



PROCEDURE

PROCEDURE NO: 313•1

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TITLE: Authorization Limits on Transferring
Funds between Capital Projects

APPROVAL DATE: June 24, 2013

POLICY: Expenditure Controls, Policy 313

REVISION DATE: September 23, 2021

SECTION: Finance

RESPONSIBLE

DEPARTMENT: Financial Services

Purpose:

To provide guidance to project managers on the authorization required to transfer funding between approved capital projects. This Procedure applies only to capital projects previously approved by Council.

Background:

As approved capital projects are progressing, instances occur where a capital project may not have enough funding to cover the full costs of the project. One source of funding available to managers is surplus funds in other capital projects.

This Procedure sets various levels of approvals for these transfers in order to reduce bureaucracy yet still remain transparent to Council and the public.

Authorization Limits:

Limits are set as the lower of a percentage of the original approved capital project and a set dollar value:

10% or \$250,000:	Approved by the Service Area Director
11-20% or \$500,000:	Approved by the City Manager
20% or \$501,000 and above:	Approved by Council

Multiple Transfers:

In a situation where more than one transfer is being requested from a single capital project, the maximum amount that can be authorized is based on the combined total requested amount to be transferred. This ensures that multiple transfers from one project do not exceed the above noted authorization limits on a combined basis.

Capital Transfers that do not Qualify under this Procedure:

This Procedure doesn't apply during the following transactions, which must be approved by Council:

- Use of unallocated grant funds.
- Transferring of surplus funds into a capital or operating project not previously approved by Council.
- The use of surplus borrowed funds, which is prohibited by legislation.