



**Policy Number:** 4-2010  
**Origin:** Financial Services  
**Approved:** 1 August 1994  
**Issuing Authority:** Director, Financial Services  
**Responsibility:** Manager, Financial Planning  
**Effective Date:** 1 September 2007  
**Revision Date(s):** 1 September 2007

**Department heads are required to complete the "Capital Expenditure Request" for items that were not part of the original capital budget, or where the purchase price exceeds**

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**Capital projects are funded to match transfers to actual expenditures during the fiscal year: Where the project was incomplete at year end funds will remain in the capital reserve to fund the project in the next fiscal year:**

**Capital budget envelopes are held in reserves and transferred to capital projects after expenditures are incurred. Any unspent balance remaining after a project is complete remains in the reserve to be allocated to future projects.**

**Funding from sources outside the capital budget approved by the Board will be transferred as expenditures are incurred. Once the project is complete any unspent balance will expire and therefore will not be transferred to other capital projects.**

**To be completed by Financial Services. Financial Services will provide the capital project expense FOAP (account).**