

LANDER UNIVERSITY

Lottery Expenditure Accountability

Procedure Name: Lottery Expenditure Procedure and Policy

Effective: 10/1/2017

Responsibility for Policy: BUSINESS OFFICE/FINANCE

A. Overview:

This policy contains information regarding the expenditure of Lottery Funds appropriated by the General Assembly through the annual Appropriations Act.

B. Purpose:

1. The purpose of this policy is to ensure Lottery funds are expended in accordance with Legislative intent.

C. Policy:

1. Lottery Funds are appropriated by the General Assembly to be expended on scholarship and non-scholarship items.
2. Financial Aid will be responsible for ensuring Lottery Funds are awarded in accordance with Statute relative to LIFE, Palmetto Fellows, HOPE and SC Need based Grant.
3. Business Office/Finance will be responsible for ensuring Lottery Funds for non-scholarship purchases are expensed in accordance with the annual Appropriations Act, statutes, and applicable laws and regulations.

4. Financial Aid Responsibility:

- a. Financial Aid attachment can be found following Item 6 of this procedure.

5. Business Office/Finance Responsibility:

- a. Lottery funds appropriated by the General Assembly to be expended on non-scholarship items will be captured in a cost center specially dedicated for the disposition and purpose of those funds as directed by legislation.

- b. Lottery Technology Funds will be placed in a restricted cost center and spent in accordance with the proviso appropriating the funds on university technology needs deemed appropriate for purchase in accordance with legislative direction and governing procurement regulations.
- c. Lottery maintenance funds will be placed in a plant cost center and spent in accordance with the proviso appropriating the funds.
 - Upon approval by the Vice President for Finance and Administration of a maintenance project deemed to meet the intent for these funds, a transfer will be made from the Lottery maintenance fund into the project fund.
 - In the event a match is required, an additional transfer will be made equal to or greater than the Lottery maintenance transfer to ensure the requirement is met.
 - Expenditures are made in accordance with South Carolina Code of Laws and governing procurement regulations.
- d. Once Financial Aid scholarships have posted to a student account, the aid is fed to the finance module from the student accounts module.
- e. Lottery Scholarship expenditures will be placed in a restricted cost center and reconciled against each award made by Financial Aid prior to billing the Commission on Higher Education for reimbursement.

6. Annual Audit:

- a. Lottery non-scholarship expenditures will be included as part of the university's annual audit.
- b. Lottery scholarship expenditures will be included as part of the annual A-133.

SECTION 3 - LOTTERY EXPENDITURE ACCOUNT

3.1 AMEND (Audit) Directs each state agency that receives lottery funds to develop and implement procedures to monitor lottery expenditures to ensure that lottery funds are expended in accordance with applicable state laws, rules, and regulations. Directs the Executive Budget Office to ensure that these state agencies have effective monitoring procedures in place.

Palmetto Fellows Scholarships: Awarded to new students based on list provided by CHE on website. Students must sign the PFS affidavit before funds are officially paid to student's account.

Continuing students are manually reviewed for the 30-credit hour requirement and institutional GPA. A renewal report confirming eligibility for each student is sent to CHE every fall semester.

Transfer students are awarded only after notification from CHE that the student is now eligible to receive the PFS at Lander University and the amount of eligibility they have exhausted.

LIFE Scholarships: Awarded to new college students based on their admissions application, high school credentials and ACT/SAT test scores at the time of application. These awards are contingent upon receipt and review of a final high school transcript AFTER graduation. A computer program with the state requirements coded (U.S. citizen or eligible non-citizen, SC resident and two of three academic criteria: 3.0 SC UGP GPA, top 30% RIC, 22 ACT or 1100 SAT) is run continuously throughout the year to review/confirm eligibility at a given time. Students who attended an out of state high school must have their GPA converted to the SC UGP (LU Admissions Office does this and notifies the Financial Aid Office).

Continuing students are awarded based on their eligibility at the end of the spring term and again after summer term. A computer program identifies these students.

Transfer students are awarded only after all college transcripts have been articulated by the Registrar's Office and the appropriate hours and LIFE GPA are confirmed.

State Scholarship Enhancement:

STEM Enhancement: Scholarships are awarded to continuing students based on enrollment in an eligible program AND completion of the 14-hour math/science credit hours during their first academic year. These students are identified by reports run (to verify major and eligibility for the "base" PFS/LIFE) throughout the summer and until the end of the Add/Drop period.

Education Enhancement: Scholarships are awarded to students who enroll in an approved education major and complete an Education Enhancement Agreement each year.

Accounting Enhancement: Lander currently has no approved accounting majors for enhancement.

HOPE Scholarships: Awarded to new college students based on their admissions application, high school credentials and ACT/SAT test scores at the time of application. These awards are contingent upon receipt and review of a final high school transcript AFTER graduation. A computer program with the state requirements coded (U.S. citizen or eligible non-citizen, SC resident. 3.0 SC UGP GPA but does not have either of the other two academic criteria: top 30% RIC, 22 ACT or 1100 SAT) is run continuously throughout the year to review/confirm eligibility at a given time. Students who attended an out of state high school must have their GPA converted to the SC UGP (LU Admissions Office does this and notifies the Financial Aid Office).

Continuing students are awarded based on their eligibility at the end of the spring term and again after summer term. Typically, a student is only eligible during a second academic year only if they began enrollment in the spring semester, in which case, they may qualify for one more term.

This is also the case for transfer students.

SC Need Based Grant Scholarships: Awarded to undergraduate, residents of SC for 12 months, seeking their first degree. Continuing students must have a cumulative GPA = 2.0 or better and be enrolled in a minimum of six hours. Renewal Upper Classmen must have completed a minimum of 24 hours in the proceeding academic year if they were full-time or a prorated amount if enrolled less than full time. The minimum award is \$200 and the maximum is \$3,500 (\$2,500 awarded at the beginning of the year to freshmen and upperclassmen – if more than anticipated funds are received, awards may be increased or additional students awarded based on amount awarded and pool of qualified students). Part-time students must be enrolled at least half-time and receive no more than \$875 per semester. Due to funding limitations, students should have an SAI less than \$10,001. If funding is more than anticipated, we will consider SAI's \$15,000 or less. Students must have remaining need after the application of all available funds above. All recipients must complete an affidavit of eligibility prior to the disbursement of funds.

Disbursements:

Official disbursements are not made to students' accounts from any of these funds until enrollment is verified and the appropriate affidavits are received.