
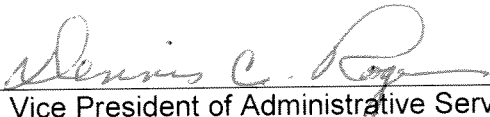


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	BUDGET DEVELOPMENT AND MANAGEMENT	Procedure Number: 6-6-101.1
Institutional Authority:	Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	6-6-101	

Approved:  President  Vice President of Administrative Services

Date Adopted: 07/01/2004
Date Revised: 03/10/2008

1.0 Budget Development

1.1 Responsibility

The Vice President of Administrative Services is responsible for planning and coordinating the development of the College's various budgets.

1.2 Planning and Involvement

The Vice President of Administrative Services shall seek input from members of the President's Executive staff. Budget development is tied to both the strategic and the annual plan and is an ongoing task.

1.3 Budget Calendar

The Vice President of Administrative Services will develop the calendar for the preparation of the budget. This calendar identifies the tasks and when the tasks are to be accomplished.

2.0 Budget Management

2.1 Operations Budget

The Operations Budget is developed through a review of the strategic and the annual plans. The budget is comprised of a series of interlocking component and sub-component budgets. These sections are personnel salaries, fringe benefits, and operational expenses. Each component has a budget manager who is responsible for the planning and development of each budget. *Additionally, the day to day responsibilities of budget management may be assigned to a designee by the Vice President of Administrative Services.*

- a. Personnel Salaries: The planning and budget management for this section is the responsibility of the Executive Staff. Once the salary line items have been developed and approved by the Aiken County Commission for Technical and Comprehensive Education, the salary line items cannot be over expended. Funds may not be transferred to or from salary line items within or outside the personnel salary section without written approval as to the need for the transfer and fund availability from the Vice President of Administrative Services. The responsible division administrator using the prescribed form must initiate requests for the transfer of personnel salary line items.
- b. Fringe Benefits: The Vice President of Administrative Services is responsible for the budget planning and management for this section. When salaries increase or decrease the corresponding fringe benefit accounts will also change.
- c. Operational Expenses: Each component and sub-component budget manager is responsible for the planning and management of this section. Division administrators are responsible for the overall coordination of operational expenditures. The transfer of funds from one line item to another within the operational expenditure section requires the submission of a budget transfer request to the Vice President of Administrative Services for approval.

If a unique situation arises that causes the over expenditure of the operational budget for an area, the component budget manager should confer with the division administrator concerning the problem before submitting a budget transfer request.

2.2 Restricted Budgets (External and Internal)

Restricted budgets support a variety of programs and, depending on the funding entity, have specific budget management requirements. The budget manager, without exception, is responsible for complying with the requirements of the restricted budget funds. The division administrator is responsible for overseeing the budget manager.

The following procedures provide budget management that is germane to each restricted budget.

1. If the funding entity has specific budget management requirements, the budget manager will follow these requirements.
2. If the budget does not have prescribed budget management requirements, the budget manager will follow the College's budget management procedures.
3. The Vice President of Administrative Services will develop the necessary budget management procedures for budgets that do not fit within numbers one and two above.

2.3 Capital Equipment Budget

Capital equipment is defined as non-fragile, movable apparatus, mechanisms, articles, machines, models, etc..., having a total cost of \$1,000.00 or more and that are not normally consumed, exhausted, or worn out in a period less than 12 months. Total costs include transportation, installation, and sales tax.

The respective division administrator is responsible for the planning and management of the capital equipment budget upon approval from Executive Staff and release of funds by the Vice President of Administrative Services. The capital equipment budget total for a division and/or special project may not be over expended.

Transferring fund from other budgets to the capital equipment budget is not allowed. If additional funding is necessary, Executive Staff will consider the need and make a final decision regarding additional funding.

2.4 Financial Reports

The Vice President of Administrative Services, or designee, is responsible for developing and providing accurate monthly budget reports to the division administrators. Division Administrators will also have access to monthly financial data related to budgets via Webadvisor or printed reports.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
03/10/2013		