UNIVERSITY OF SASKATCHEWAN

PROCEDURES

Procedures for: ***Investment Income Allocation***

Office of Administrative Responsibility: Strategic Finance **Policy Owner (Sponsor):** Chief Financial Officer **Procedures Approved by:** Chief Financial Officer	**Approved Date:** June 24, 206 **Effective Date:** July 1, 2026 **Next Review Date:** June 30, 2027

Procedures (Procedures Steps):

1. The Strategic Finance Office will ensure that investment income is allocated for all Trust and Endowment funds (non-spendable portion) and funds which require allocation of earnings to fulfill external requirements.
2. Requests for transfer of funds to an earnings-bearing fund or requests that earnings allocation be applied to an existing fund should be approved by the appropriate Dean or Administrative Unit Head and submitted to Treasury.
3. SFC approval is required for all transfers of funds to an earnings-bearing fund and designation of a fund as earnings-bearing.
4. Board approval is required where a transfer of funds or designation of a fund as earnings-bearing has the potential to allocate annual earnings of $500,000 or more to a specific unit/activity.
5. For funds approved as earnings-bearing, the SFO will ensure that earnings are allocated on a regular basis in accordance with this policy.
6. The Strategic Finance Office ensures that an annual report is provided to the Board summarizing approved allocation of earnings.

Definitions

The source of institutional approved definitions is in the Academic and Curricular Nomenclature.

Related Policies/Documents

- Academic and Curricular Nomenclature
- Investment Income Allocation Policy