Francis Marion University

Procedures for Monitoring Lottery Funds Expenditures

Purpose

This policy documents procedures for monitoring expenditures of lottery funds in compliance with Proviso 3.1 of the General Appropriations Bill. These procedures will be reported to the Commission on Higher Education and Executive Budget Office annually by October 1. In accordance with the proviso, Francis Marion University presents the following adopted procedures utilized to monitor expenditures of Lottery funds.

Policy

Francis Marion University utilizes the following procedures to ensure lottery funds are expended in accordance with applicable state laws, rules, and regulations:

- All university accounting and procurement policies and procedures, found at https://www.fmarion.edu/policies/, are followed for expenditure of lottery funds. These policies require dual approval, review of procurement and accounting compliance, and real-time reporting of expenditures.

- The Office of Financial Assistance has developed policies for administration of lottery scholarship funds. These policies cover awarding, disbursing, reconciling, reporting, and monitoring of lottery scholarship funds.

- The Division of Enrollment Management has developed policies for administration of lottery Technology Grant Program (TGP) funds. These policies cover approving, procuring, expending, and overseeing use of TGP funds.

Policies and Procures for Monitoring Lottery Scholarship Programs:

The Office of Financial Assistance at Francis Marion University works in coordination with the Admissions, Registrar, and Accounting offices to ensure that funds are awarded in accordance with State regulations.

The following policies and procedures are utilized by the Office of Financial Assistance for administration and monitoring of lottery scholarship funds:

Financial Assistance Office Procedures for NG CAP

- Monitor e-mails from CHE and/or Paul Meade for updates on NG CAP database updates for the upcoming year/term.
- Award CAP to eligible students.
- Once available, FMU office of Financial Assistance keys the requested data into the NG CAP database.

Office of Accounting Procedures for NG CAP

- Invoice CHE for payment for NG CAP awards

State Scholarship Responsibilities by Office

ADMISSIONS OFFICE

- For New Freshmen – enter high school transcript data and SAT/ACT scores in the Office of Admissions CRM system and then upload to Colleague (FMU's ERP system).
- For Transfer students (in state students only) - Enter First Term Attended for state scholarship purposes on XFGI form in Colleague.

REGISTRAR'S OFFICE

- Enter all courses, grades and hours (for transfer, transient, dual enrollment, International Exchange, AP, IB, CLEP) into Colleague using appropriate codes to ensure hours and grades are accurately evaluated by subroutines built into the Colleague system.

FINANCIAL ASSISTANCE OFFICE

- Evaluate and award state scholarships based on standards set by CHE and on data provided in the Colleague system.

Accounting Office

- Invoice CHE for payment for State Scholarships

Financial Assistance Office Procedures for Awarding State Scholarships

For New Freshmen:

- Monitor CHE portal for new Palmetto Fellows recipients. Once student is on our school list, key award into Colleague.
- Award LIFE to eligible students based on standards set by CHE.
- Award HOPE to eligible students based on standards set by CHE.
- Students must electronically sign *the State Scholarship Certification Form* before the State scholarship will apply toward payment on their FMU account.
- Beginning no later than December 1, reports are run twice a month and before each orientation to determine if there are students who have not been awarded State scholarships but are eligible based on the standards set by CHE. Those same reports also identify students that have been awarded State scholarships but are no longer eligible based on the standards set by CHE. In the case where a student is no longer eligible, the State scholarship is cancelled in Colleague and the student is emailed an explanation of the reason why he/she is no longer eligible and what, if anything, can be done to regain eligibility.

For Continuing FMU Students:

- Begin awarding continuing students once Spring semester grades are posted.
- For students who do not meet the standards set by CHE, emails are sent notifying them of their ineligibility and advising them of the actions they can take to regain eligibility.
- Send e-mails to students who are still in their first year, are eligible for LIFE Scholarship, and are an Enhancement Scholarship eligible major, but do not meet the 14-hour requirement.
- Continue to evaluate eligibility twice a month and after each FMU summer term. Check summer spreadsheet each time for students who may have limited terms of eligibility.
- Check XFGI form routinely to see if Enhancement Scholarship majors meet the 14-hour requirement.
- An eligibility rule has been assigned to LIFE Enhancement and Palmetto Fellows Enhancement award codes to ensure that students who change to an ineligible major prior to the census date are not eligible to use the Enhancement funds.
- Complete the Palmetto Fellows renewal report in the CHE portal once notified by CHE.

South Carolina Need-Based Grant Awarding Policy

- If the student has a prior bachelor's degree, SCNBG is not awarded. Students who are applicants for federal assistance will be ranked by student aid index (SAI) and SCNBG will be awarded from the lowest SAI to the highest SAI in award date order. Continuing students who attended full-time must have completed 24 hours in the previous Fall, Spring, and Summer (*effective 2022-23*). Federal Grant eligibility is not required.
- The SCNBG award cannot exceed need after deduction of Federal Grants, Scholarships, Outside Assistance, and FSEOG. The maximum award of SCNBG is $3500. The minimum initial SCNBG award is $500. SCNBG awards may be reduced to less than $500 if an adjustment to aid must be made after the initial award. SCNBG budget must be considered. Students must electronically sign *the SC Need Based Grant Certification Form* before the grant will apply toward payment on their FMU account.

Procedures for Monitoring Expenditures of Technology Grant Proceeds (TGP) Funds:

I. Purchase Requisitions (exclusive of Institutional Technology Committee Awards)

A. Based on guidance from the Chief Information Officer, TGP budgets are established in the University Financial system by the Financial Services (Budgeting) Office.

B. Purchase Requisitions are approved online by the Chief Information Officer and routed to the Purchasing Office.

C. When the goods have been received or the services rendered, the Requisitioner automatically routes a receiving copy to the Purchasing Office indicating an invoice can be paid.

D. When the Accounting Office receives the Invoice, the bill is paid, and the invoice is filed. Information regarding the completed purchase is available for review in the University Financial System.

E. Expenses are monitored by the Financial Services Office to ensure that budgets do not exceed budgeted allotments.

II. Awards to the Institutional Technology Committee of the Faculty

A. The President of the University may direct that a specified amount of TGP funds be set aside for the Institutional Technology Committee (ITC) to disburse in the form of ITC Maintenance Grants and ITC Foundation Grants to faculty.

B. The President notifies the chair of the ITC, the Chief Information Officer, and the AVP for Financial Services in the Financial Services Office.

C. Individuals, or groups of faculty members, may submit a grant proposal as follows:

i. A narrative proposal is presented to the review committee of the respective academic areas for approval. The proposal must be accompanied by the ITC Grant Application Form.

ii. Upon approval, the committee from the academic area completes the Departmental Approval and Support Form.

iii. The faculty member(s) submit the application package to the ITC.

D. Upon approval, the ITC sends a list of the names of the faculty who receive grants to the Financial Services (Budgeting) Office. A budget number is assigned to each faculty member (or group of faculty) who received a grant. The Chair of the ITC and the Chief Information Officer are provided with this information.

E. University Budget and Purchase Requisitions procedures as highlighted above are followed.

F. Each faculty member, or group, submits a project completion report to the chair of the ITC when the project is completed or the one-year anniversary of the grant award occurs. The chair of the ITC presents a summary report to the Chief Information Officer within one month.