

**Approval Date: February 3, 2003**

**Parent Policy: [Budget Reallocation Policy](#)**

**Most Recent Editorial Date: March 12, 2015**

## Budget Reallocation Procedure

<b>Office of Administrative Responsibility:</b>	Office of Resource Planning
<b>Approver:</b>	Vice-President (Finance and Administration)
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

For the University, reaching the financial targets within a given **integrated planning** timeframe may require budget units to implement budget reallocations.

### Purpose

To ensure that these reallocations are applied appropriately across all faculties/departments/units.

To ensure that the University meets its financial targets.

## **PROCEDURE**

Budget reallocations normally apply only to **budget units** within the operating funds (Funds 100 and 210).

Budget reallocations are normally calculated on the base budget as it stands at a fixed point in time (beginning of fiscal year).

Budget reallocations as indicated must be made to the **base budget** that continues each year within the integrated planning period.

The Provost or appropriate Vice-President, on a case-by-case basis, will resolve disputes regarding the funding reallocation targets.

Budget units impacted by the policy must indicate their reallocations on the budget reallocation form and submit it to Budget Administration by June 30.

Because the requirement for budget reallocations changes, the current practice and targets are available online (See Related Links).

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top](#)

<b>Integrated Planning</b>	The process whereby all planning and budgeting activities throughout every level of the organization are effectively linked and coordinated and driven by the institution's vision, mission and academic priorities.
<b>Budget units</b>	A faculty/department/administrative unit/ancillary/charge-back unit that as

	an organizational grouping operates as a single entity and as such is required to prepare a strategic business plan and submit annual budget estimates.
<b>Base budget</b>	The portion of the budget which is the basis of the budget for the following year(s). Also called permanent or continuing budget.

## **FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Budget Journal Form](#)

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Budget Reallocation Guidelines & Targets \(University of Alberta\)](#)