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 including overtime)*

September
- Banner Roundtable Training for Deans and Directors on FOAPAL Change Forms and Purchase Orders
- Build Labor Spreadsheets for each department

October
- Quarterly Report *(detailed analysis on financial activity for 1st quarter including overtime)*
- Identify New Positions for the next year (Starting July 1st)
- Faculty Requests go to FCDC for approval
- Hiring Recommendations are due to the President
- Matriculation is due

November
- Verify State Allocations for RP Funds e.g. DSPS, EOPS, CARE, TANF & CALWORKS
- Prepare and Distribute Non-Labor Worksheets / Discuss problem areas as noted from Quarterly Reports

December
- Banner Roundtable Training for Assistants to Deans and Directors
- Calculate Rollover Dollars for RP Funds (e.g. FireTech, Nursing, and Foster Care)

January
- Quarterly Report *(detailed analysis on financial activity for 2nd quarter including overtime)*
- Review all permanent labor positions for FOAPAL Distribution
- VP Review of Proposed budget Goals
- Collect Donation Info from Foundation for gifts valued over $1,000.00 per Board Policy 3A2F
- P1 is due

February
- Banner Roundtable Training for Deans and Directors on Budget Maintenance and Org changes
- Finalize permanent labor costs
- Donation Report Due to Board

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 including overtime)*
  - * Consolidate expenditure requests
  - * Determine status of requests to revenue
  - * Budget Committee reviews proposed budgets
- P2 is due

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