York Technical College

Expenditure Monitoring Procedures for Lottery Funds

In compliance with the Lottery Expenditure Account requirements, York Technical College has adopted and implemented the following procedures to ensure that lottery funds are requested, received, disbursed, and reconciled in accordance with applicable state laws, rules, and regulations. These procedures apply to the administration of South Carolina Merit-Based Scholarships, including Lottery Tuition Assistance (LTAP), SCWINS (South Carolina Workforce & Industry Needs Scholarship), LIFE Scholarship, Palmetto Fellows, the South Carolina National Guard College Assistance Program (SCNG CAP), and the South Carolina Need-Based Grant, and Lottery Technology Funds.

Procedures for Expenditure Monitoring for Scholarship Funds

A. Request for Funds

- For each academic term, the Financial Aid Office compiles, reviews, and submits the official state aid disbursement report through the Enterprise Decision Support System (EDSS).
- The Lottery Tuition Assistance Program (LTAP) and SCWINS (South Carolina Workforce & Industry Needs Scholarship) reimbursements are processed based upon the file submitted through EDSS three times annually. The Financial Aid Office in collaboration with the Accounting Office completes the reconciliation of the EDSS file.
- Invoices for LIFE Scholarship, Palmetto Fellows, South Carolina Needs Based Grant, and the South Carolina National Guard College Assistance Program (SCNG CAP) are submitted by the Accounting Office electronically four times annually by the designated deadlines from the Commission on Higher Education (CHE). Once financial aid transmittals are processed on Colleague by Financial Aid (FATR) and Accounting (FATP), the Accounting Office conducts a reconciliation of state aid activity and prepares invoices for these programs for submission to CHE.
- Each invoice submission includes General Ledger documentation and recipient-level award data (student, term, and amount) to support the request for funds.

B. Receipt of Funds

- Following invoice submission and EDSS file submission, the Accounting Office monitors the College’s bank account for the electronic transfer of funds from CHE and the State Board for Technical and Comprehensive Education.
- Upon confirmation of receipt of the electronic payment from CHE, the Business Office applies the funds to the corresponding CHE invoice and records the transaction in the

College’s financial system. For LTAP and SCWINS funds from the State Board for Technical and Comprehensive Education, the Business Office applies the funds to the specific General Ledger account number for the program.

C. Disbursement of Funds

- The Financial Aid Office determines student eligibility and awards funds in accordance with statutory and regulatory requirements.
- Certification forms are required for LIFE, Palmetto Fellows, and the South Carolina Need-Based Grant prior to posting funds to student accounts. An affidavit signed by the student is required for SCWINS funds prior to the transmittal of funds to student accounts.

D. Posting of Funds to Student Accounts and Recording in the College System

- Through a coordinated process between the Financial Aid Office and the Accounting Office, funds are posted to individual student accounts within Colleague, the College’s administrative system.
- Posting occurs at scheduled financial aid transmittal dates throughout each term, aligned with course start dates and enrollment activity.

E. Reconciliation of Disbursements

- At the time of invoicing and the submission of the EDSS file, the Accounting Office performs a comprehensive reconciliation of scholarship disbursements. This reconciliation compares General Ledger activity for each program to Financial Aid transmittal records for the applicable term, ensuring alignment between awarded, disbursed, and recorded amounts.

Procedures for Expenditure Monitoring for Lottery Technology Funds

Lottery Technology Funds are appropriated annually by the South Carolina Legislature to the South Carolina Technical College System (SCTCS). SCTCS, using an established formula, allocates the funds to York Technical College. The Chief Business Officer (CBO) receives notification from SCTCS of the allocation for the fiscal year for the College and the Accounting Office submits an invoice to CHE to request the new fiscal year funds. The Accounting Office, CBO, and stakeholders work together to establish an annual budget for the lottery technology funds ensuring that the funds are only expended for technology repair and related technology maintenance and/or upgrades necessary to support York Technical College’s educational purpose. The college submits the planned budget to Commission on Higher Education along with a utilization report for the previous year when requested from CHE. The Accounting Office monitors and tracks expenditures against the approved budget throughout the fiscal year to ensure compliance with legislative intent and institutional policies. At year end, any unexpended funds are carried forward and remain available for qualifying technology expenses the subsequent fiscal year. Through these established procedures, York Technical College ensures that Lottery Technology funds are requested, received, disbursed, and reconciled in accordance with state laws, SCTCS directives, and sound financial management practices.

Certification of Compliance

York Technical College affirms that these procedures are in place to ensure that lottery funds are expended solely in accordance with applicable state laws, rules, and regulations. The College remains committed to maintaining sound fiscal controls, transparent reporting, and strict adherence to all requirements established by the Commission on Higher Education and the Executive Budget Office.