



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Budget Preparation
Number: 2.1.12.2

Responsibility: Administrative Services
Last Updated: November 1, 2023
Related Policy: 2.1.12 Investments

President

Purpose:

This procedure outlines the process used to develop the College's annual operating budget.

Procedure:

1. In March, the Business Office begins the preparation of a preliminary budget based on the current year information and known or expected changes for the upcoming year.
 - a. Tuition and fees are based on current enrollment combined with projections provided by the Vice President for Student Services. Preliminary state and local allocation estimates are used.
 - b. The Human Resources department provides current salary and benefits data and expected changes in benefit rates. If a state raise is anticipated, that should be included in the budget.
 - c. Non-personnel budget lines are initially held constant except in cases where obligatory changes are known. Increases will need to be approved by division Vice Presidents.
 - d. If the budget is not in balance, the Business Office will suggest adjustments. If a revenue surplus is projected, that will be presented for discussion as the best use of the funds based on strategic planning.
2. In April, a preliminary budget is distributed to the President's Cabinet for review and comment.
 - a. Major changes, such as changes to programs and services are discussed.
 - b. Proposed changes are reconciled to the college's Strategic Plan and the availability of resources.
 - c. The Business Office incorporates any determined changes into the preliminary budget.

- d. Cabinet members take the changes back to their respective deans and unit managers for any discussion. Any relative comments are brought back to the Cabinet for discussion by mid-May.
 - e. After final review by the Cabinet, the Business Office incorporates any changes in priority order as resources allow. This becomes the proposed budget for the upcoming fiscal year.
3. In June, the proposed budget is presented to the TCL Area Commission for approval. If needed, any changes required by the Commission are incorporated into the final budget. Upon approval, Business Office staff record the budget into the College's budget system.
4. The budget is reviewed and revised, as necessary. The Business Office monitors revenues to ensure targets are met. Shortfalls or overages may lead to a budget revision. Fund administrators will use their budgets to determine if revisions are necessary to fund necessary expenditures for the remainder of the fiscal year. Fund administrators may also modify budgets through budget transfers between line items under their authority.
5. Major budget revisions are performed during the year if actual performance deviates from initial projections. A major revision follows the protocol as the initial budget creation and must also be approved by the Area Commission.