Policy memo:

Subject:	Cash Management
Date:	September 2026
Department:	Business Office
Approved by:	CFO / President

This policy is subject to review, and may be changed (with the approval of the President) at any time. Any amendments / additions that have been approved will be included in a revised version of this document and posted on the University website.

The CFO and the Business Office will maintain a cashflow projection for the current financial year to include, but not limited to:

- All operational cashflow
- Cashflow related to capital expenditure
- Cashflow related to debt principal repayment
- Cashflow related to the purchase and sale of University property
- Cashflow related to the drawdown or repayment of the University's LOC, or any other short-term debt facilities.

The CFO and the Business Office will ensure that the University maintains the cash balances required to ensure the continued operation of the University and its core activities, and inform the President of any current or anticipated deficiencies in cash balances relative to the funds required to the continued operation of the University and its core activities.

The CFO is authorized to manage payments to external entities in order to maintain appropriate cashflow for University operations.

The CFO will regularly update the President on cashflow projections, on a quarterly basis, or more frequently as requested by the President.

The CFO will report on cashflow management to the FRFA Committee of the Board of Trustees, and the Board of Trustees as required.

The CFO will report on cashflow management to members of the Board of Trustees with oversight on the University Endowment Fund, as cashflow management issues relate to known or potential draws from the Endowment Fund.