

Original Approval Date: September 6, 2005  
 Most Recent Editorial Date: August 12, 2016

Parent Policy: [Financial Management and Practices Policy](#)

## University Contingency Procedure

<b>Office of Administrative Responsibility:</b>	Provost and Vice-President (Academic)
<b>Approver:</b>	President's Executive Committee - Operations
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

The University Contingency is an account for the allocation of budget for central institutional commitments that are not identified in advance in the approved budget. Budget variances for large budget planning issues, such as utilities, benefits or salary settlements, are not charged to the University Contingency.

### Purpose

To impart to the university community the application and approval process used for budget allocations from the University Contingency.

## **PROCEDURE**

### 1. REQUESTS FOR ALLOCATIONS

Requests for allocations can be made only by the President, Chair of the Board of Governors, Provost, or Vice-Presidents.

Requests are submitted to the President's Executive Committee - Operations (PEC-O) by completing a PEC-O Issues Management Template.

Once approved by PEC-O, the minutes, including allocations details, will be forwarded to Resource Planning.

Requests regarding Vice-Presidential personnel issues are made through the Chair of PEC-O, the President or the Chair of the Board of Governors.

### 2. APPROVAL OF ALLOCATIONS

Requests for multi-year funding are approved only *once* by PEC-O.

Requests regarding Vice-Presidential personnel issues are approved without going to PEC-O and are signed by the Chair of PEC-O and the President. In the case that the allocation is to the Chair of PEC-O, signature will be by either the Chair of the Board of Governors or the President.

### 3. STATUS REPORTING

The Vice-President (Finance and Administration) will report the status of the University Contingency to PEC-O on a quarterly basis at an aggregate level.

#### 4. SURPLUS/DEFICIT

The University Contingency is subject to the Budget Accountability Policy, thus the surplus or deficit from the prior year is carried forward to the next budget year.

#### RELATED GUIDELINES / SUGGESTED PRACTICES

The narrow range of activity deemed appropriate for allocations from this account recognizes that other sources of funding exist for unforeseen costs, such as the Institutional Legal and Professional Expenses, Insurance Expense, various Vice-Presidential contingencies, and others.

#### **DEFINITIONS**

There are no definitions for this Procedure. [[▲Top](#)]

#### **FORMS**

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

[Budget Journals](#)

#### **RELATED LINKS**

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

[Budget Variance Accountability Policy \(UAPPOL\)](#)