



## BUDGET VARIANCE APPROVAL FORM

Name of Vice President

Department name and dept #

Name of Budget Owner

Amount of variance (including GST) \_\_\_\_\_ OR \_\_\_\_\_

Amount of unbudgeted capital item  
(including GST)

Variance expected for year ending: \_\_\_\_\_ June 30, 20 \_\_\_\_

Reason for the Variance:

Shortfall in Revenue

Unanticipated Operating Expense

Unanticipated Capital Expenditure

Explanation:

Source of Funding:

A budget variance of \$\_\_\_\_\_ is approved as indicated above.

\_\_\_\_\_  
Signature of Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of CFO

\_\_\_\_\_  
Date

*Original to be retained by the CFO.*

- *Copy 1 - Business Services, Senior Accountant, Reporting and Budgeting*
- *Copy 2 - Budget Owner*