



SELF-FUNDED ACTIVITIES

<b>Policy Name:</b> Self-Funded Activities	<b>Responsible Owner:</b> VP, Finance & Administration	<b>Effective date:</b> August, 2014
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PURPOSE

Douglas College is committed to expand fully cost recoverable non-base funded activities in support of the delivery of quality education programs, services and activities and to provide net earnings to support College strategic directions.

Self-funded activities will be governed by the following principles:

- support our mission, mandate and strategic priorities;
- increase the revenues of the College while not exposing the College to unreasonable risk - financial or other;
- ensure employees follow a consistent and collaborative approach in developing quality self-funded opportunities;
- recognize the roles and responsibilities of the various units of the College; and
- adhere to College policies and guidelines.

SCOPE

1. This fiscal policy applies to all activities that are directly linked to educational opportunities not funded by the Ministry of Advanced Education “AVED” grant. Activity could include development of curriculum, provision of instruction and learning services, international contract activities, research and consulting, field schools, etc.
2. The activities of Continuing Education and The Training Group are covered by this policy.
3. This policy does not apply to international students in credit programs at Douglas College.

## DEFINITIONS

Not Applicable

## POLICY STATEMENTS

1. Self-funded activities will be divided into two categories:
  - a) Domestic – An activity in support of Faculty/Department initiatives will be considered Domestic. All Domestic activity will be managed by the appropriate Dean/Director.
  - b) International - In consideration of the uncertainty associated with international projects and the risks involved (financial, legal, political, reputation, etc.), all International activity will be managed by the Vice President, International Education & Strategic Partnerships in conjunction with the appropriate Vice President.
2. A consistent and collaborative approach in developing quality self-funded opportunities will be used throughout the College (see Douglas College Accounting Guidelines - Self-Funded Activities).
3. A consistent Costing Model will be used throughout the College (See Douglas College Accounting Guidelines - Self-Funded Activities-Appendix A).
4. A consistent allocation of earnings will be used throughout the College (See Douglas College Accounting Guidelines - Self-Funded Activities-Appendix B).

## GUIDELINES

Douglas College Accounting Guidelines – Self-Funded Activities

## LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES, GUIDELINES, PROCEDURES

[Conflict of Interest Policy](#)

[Fund Raising Policy](#)

[Continuing Education](#)

[Training Group](#)

[International Education](#)

[Finance](#)

- [2014/15 Section & Benefit Rates](#)
- [Spending and Commitment Authority Matrix](#)
- [Douglas College Accounting Guidelines - Self-Funded Activities](#)

## RELATED ACTS & REGULATIONS

## RELATED COLLECTIVE AGREEMENTS

Collective Agreement between Douglas College and Douglas College Faculty Association (DCFA)

Collective Agreement between Douglas College and the B.C. Government and Service Employees' Union (BCGEU)