



COMMUNICATION

Budget Office
Old Administration Bldg
6328 Memorial Road
Vancouver, BC V6T 1Z2

March 12, 2009

RE: Year-End Carry Forward Procedure

General Purpose Operating (GPO)

Effective fiscal 2007-08, the rules for GPO carry forward have changed. Different rules have been established for each campus and as a result, the carry forward calculations will be separated by campus.

A Faculty or AVP unit with a mix of UBCV and UBCO departments will have to work with two different deadlines.

UBC Vancouver

There is no change to past practice with respect to UBCV carry forward procedures. A Faculty or AVP unit may carry forward up to a maximum of 5% of their current fiscal year's funding. Any over spent funds (deficits) are carried forward in full.

In preparation for year end, if a unit projects their unspent funds to exceed 5% and there is an exceptional requirement for the surplus to be carried forward, the Faculty or AVP unit must obtain written approval from their VP. This written approval must be forwarded to the Budget Office no later than March 31, 2009. All exception requests are subject to Executive Committee approval.

Questions related to UBC Vancouver carry forward rules should be forwarded to Trang Nguyen (by email trang.nguyen@ubc.ca or by phone 604-822-6313)

UBC Okanagan

A Faculty or AVP unit may carry forward up to a maximum of 3% of their current fiscal year's funding. Any over spent funds (deficits) are carried forward in full.

In preparation for year end, if a unit projects their unspent funds to exceed 3% and there is an exceptional requirement for the surplus to be carried forward:

- Within UBCO Provost, AVP Operations and AVP Learning Services portfolios, Deans and Directors must forward their written exception request for approval to the UBCO Provost or their respective AVP no later than March 20, 2009.

- Within UBCO Deputy Vice Chancellor portfolio (the UBCO Provost, AVP Operations, and AVP Learning Services) must forward their written exception request for approval to the DVC with a copy to Carla Waters no later than March 27, 2009.
- Vice Presidents must forward their request by AVP or equivalent to the DVC with a copy to Carla Waters no later than March 27, 2009.

Questions related to UBC Okanagan carry forward rules should be forwarded to Carla Waters (by email carla.waters@ubc.ca or by phone 250-807-8617)

Fee for Service

Each PG carries forward 100% of surplus funds. Deficits are not permitted at year-end. All deficits at the PG level will be applied against the operating unit's GPO budget in the new fiscal year.

Endowment

100% of unspent budget are carried forward to the next fiscal year unless a request is submitted to Endowment Accounting (endowment@finance.ubc.ca) to cancel any budget surplus by the March 15, 2009 deadline they had previously communicated. Deficits are not permitted at year end.

Research

Each PG carries forward 100% of surplus funds unless there is requirement from the sponsor to return unspent funds. Deficits are not permitted according to policy #90 unless prior approval is obtained and the deficits are temporary in nature due to timing of payments for new, multi-year grants or renewal grants. The researchers are accountable for all PGs for which they have been granted signing authority. They must designate an alternative PG for committed Payroll Expenses, and transfer any deficits to the GPOF PG of the researcher's head of unit by March 31 of the fiscal year.

Specific Purpose

Each PG carries forward 100% of surplus funds unless there is requirement from the sponsor to return unspent funds. Deficits are not permitted according to policy #90 unless prior approval is obtained and the deficits are temporary in nature due to timing of payments for new, multi-year contracts or renewal contracts. The researchers are accountable for all PGs for which they have been granted signing authority. They must designate an alternative PG for committed Payroll Expenses, and transfer any deficits to the GPOF PG of the researcher's head of unit by March 31 of the fiscal year.