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