

Bakersfield College

Budget Development & Maintenance Calendar

July	<p>Close out Previous Year</p> <p>Query District Funds for available dollars for New Year (e.g. RP457; RP599)</p> <p>Quarterly Report (<i>detailed analysis on financial activity of previous yearend including overtime</i>)</p>
September	<p>Banner Roundtable Training for Deans and Directors on FOAPAL Change Forms and Purchase Orders</p> <p>Build Labor Spreadsheets for each department</p>
October	<p>Quarterly Report (<i>detailed analysis on financial activity for 1st quarter including overtime</i>)</p> <p>Identify New Positions for the next year (Starting July 1st)</p> <p>Faculty Requests go to FCDC for approval</p> <p>Hiring Recommendations are due to the President</p> <p>Matriculation is due</p>
November	<p>Verify State Allocations for RP Funds e.g. DSPS, EOPS, CARE, TANF & CALWORKS</p> <p>Prepare and Distribute Non-Labor Worksheets / Discuss problem areas as noted from <i>Quarterly Reports</i></p>
December	<p>Banner Roundtable Training for Assistants to Deans and Directors</p> <p>Calculate Rollover Dollars for RP Funds (e.g. FireTech, Nursing, and Foster Care)</p>
January	<p>Quarterly Report (<i>detailed analysis on financial activity for 2nd quarter including overtime</i>)</p> <p>Review all permanent labor positions for FOAPAL Distribution</p> <p>VP Review of Proposed budget Goals</p> <p>Collect Donation Info from Foundation for gifts valued over \$1,000.00 per Board Policy 3A2F</p> <p>P1 is due</p>
February	<p>Banner Roundtable Training for Deans and Directors on Budget Maintenance and Org changes</p> <p>Finalize permanent labor costs</p> <p>Donation Report Due to Board</p>
March	<p>Estimate total college revenue (allocation plus local revenue)</p> <p>Determine adjunct/overload costs</p> <p>Individual Department "Org" Worksheets are due</p>
April	<p>Quarterly Report (<i>detailed analysis on financial activity for 3rd quarter including overtime</i>)</p> <p>* Consolidate expenditure requests</p> <p>* Determine status of requests to revenue</p> <p>* Budget Committee reviews proposed budgets</p> <p>P2 is due</p>
May	<p>* Submit balanced budget to College Council</p> <p>Distribute budget worksheets with tentative budget to originators</p> <p>Upload Tentative Budget</p>
June	<p>Tentative Budget presentation to the Board of Trustees</p>
July	<p>New Fiscal Year Begins</p>

* Denotes Budget Group Involvement