



Imperial Valley College START Team Action Plans

Area: Organizational Review and Budget Development; Recommendation 22

Clarify the roles, responsibilities and expectations for budget development and monitoring.

(Created 2-25-2014)

Activity 27.1	Person(s) Responsible	Timeline	Status and Progress:
1. Clarify the roles, responsibilities and expectations for budget development.	<ul style="list-style-type: none"> • VP of Business Services 	Feb. 2014	February 25, 2014- 100% complete <ul style="list-style-type: none"> • Budget Development Instructions are currently being developed and will be emailed by Feb. 27, 2014
1. Clarify the roles, responsibilities and expectations for budget monitoring.	<ul style="list-style-type: none"> • VP of Business Services 	Sept. 2014	February 25, 2014- 0% complete <ul style="list-style-type: none"> • Business Office will provide training to area leads in regards to budget monitoring.
Evidence: <ul style="list-style-type: none"> • Budget Development Instructions • Integrated Planning and Budget Calendar • Materials utilized in budget monitoring training 			