



Queen's





# Surplus/Deficit



Queen's

The Surplus/Deficit is calculated as follows:

$$\text{Budget} - \text{Expenses} - \text{Commitments} = \text{Surplus/Deficit}$$



*Queen's allows researchers to spend to budget, regardless of when the cash is received*

Once the Surplus/Deficit has a negative value (deficit) the **Research Project Over-Spending Procedure** will apply.

# Research Project Over-Spending Procedure



Queen's

- Month 1: If a project goes into deficit  $\geq$ \$1K in Month 1, an email is sent to PI, authorized delegates and Dept. Head
- Months 2 & 3: PI has Month 2 and Month 3 to resolve the issue before the project is inactivated
- Month 3: Project is inactivated and email is sent to the PI, authorized delegates and Dept. Head notifying of the deactivation

Note: At this time, any salary being expensed to the project will be diverted to the departmental operating fund.



## Month 7:

- Once a project has been in a deficit for 7 consecutive months, the excess of expenses over revenue is recoded to the department operating fund regardless of the deficit amount.
- A preliminary email is sent to the Faculty Business Officer at Month 6 notifying them of the impending recode to operating.
- Program Code 10253 (Overspend from Research) is used to identify transactions recoded from research to the department operating fund.



Queen's

# Options for Resolving Deficits



## Options for Resolving Research Project Deficits:

### 1. Overdraft Request Form

One way of resolving "timing" issues (i.e. spending ahead of budget)



Queen's



# Research Project Overdraft Request and Approval Form



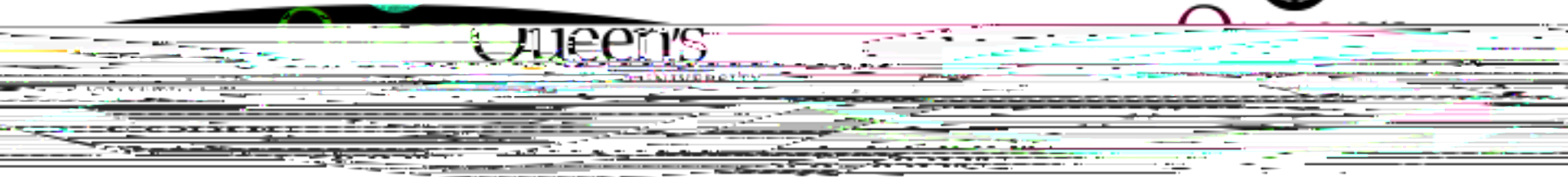
The screenshot shows a web-based form titled "Research Project Overdraft Request and Approval Form" with the Queen's University logo. The form is divided into several sections:

- INFORMATION**: This section contains fields for PI Name, PeopleSoft Project #, TRAQ #, Project End Date (mm/dd/yy), Amount Requested (with a dollar sign), Current Deficit (with a dollar sign), Amount of Future Year Budgets<sup>1</sup> (with a dollar sign), Requested Start Date of Overdraft (mm/dd/yy), Requested End Date of Overdraft (mm/dd/yy), and a text area for "Please describe strategy to resolve deficit".
- APPROVAL**: This section includes fields for PI Name, PI Signature, and Amount Approved (with a dollar sign).
- Approval Signature Area**: Below the approval section, there are fields for "Approver Name" and "Approver Signature", along with a "Date" field.
- Footer**: At the bottom, there is a note: "Budgets must be already approved and related to the project for which overdraft protection is being requested."

The Research Project Overdraft Request and Approval Form is available on the Financial Services website under the Forms tab.



Queen's



# Research Project Over-Spending Procedure

