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| Surplus Reallocation for Funded Programs | Policy Approved By: Board of Directors  |
| Section:  Finance Policies | Date of Approval: Month XXXX 2019 |
| Accreditation Issue:  | Date of Next Review: Month 2022  |

#### 1.0 Introduction

The Ministry of Health and Long Term Care (MOHLTC) and the Local Health Integration Network (LHIN), permit the Health Centre to submit requests to reallocate funds from projected surpluses to meet approved service targets or respond to increased/different service demands. A list of requests shall be generated for consideration in an effort to maximize this opportunity while ensuring appropriate use of public funds.

Prior written approval from the Ministry or LHIN is required in advance to reallocate funds to:

* Provide a service that was not in the approved budget
* Substitute one type of approved service for another
* Use dedicated service/program funding for purposes other than intended

#### Scope

Executive Director, Management Team and Financial Staff.

#### 3.0 Policy/Procedure

1. Based on the funded program’s quarterly financial statements and program reports submitted to the funder, the Executive Director may enlist requests from the Management Team for expenditures against projected surpluses. These requests will take into consideration, but will not be limited to, the Health Centre’s strategic plan and strategic priorities.
2. The requests will be prioritized by the Executive Director.
3. The requests are then forwarded to the funder for consideration and approval.
4. The Board will be informed if the requests are approved.

#### 4.0 RELATED QUEST FINANCE POLICIES

For related Quest finance policies, see:

* Annual Budget
* Community Accountability Planning Submission

#### 5.0 RELATED QUEST FORMS

N/A

#### 6.0 Other References and Additional Information

#### 7.0 Policy Contact

Executive Director