

Policy Name:	Revenue Generating Activities	
Approved By:	President's Council	
Approval Date:	September 3, 2019	
Amendment Date:		
Insert Date:		
Policy Holder:	Finance	
Policy Number:	FIN-006	

REVENUE GENERATING ACTIVITIES

1.0 PURPOSE

1.01 Coast Mountain College is committed to expanding revenue generating activities in support of the delivery of quality education programs, services and activities; which provide net earnings to support College strategic direction.

2.00 DEFINITIONS

2.01 **Revenue Generating Activities** (RGA's) are defined as all operations that produce income or recover costs by providing goods or services to the College community or, in some cases, to the general public.

2.02 **Goods** are items that are usually (but not always) tangible, such as items sold in the bookstore or cafeteria. **Services** are activities provided by the college, for example catering, educational programs, research and consulting.

2.03 **WTCS** is Workforce Training and Contract Services.

3.00 POLICY STATEMENT

3.01 This policy applies to all activity that is directly linked to educational opportunities not funded by the College's Annual Operating Grant.

3.02 Activities include:

- development of curriculum
- provision of instruction and learning services
- international education contract activities
- research and consulting
- Bookstore sales
- Catering services

3.03 A consistent and collaborative approach in developing quality cost-recovered/revenue generating activities will be used throughout the College. Revenue Generating activities will:

- support our mission, mandate and strategic priorities
- increase the revenues of the College without exposing the College to unreasonable financial or other risks
- ensure employees follow a consistent and collaborative approach in developing quality revenue-generating opportunities
- recognize the role and responsibilities of the various units of the College
- adhere to College policies

4.00 PROCEDURES

Appendix 1: “Procedures for Revenue Generating Activities”

5.00 RELEVANT LINKS & RESOURCES

- 5.01 <https://www.coastmountaincollege.ca/docs/default-source/policies/finance-policies-and-procedures/finance-policies/fin-004-contract-agreements-policy---aug-2018.pdf>
- 5.02 <https://www.coastmountaincollege.ca/docs/default-source/policies/finance-policies-and-procedures/finance-procedures/contract-agreements-procedures.pdf>
- 5.03 <https://www.coastmountaincollege.ca/docs/default-source/policies/finance-policies-and-procedures/finance-policies/budget-responsibilities-policy.pdf>