Project Accountability and Over-Expenditure Procedure

		Table of Contents	
Classification	Financial Management	Purpose	1
Approval Authority	Vice-President (Finance & Services)	Scope	2
		Definitions	3
Implementation Authority	Financial Services	Procedure	4
		Parent Operating Standard	5
Effective Date	April 2, 2020	Instructions/Forms	6
Latest Revision	April 2, 2020	History	7

Purpose

1   The purpose for this procedure is to outline:
   a)   the process by wh

2   This procedure applies to Over-Expenditures and Over-Commitments on projects at the University.

   This process applies to all externally restricted projects (Fund 50, 60 & 70).
   This procedure does not apply to:
   - claim based projects or fee-for-service/cost recovery projects where the sponsor is invoiced based on expenses incurred or according to a set fee schedule; and
   - Internally Restricted Net Asset (IRNA) projects (Fund 11, 12, 13, 14, 18 & 19).

Definitions

3   In this procedure:
   a)   "Project Holder" means the designated individual who has control over the funds. This includes individuals who have a contract to conduct sponsored research at the University and applies to both internal and external funding awards.

b) A "Sponsor" is an organization, granting agency or entity which agrees to provide funds to a Project Holder to conduct a project.

c) A project is "Over-Committed" when future salary (e.g., payroll appointments) and non-salary (e.g., purchase orders) expenditures together with actual expenditures incurred to date for the project exceed the total revenues

Monitoring Over-Commitments and Over-Expenditures

4.6 Research Accounting will provide each faculty/department and Project Holder with quarterly over-expenditure reports. Project Holders are responsible to review and clear the Over-Expenditure. The dean of a faculty; the head of a school or department; or the most senior SLT member of an administrative unit which is not a faculty, school or department will review and follow-up, where necessary, on any outstanding Over-Expenditures.

Parent Operating Standard	**5**	[Project Accountability and Over-Expenditure Operating Standard](#)
Instructions/Forms	**6**	[Approval of Over-Expenditures and Over-Commitment Form](#)

History