



Annual Budget Reallocations Policy Draft

Purpose

This policy is intended to ensure the College can maintain its mission, programs, and daily operations. Budget reallocations allow the organization to manage sudden expense increases, unplanned costs, unexpected funding shortfalls, uninsured losses, and opportunities for low-risk investments that could reduce expenses.

Section 5.03 of the College Bylaws requires the Audit and Finance Subcommittee to monitor and report to Council on the financial activities of the College and recommend to Council an annual budget. This policy will assist the Subcommittee in carrying out these duties.

Definitions and Goals

Budget reallocations provide funding for unforeseen opportunities or address liabilities. The main objective is to transfer funds between departments without increasing the organization's overall financial pressure within the year. On occasion, the College may need to reallocate budget amounts for specific financial or program goals, with clear time limits and measurable outcomes for that year.

Budget Reallocations

Budget reallocations require clear justification and must follow these approval steps:

1) Appropriate Use of Budget Reallocations

The Deputy Registrar and Controller will assess and confirm the need for budget reallocation, making sure it aligns with this policy.

2) Authority to Reallocate Budget Funds

The Deputy Registrar submits cumulative reallocation requests to the Registrar for approval, up to a total of \$2.5 million per year. If reallocations exceed this amount, any further requests must be approved by the Audit and Finance Subcommittee, which will then review and recommend them to Council for final approval.

Reporting and Monitoring

The Controller ensures all reallocations are properly authorized and documented according to this policy. Once approved, the Controller keeps records of each reallocation and reports the amounts and reasons to the next Audit and Finance Subcommittee meeting.