	Verify State Allocations for RP Funds e.g. DSPS, EOPS, CARE, TANF & CALWORKS
December	Build Labor Spreadsheets for each department Banner Roundtable Training for Assistants to Deans and Directors
January	Quarterly Report (*detailed analysis on financial activity for 2nd quarter*) Prepare Non-Labor Worksheets / Discuss problem areas as noted from *Quarterly Reports* VP Review of Proposed budget Goals
February	Review all permanent labor positions for FOAPAL Distribution Distribute budget worksheets Banner Roundtable Training for Deans and Directors on Budget Maintenance and Org changes Finalize permanent labor costs
March	Estimate total college revenue (allocation plus local revenue) Determine adjunct/overload costs Individual Department "Org" Worksheets are due
April	Quarterly Report (*detailed analysis on financial activity for 3rd quarter*) * Consolidate expenditure requests * Determine status of requests to revenue * Budget Committee reviews proposed budgets
May	* Submit balanced budget to College Council Distribute budget worksheets with tentative budget to originators Upload Tentative Budget
June	Tentative Budget presentation to the Board of Trustees
July	New Fiscal Year Begins

* Denotes Budget Group Involvement