

## Approval of Unbudgeted Costs

From time to time, a need may arise for expenditure within Schools or Divisions which has not been budgeted for.

- There is no budget within the Faculty Office for unbudgeted costs; any approval for this type of expenditure will always be charged to the School or Division.
- Unbudgeted costs also include any non-capital requirement for matched funding.

For all unbudgeted costs a short business case should be prepared detailing the reason for the expenditure, the benefit to the School or Division, and the total cost with any future commitments.

All requests for approval by the Head of Faculty Finance or the Dean must be authorised and supported by the Head of School.

### Expenditure Limits

- Less than £25k – to be approved by the Head of School and managed within the School or Division budget
- Between £25k and £50k – to be approved by the Head of Faculty Finance on behalf of the Dean
- Greater than £50k – to be approved by the Dean.

In all of the above cases, if there are insufficient funds within the School or Division to cover the costs, approval to spend will represent an overspend against budget. **However, each School and Division is expected to achieve its budget and five year plan target; typically individual overspends are envisaged to be offset by savings elsewhere.** Overspends against budget are recorded and monitored as part of the usual monthly reporting cycle.

Approved by BMH Faculty Leadership Team  
April 2016