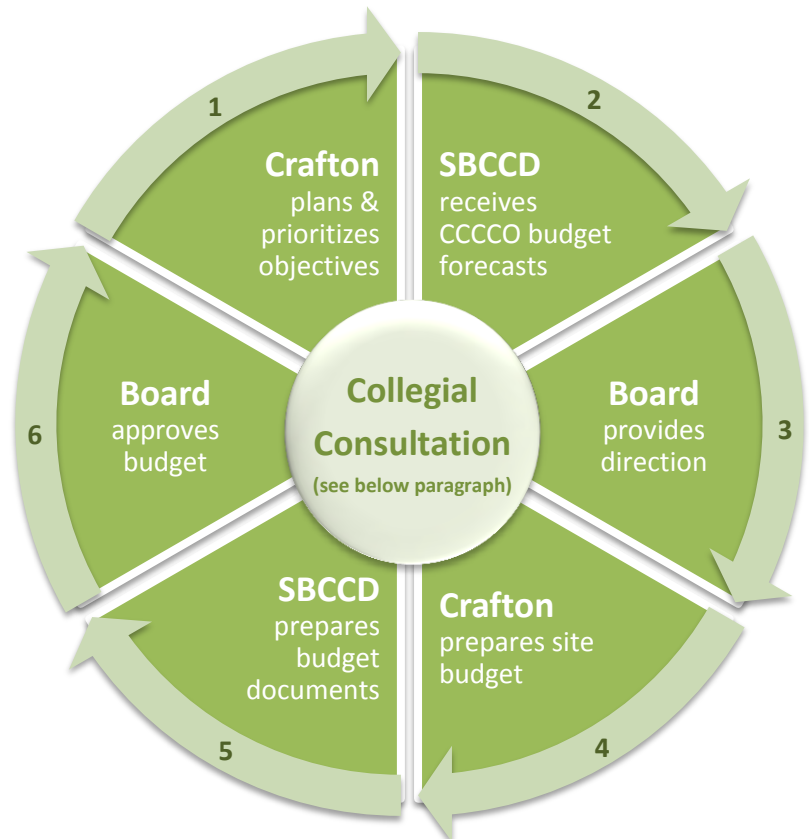


The Budget Process at Crafton Hills College

The budget planning process is integrated with the annual planning and program review process at Crafton Hills College and the San Bernardino Community College District (SBCCD) Office. It is important that faculty, staff, managers, and students have an understanding of how these planning processes are integrated.

The Budget Process:

1. Crafton Hills' departments assess, plan, and prioritize objectives in the planning and program review process, which are used to prioritize [resource requests](#).
2. SBCCD receives budget forecasts from the [California Community College Chancellor's Office](#) and provides analysis for the Board of Trustees.
3. In January, the Board of Trustees adopt a [budget calendar](#) and [Board Directives](#) which outline budget priorities.
4. Crafton Hills, along with the other SBCCD entities, prepare their departmental, division, and overall site budgets according to the [Resource Allocation Model](#).
5. SBCCD fiscal services prepares the [tentative](#) and [final budget](#) documents.
6. The Board of Trustees adopt the final budget, which is submitted to state and county authorities and implemented locally.
7. Planning processes begin for the next fiscal year.



Collegial Consultation in the Budget Process:

Collegial consultation is central to the budget process at Crafton Hills College. First, the Crafton Hills' [Planning and Program Review Committee](#) annually prioritizes objectives from departments, which are used to prioritize the resource requests. Additionally, Crafton Hills' [Budget Committee](#) reviews, identifies, and makes recommendations on the process of institutional planning as related to budget development and the transparency of the budget process. Throughout the year, the committee advocates execution of the budget by identifying strengths and weaknesses within the relationship between the college's budget and Educational Master Plan. Finally, [Crafton Council](#) receives and approves the prioritized objectives, which are used to allocate additional resources to departments as resources become available. SBCCD's [Budget Committee](#) reviews district-wide processes related to budget development which may impact site operations or allocations.