I. PURPOSE

The purpose of this policy is to define:
- the allowable scenarios for endowing internal University funds
- the responsibilities and accountabilities associated with endowing internal University funds
- the responsibilities and accountabilities associated with revising the purpose and/or provisions of existing internally endowed funds

II. DEFINITIONS

“Internal Endowment” means an internally restricted endowment composed of funds that the University has set aside to generate income for a specific purpose.

III. POLICY

1.00 Unless otherwise approved by the Board of Governors, a request to create an Internal Endowment requires the approval of the Vice-President (Operations & Finance) and the Provost & Vice-President (Academic) after receiving the necessary preapprovals as determined by Financial Services. Decisions of the Vice-President (Operations & Finance) and Provost & Vice-President (Academic) are final and not subject to appeal.

2.00 An Internal Endowment requires a minimum of $500,000 to be established.

3.00 Each Internal Endowment will be subject to the University’s Manual of Policies and Procedures.
4.00 Funds to establish or contribute to an Internal Endowment must not be from the basic operating budget, unless otherwise approved by the Board of Governors.

5.00 Funds to establish or contribute to an Internal Endowment must be free from external restrictions.

6.00 Funds used to capitalize an Internal Endowment are held, in perpetuity.

7.00 The purpose for spending from an Internal Endowment is agreed to at inception.

8.00 A change to the purpose and/or provisions of an Internal Endowment requires the approval of the Vice-President (Operations & Finance) and Provost & Vice-President (Academic). Only in exceptional circumstances, such as University financial hardship, may an Internal Endowment be un-endowed, which shall be treated as a change to purpose and/or provisions.

9.00 A request to add funds to an existing Internal Endowment requires the approval of the Associate Vice-President (Financial Services) or designate.