

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	BUDGET DEVELOPMENT AND MANAGEMENT	Procedure Number: 6-6-101.1
Institutional Authority:	Chief Business Officer	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	6-6-101	

Approved: 
President


Chief Business Officer

Date
Adopted: 07/01/2004
Date
Revised: 12/12/2022

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

- A. Budget planning is essential to the College's mission and should be tied to the overall strategic plan. Funds budgeted for programs and services should be linked to the goals and objectives of the College. Requests for new funds should be justified in writing and related to the college's goals and objectives. The College will adhere to the guidelines and timetables contained in the Aiken Technical College Budget Guide. Appendix (B) to the ATC Policies and Procedures includes a copy of the Budget Guide. The Budget Guide is updated on an annual basis.
- B. A preliminary budget will be established for the upcoming fiscal year based on budgetary assumptions. If necessary, a request for tuition and fee increases are taken to the Area Commission for approval.
- C. Departmental budget managers are consulted for further input, and their proposals are incorporated where possible for presentation and final review by the Institutional Officers. The Operational Budget for the new fiscal year is taken to the Area Commission for final approval prior to the beginning of the upcoming fiscal year.

- D. Departmental budget managers have access to their budgets for review at all times, and quarterly budget reviews are held to closely monitor budgets and communicate any issues.
- E. If conditions warrant a change, with input from the Institutional Officers, budget revisions are made during the fiscal year with appropriate approval. Only changes in the college-wide operating budget total require Area Commission approval.