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<b>Name:</b>	<b>Budget Control – Budget Classifications and Definitions</b>
Policy Number:	4-2004
Origin:	Financial Services
Approved:	1 April 1992
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Financial Planning
Effective Date	1 September 2007
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The budget is divided into two (2) categories:

**Restricted budget accounts** can only be used for the specific purpose for which the funds were originally allocated. Overexpenditures in one budget line cannot be offset against under-expenditures in another without the approval of the President or the appropriate Vice-President. This approval should be arranged through an Operating [Budget Adjustment Request](#) form (see [4-2005 Budget Control – Budget / Expenditure Adjustments](#) for instructions).

Restricted budget accounts generally include salary and benefit lines along with certain other designated accounts.

**Unrestricted budget accounts** cover those budget lines over which departments exercise a degree of discretion, i.e., supplies, equipment, travel and other accounts. Expenditure control is exercised for the group of accounts as a whole rather than by individual budget line. Therefore overexpenditures in one line may be offset against under-expenditures in others.

If you require further explanation of the budget classifications please contact the Financial Planning Office.