



## Policy on Leftover or Unspent Shared Care Project Funds

**Date of Policy:** May 2024

### Intent of Policy

To outline the principles and process for management of leftover or unspent funds for Shared Care Expression of Interest (EOI) or proposal activities.

### Background

Shared Care projects are tasked with responsibly using allocated funds in line with approved budgets, but unforeseen circumstances like project cancellation or cost changes can result in leftover funds. To address this, the Shared Care Committee has developed standards for managing surplus funds. These standards ensure transparent accounting procedures, enabling effective tracking of funding commitments and project deliverables accountability.

With clear and robust standards, the Shared Care Committee underscores its commitment to accountability, transparency, and effectiveness in the program. By diligently following these guidelines, project teams can confidently address financial challenges, safeguarding initiative integrity and sustainability while advancing Shared Care's collective goals.

### Policy

**Expressions of Interest:** If an EOI has any remaining funds left over, and will not be continuing onto the proposal stage, remaining funds are required to be returned to Shared Care. Unspent funds must be returned to Shared Care within 90 days of the FTA expiration date or termination.

**Full proposals:** If a proposal has any remaining funds, it is required to return those funds to Shared Care. Unspent funds must be returned to Shared Care within 90 days of the FTA expiration date or termination.



# POLICIES

## Process for Returning Unspent Shared Care Funds

The fund holder must:

- Return the unspent amount via an Electronic Funds Transfer (EFT).
- Attach a void cheque with their EFT information.
- Note the project file number in the memo e.g., SCCXXXXX.
- Submit the remittance advice to [accountspayable@doctorsofbc.ca](mailto:accountspayable@doctorsofbc.ca).