



PETERBOROUGH LAKEFIELD POLICE SERVICES BOARD

FINANCIAL POLICY

Policy Statement:

The Peterborough Lakefield Police Services Board is responsible for ensuring the effective, and efficient management of the Peterborough Lakefield Community Police Service and thus will establish certain policy to regulate financial reporting, financial control, procurement of goods and services, budgeting and auditing in the Peterborough Lakefield Community Police Service in order to fulfill this duty. This policy will follow as closely as practicable the Financial Policies of the City of Peterborough, mutatis mutandis.

Application:

This policy applies to the Police Services Board and the Chief of Police, or designate, and provides the foundation for further development of Peterborough Lakefield Community Police Service operational policies and procedures. The policy is intended to ensure open competitive bidding on all acquisitions and disposal of goods and services where practicable; to ensure objective and equitable treatment of all vendors; and, to explore the avenues of cooperative purchasing of commodities commonly utilized by other public sector agencies, including the Corporation of the City of Peterborough, to realize cost savings of high-volume procurement.

Authority: Police Services Act, 1990, section 31(1)(c); 31(6); 39(1)-(5), 41.

Table of Contents

Section 1: Definitions	3, 4, 5
Section 2: Budget Preparation and Approval	5, 6
Section 3: Financial Control	6
Section 4: Financial Reporting	7
Section 5: Purchasing/Signing Authority	7, 8
Section 6: Purchasing	8, 9, 10
Section 7: Prohibitions	10, 11
Section 8: Financial Audit	11
Section 9: Disposal of Property	11, 12, 13
Section 10: Auction Fund	13, 14, 15, 16
Section 11: Conferences/Meetings/Seminars/Judicial or like proceedings or other appropriate events Expense Claims	16, 17
Section 12: Donations/Loans/Sponsorships	17, 18
Section 13: Delegation	18
Section 14: Independence of the Board	19
Section 15: Administration	19

Appendices:

Appendix 1 – Request for a Grant from the Board's Auction Fund Account (Form)

Appendix 2 – Amalgamation Agreement

1. Definitions:

1.1 In this policy:

(a) Act:

Refers to the *Police Services Act, R.S.O. 1990* as amended from time to time

(b) Adequacy and Effectiveness of Police Services Regulation:

Means *O./Reg. 3/99* made under the *Police Services Act*;

(c) Administrative Assistant:

Refers to the individual functioning in the capacity of Secretary of the Board

(d) Bid:

Means a written offer, in a specified format, received from a supplier or contractor in response to a tender or RFP;

(e) Board:

Means the Peterborough Lakefield Police Services Board and shall be composed of such members appointed by the Amalgamation Agreement of 1998.

(f) Capital Account:

The funds allocated by Council for a particular work or project approved in the capital budgeting process.

(g) Chair:

Means the Chair of the Peterborough Lakefield Police Services Board.

(h) Chief of Police:

Means the Chief of Police of the Peterborough Lakefield Community Police Service, in accordance with the *Police Services Act*.

(i) Contract:

Means an agreement entered pursuant to a tender, or request for

proposal issued to a client list or via an advertisement.

(j) Council:

Means Council of the Corporation of the City of Peterborough and/or the Council of the Township of Smith-Ennismore-Lakefield.

(k) Designate or Designated:

Means any member of the Service who has been properly designated by the Chief of Police to fulfill a function under the Policy

(l) Donation:

The act of giving or bestowing a gift of monetary nature, physical goods or services, which become irrevocable upon acceptance by the recipient.

(m) Donor/Lender/Sponsor:

Any person or organization, whether for profit or not, which contributes or loans money, physical goods or services to the Police Service.

(n) Loan:

The temporary use of an asset, which reverts back to the owner after a specific time period.

(o) Operational Account:

The funds allocated by Council for day-to-day operating expenditures approved in the budget process.

(p) Request for Proposal (RFP):

A written document, in a specified format, outlining in general terms the need for goods and/or services where a bidder may provide a suggested alternative.

(q) Service:

Means the Peterborough Lakefield Community Police Service.

(r) Sponsorship:

A contribution to the Police Service towards paying for, in part or in full, a specific program or activity.

(s) Tender:

A written document, in a specified format, outlining detailed requirements for goods and/or services.

(t) Treasurer:

Means the Treasurer of the Corporation of the City of Peterborough.

2. Budget Preparation and Approval:

- 2.1 Each year the Chief of Police shall submit detailed operating and contingency budget estimates for the upcoming year, ten-year capital budget and forecast to the Board. Board members wishing to submit items or projects for inclusion in the Board's budget shall submit them to the Administrative Assistant in a manner determined by City Council, in accordance with the Act, section 39(2).
- 2.2 The Board shall submit to Council, estimates of the Service budget in a manner determined by City Council, in accordance with the Act, section 39(2).
- 2.3 The budget shall be based on current, known personnel service costs for wages and benefits to meet authorized strength. The budget documents shall ensure that appropriate notice is provided to the Council identifying potential budget implications of future collective agreement settlements, affecting the coming budget year. Such notice will include projections based on the current status of the contract, current negotiations, and/or public sector wage settlements, which are likely to influence the Police Service wage settlements.
- 2.4 The budget shall include all operating account costs and revenues based on current operations, as well as identifying and including known requests and changes to operations that are forecast for the following year. The budget shall include estimated year-end positions for all accounts. All units of the Police Service shall be provided an opportunity to submit requests for inclusion in the budget development.
- 2.5 The Board shall review the draft budget, including detailed submissions, at a special board meeting, "in-camera", called for the purpose of budget review. In the review, the Board Members shall satisfy themselves that the budget is sufficient to maintain an adequate number of police officers and other employees of the Police Service, to provide the Service with adequate equipment and facilities. (*Police Services Act, 1997*)
- 2.6 The Board shall request any required changes be made to the draft

budget for further review “in-camera”.

- 2.7 Budget developments and overall impact amounts shall not be made public until such time as the budget is approved by the Board and submitted to City Council and the Council of Smith-Ennismore-Lakefield, except in such cases as may be identified and approved by the Board.

3. Financial Control:

- 3.1 Once the Board has approved the budget, or an appropriate resolution is executed, expenditures from operating accounts are fully approved, unless later amended by the Board. The Chief of Police has full authority to expend budgeted operating funds. The Board may suspend this general authority for particular items or accounts, as it deems necessary.
- 3.2 Capital purchases shall only be made after Council has approved the budget, unless the Board directs otherwise. General exceptions may be allowed to execute routine contracted services that overlap two or more fiscal years, or the ordering of vehicles to meet manufacturer timetables. The Chief shall ask the Board to authorize any such advance capital purchases as required.
- 3.3 Should surplus funds be projected within the operating budget at the end of a fiscal year, said funds should be transferred to the Contingency Policing Reserve Account. The Service can retain annually up to \$100,000 or 50% of any operating budget surplus, whichever is the greater sum, for contingency policing activities. This account is capped at \$100,000. The Board must be notified whenever a request is made for the use of this fund.
- 3.4 Should an unanticipated expenditure cause an operating budget deficit, a report will be submitted by the Chief of Police to the Board where alternative financing within the operating or capital budget is not possible. Pursuant to section 4 (1), (2) and (3) of the *Police Services Act*, the Board will submit a contingency budget allocation request to Council.

4. Financial Reporting:

- 4.1 The Chief of Police shall cause quarterly financial reports to be submitted to the Board, which identify expenditures in relation to the budget. The reports shall also include a summary of monies/revenues received by the service for deposit into Police Service accounts.
- 4.2 The reports to the Board shall include a written analysis that identifies any

extraordinary expenditure, and shall identify any unusual activity that is likely to significantly alter the deficit/surplus position of the Service.

5. Purchasing/Signing Authority:

- 5.1 All Board accounts shall be approved with two signatures.
- 5.2 All Board accounts submitted by the Vice-Chair and/or Members shall be approved by the Chair and the Administrative Assistant.
- 5.3 All Board accounts submitted by the Chair shall be approved by two members of the Board.
- 5.4 All Board accounts submitted by the Administrative Assistant shall be approved by the Chair and Vice-Chair.
- 5.5 The Chair will approve all personal expenditure accounts of the Chief of Police. The Chief of Police will review all personal expenditure accounts of the Deputy Chief and the Chair will approve all personal expenditures of the Deputy Chief.
- 5.6 All accounts of the Service exceeding the approved authority of the Chief of Police shall be approved by the Chair or designate providing sufficient funds are available in an approved budget.
- 5.7 The Chair of the Board may delegate the approval authority, to address the temporary absence of individuals with approval authority, or in other appropriate circumstances, to ensure the continued effective and efficient operation of the Board and/or the Service.
- 5.8 The Chief of Police and designates have full authority to approve purchases for routine operation of the Police Service, and to approve payment of accounts incurred therein of \$25,000.00 and under, for any single purchase, including applicable sales taxes, providing sufficient funds are available in an approved budget. Items over \$25,000 require approval of the Chair or designate.
- 5.9 In keeping with this policy, the Chief of Police shall ensure that an operating policy is maintained setting out the approval process and spending practices of the Service.
- 5.10 Purchasing/Signing Authorities and changes thereto will be reported to the Board by the Chief, and shall, where practicable, be consistent with the policies of the City of Peterborough.

- 5.11 The Chief of Police shall ensure procedures are in place respecting proper use of Police Service credit cards, or any such cards used for the acquisition of goods or services.

6. Purchasing:

- 6.1 All acquisitions and purchases for goods and services shall be done in an impartial and unprejudiced manner. All suppliers will be treated with respect and fairness.
- 6.2 The Chief of Police shall ensure that the following sections with respect to the purchasing policy are adhered to when making purchases of goods or services, when initiating a quote, request for proposal, tender process or when signing a contract.
- 6.3 All purchases of the Service estimated to exceed \$25,000.00 in value shall be obtained by calling for sealed tenders or RFP by advertising in the local newspaper, Police Service website and/or inviting tenders from potential suppliers. All tenders or RFP's shall be opened publicly at a time and place to be specified in the tender documents. The Chief of Police or designate(s), the Chair or designate(s) shall open tenders. All tenders exceeding \$25,000.00 in value shall be approved by the Board, before a purchase order is issued. The Board will not participate in the scoring or evaluation process for any RFPs where the service or goods being provided are for the explicit use of the Police Service.

Exceptions to this include co-operative item purchases and items dealing with security issues.

- 6.4 When an RFP or tender is issued, the successful proponent must sign a contract prior to commencing work for the Board and/or Service. This contract is to be drafted by the Board Administrative Assistant and reviewed by a solicitor. The contract will be provided with the RFP or tender information. All firms conducting business for the Service and/or the Board must also supply a current WSIB Clearance Certificate or proof of exemption prior to commencing work.
- 6.5 Single purchases of goods and/or services shall not be broken down into combinations of lesser value to allow by-passing of approval authorities set out in this policy.
- 6.6 Co-operative tendering is encouraged, but participation by the Service shall be authorized by the Chair of the Board, subject to the following

conditions:

- (i) Only goods and services resulting in a cost reduction or same cost will be considered
- (ii) Control of ordering, receiving and payment process rest with the Service.
- (iii) The Service may call a co-operative tender, and shall call any co-operative tender in which the Service is the largest purchaser.
- (iv) The Service shall retain the right to opt out of any co-operative tender if judged to be in the best interest of the Service. The Service shall exercise this right prior to the calling of the tender.

6.7 Awarding Tenders/Quotes/Contracts/RFPs

- (a) The lowest or any tender will not necessarily be accepted.
- (b) When a quote/tender/RFP meets all of the specifications and is the lowest price submitted, said vendor should be awarded the contract. A report shall be prepared and presented to the Board for its information. Where a tender process was initiated for a purchase and an award is not being recommended to the vendor with the lowest price, the reasons for not awarding the tender shall be provided in a report to the Board. Where a vendor with the lowest bid has not been selected, the vendor may discuss the award with the Chief of Police and obtain the reasons for not receiving the award.

6.8 Late tenders or proposals, and tenders or proposals submitted in some other manner than stipulated in the tender or proposal document, will not be accepted and will be returned unopened.

6.9 The Chief of Police shall be responsible for the issuing of all tender calls for materials, equipment, supplies, and services.

6.10 The Chief of Police shall maintain a process for tendering and the preparation of tender documents consistent with the process in use by the City of Peterborough, By-law #10-132, and may seek the advice and assistance of the Treasurer, from time to time, to ensure the proper application of this process.

6.11 Purchases valued between \$5,000.00 and \$25,000.00 require a minimum of three quotes. Quick Quotes can be obtained by using a Fax Tender/Proposal Form.

6.12 Purchases valued at \$5,000.00 and under can be obtained from a supplier list. If the cost increases beyond the rate of inflation, a review shall be

undertaken to determine if the items are available from another supplier at a lesser cost.

6.13 Emergency:

- (a) Notwithstanding any of the provisions of this policy, should an emergency occur which, in the opinion of the Chief of Police or designate, constitutes imminent danger to life, limb, property, or the interruption of an essential service, material and/or services as may be required to remedy the emergency may be procured immediately and reported by the next working day to the Chair of the Board.
- (b) Where the cost of material purchased under the emergency circumstances exceeds \$25,000.00, the purchase shall be justified in writing and reported on at the next meeting of the Board for approval.

6.14 Legal services and similar expertise required by Board Members or Board Staff, to address Board related issues, shall be acquired at rates deemed as normal, given the circumstances and shall be approved by the Board.

7. Prohibitions

- 7.1 No personal purchases shall be made by the Service for members of the Board, or for any Service members (full-time or part-time) or their families.
- 7.2 No Service members or members of the Board shall purchase, negotiate to purchase or offer to purchase, on behalf of the Service, any goods or services, except in accordance with this policy.
- 7.3 All Board members, and members of the Service are expressly prohibited from accepting, directly or indirectly from any person, company, firm or corporation to which any purchase order or contract is, or might be awarded, any rebate, sponsorship, gift or money, except;
 - (i) gifts of a social or protocol nature (gifts of this nature having a value of \$100.00 or more will be reported to the Chief of Police);
 - (ii) gifts given for the direct use and benefit of the Service and/or as approved by the Chief; and does not exceed a value of \$5,000 as per section 12 of this policy; Donations/Loans and Sponsorships;
 - (iii) moderate hospitality during the normal course of business that would not significantly exceed what the Service would likely provide in return and would not be perceived by others as influencing the making of a business decision.

7.4 Deviations from this policy may only occur with the approval of the Board.

8. Financial Audit

8.1 The Service will make available all required documents for the purpose of complying with the annual municipal financial audit.

8.2 In compliance with the Adequacy Standards Regulation Section 35 the Service will establish a Quality Assurance Process relating to the delivery of adequate and effective police services.

9. Disposal of Property

9.1 Property in Possession of the Service

- (a) All provisions pursuant to Part IX, sections 132, 133 and 134 of the Act, relating to the disposal of personal property, money and firearms coming in the possession of the Service shall apply.
- (b) The Chief of Police may approve the retention of personal property coming into the possession of the Service and the following conditions shall apply:
 - (i) no personal gain will be made by the possession of the property by any member of the Service or Board;
 - (ii) the property will be of benefit to the Service in that similar property would have had to be purchased in any event at a greater cost to the Service; and
 - (iii) a record will be kept of the particulars of the property and the benefits of retaining the property rather than selling the property through public auction.

9.2 Surplus Goods

- (a) The Board shall have the authority to sell, exchange or otherwise dispose of all goods and chattels originally purchased by the Service and declared as surplus to the needs of the Service. Where it is cost effective and in the best interest of the Service to do so, items or groups of items may:
 - (i) be offered to other Police Services or public agencies;
 - (ii) be sold by external advertisement, formal request, auction or public sale.

- (b) In the event that all efforts to dispose of goods for sale are unsuccessful, the items may be scrapped or donated to a public agency or accredited charitable organization.
 - (c) Where it is deemed appropriate by the Board, a reserve price may be established.
 - (d) All sales in accordance with this section shall be subject to authorizations as follows:
 - (i) on items at fair-market value of \$20,000.00 or less, the Chief will authorize the sale;
 - (ii) on items at fair-market value over \$20,000.00, the Board will authorize the sale.
 - (e) Proceeds from the disposal of obsolete or surplus goods shall be placed in either the Auction Account or other appropriate account, as the Board determines.
 - (f) Motor vehicles shall be sold by written tender to licensed Motor Vehicle Dealers, as required by law.
- 9.3 No member of the Board or Service may bid on or benefit from any items offered for sale at the auction or sold by public tender.

10. Auction Fund Account

- 10.1 Section 132 of the *Police Services Act* provides that property which comes into the possession of a Police Service as a result of being stolen or abandoned or that which has been seized by a police officer and no court order exists regarding its disposition may be sold at the discretion of the Chief of Police.

In addition, section 132 sets out the right of a Police Services Board to retain the use of the proceeds of such sale, as well as money that comes into the possession of a Police Service in accordance with section 133 of the Act, for any purpose that it considers in the public interest. This policy sets out the circumstances under which such funds will be maintained, expended and recorded.

10.2 Deposits and Expenditures

- (a) The Peterborough Lakefield Police Services Board will maintain an account which will be called the “Auction Fund Account” to which all

proceeds for funds generated in accordance with sections 132 and 133 of the *Police Services Act* will be deposited.

- (b) All grants from the Auction Fund Account require a resolution of the Board prior to a cheque being written.

10.3 Designated Uses

The Board shall direct the use of auction funds according to the Vision and Mission Statement in the current Business Plan. Possible uses include:

- (a) Community Policing Consultations, problem solving initiatives and promotion;
- (b) Awards and recognition programs, Board awards
- (c) Conferences, special Board Functions
- (d) Rewards for major crimes; and
- (e) Appropriate funeral and related expenses, to a maximum of \$40,000.00, not covered by any other benefit plan for a member of the Peterborough Lakefield Community Police Service killed while carrying out his/her duties.
- (f) Special items for volunteer functions
- (g) Initiatives benefiting children and/or youth and/or their families. Initiatives must involve members of the Peterborough Lakefield Community Police Service and reduce the need for policing intervention or strengthen the relationship between the Service and the community.
- (h) Initiatives addressing violence prevention or the root causes of violence. Projects must involve members of the Peterborough Lakefield Community Police Service.
- (i) Groups requesting funding must be locally based in either Peterborough or Lakefield
- (j) For any other purpose it considers to be in the public interest.

Grants are not made:

- (i) To support ongoing operating funds

- (ii) To establish endowment funds
- (iii) To relieve operating or capital deficits

10.4 Rules for Dealing with Requests

- (a) Expenditures approved by the Board in any calendar year shall not normally exceed the revenue received in the immediately preceding year.
- (b) The Board may identify specific additional criteria in any year or decide not to consider any external grants in a given year.
- (c) Financial assistance to any one organization may be approved on a decreasing basis annually, which will not exceed three (3) years of grants.

10.5 Procedure

- (a) All requests for funding from the Board's Auction Fund account must be received by the Board's Administrative Assistant no later than 14 days prior to the regularly scheduled Board meeting. The Administrative Assistant must prepare a detailed report for the Board.
- (b) Agencies or individuals requesting use of these funds must include the following in their submission to the Board:
 - (i) Project mandate.
 - (ii) Specific amount of the request.
 - (iii) A detailed financial breakdown of how the funds will be used.
 - (iv) Total budget of the project, event or item.
 - (v) What other agencies have been asked to donate or sponsor the event?
 - (vi) Timeline of the event, when the funds are needed and the expected completion date.
 - (vii) How does the project, event or item fit with the Board's Auction Fund criteria and designated uses as set out in section 10.3?
 - (viii) One or more letters of endorsement
 - (ix) Applications for use of auction funds will be received by the Board in closed session. The Board may request a presentation to gather additional information. All groups requesting funds will receive a written response.
- (c) Grants will be announced in the next open session or via news

release as well as correspondence with the applicants.

- (d) Groups receiving grants must submit a full report to the Board's Administrative Assistant showing the Board how the grant money was used. This report should include a financial statement and be submitted within ninety (90) days following the conclusion of their project.
- 10.6 The Board Administrative Assistant will maintain an account of all deposits and expenditures.
- 10.7 The Board Administrative Assistant will report to the Board annually on all deposits and expenditures as well as the account balance.
- 10.8 The Board Administrative Assistant will undertake to have the Auction Fund Account audited annually when the City is having their annual audit. All costs incurred for such audit will be paid from this account. Once the audit report is complete, the Administrative Assistant will forward it to the Board.
- 10.9 All expenses associated with the auction itself, such as advertising, will be paid from the Auction Fund account.
- 10.10 Auction Fund Investments
- i) When an Auction Fund investment matures, the Administrative Assistant will prepare a report for the Board as to the options for reinvestment.
 - ii) The Board will make a resolution directing the Administrative Assistant as to how to reinvest the funds and where the accumulated interest is to go.
 - iii) This policy shall be reviewed annually by the Board's Policy Committee.

11. Conferences/Meetings/Seminars/Judicial or like proceedings or other appropriate events Expense Claims

11.1 Should there be any question as to whether an event is covered by the Board policy, the Administrative Assistant will refer the question to the Board for a decision.

11.2 The following applies to local attendance:

- (i) Travel - No allowance
- (ii) Accommodation - No allowance
- (iii) Registration - Paid in Full
- (iv) Meals - If meals not included in registration, meal expenses will be paid, receipts are required.
- (v) Personal items, such as liquor, in-room movies and similar items will not be allowed.

11.3 The following applies to out of town attendance:

- (i) Travel - Paid kilometre rate if driving, in accordance with the City of Peterborough mileage rate.
- (ii) Extended travel - The mileage rate for trips beyond 450 kilometres will be the lesser of the above rate or equivalent economy airfare. If air travel is required only the fare of the Police Services Board member/employee is paid.
- (iii) Accommodation - Paid for the Police Service Board member/employee only. If a double occupancy rate is charged, the difference is the responsibility of the Police Services Board member/employee.
- (iv) Registration - Paid in full for the Police Services Board member/employee
- (v) Meals - If not included in registration, meal expenses will be paid for the Police Services Board member/employee in full. Companion meals are the responsibility of the Police Services Board member/employee. The only exception being the final night wind-up dinner at the OAPSB conference. At this function the companion's meal will be paid for by the Peterborough Lakefield Police Services Board.
- (vi) Personal items such as liquor, in-room movies and similar items will not be allowed.
- (vii) Telephone - Local calls and calls to the home of the Police Service Board member/employee will be reimbursed.
- (viii) Upon return from a conference, each attending member/employee of the Police Services Board will write and submit a report to the Board.

12. Donations/ Loans/ Sponsorships

12.1 The Chief of Police, or designate, shall ensure that the donation, loan or sponsorship supports and promotes the objectives and priorities of the Police Services Board. Further, it will provide a direct benefit to the community as a whole without causing the Police Service's priorities,

- impartiality or objectivity to be compromised or brought into question.
- 12.2 The Chief of Police shall request Board approval for any donation, loan, or sponsorship with an estimated value greater than five thousand dollars (\$5,000.00) accepted by the Police Service for operational or capital purposes.
- 12.3 The donation/loan/sponsorship shall not commit the Police Service to additional resources as a result of the donation, unless agreed to by the Chief of Police or the Police Services Board.
- 12.4 With respect to Sponsors:
- Their products and services should not have a negative impact on the environment,
 - Their public image must be favourable.
 - The Board shall consider whether or not the Sponsor is involved in the sale or distribution of tobacco or liquor, the nature of that involvement, and whether or not the nature of such involvement offends any aspect of public policy with respect to the above approval criteria.
 - Where donations are accepted from the commercial enterprises, there shall be no advertising or other terms, which suggest an endorsement of the product, neither service nor any other preference to the donor.
- 12.5 In April of each year, the Chief of Police shall file with the Board a current list of all donations, loans or sponsorships with individual estimated values greater than five thousand dollars (\$5,000) for the previous year. The list will identify each donor, and describe the donation, loan, or sponsorship, and provide the estimated value. (e.g. - ABC Auto Dealership, Peterborough, Ontario - 2010 P.T. Cruiser - \$19,000.00)
- 12.6 If the Donor or Sponsor wishes to have a tax receipt, the Administrative Assistant will contact the appropriate person at City Hall. They can issue tax receipts on behalf of the Police Service.

13. Delegation

- 13.1 It is recognized that, unless specifically expressed otherwise in this policy, the Chief of Police has the authority to delegate the obligations contained in this policy.

14. Independence of the Board

14.1 The Chief of Police will ensure that his/her actions and those of the Police Service do not diminish the independence of the Peterborough Lakefield Police Services Board. Accordingly, the Chief of Police will ensure that:

- (i) All information tabled with Council or any of its committees with respect to the budgetary requirements or financial matters of the Peterborough Lakefield Community Police Service will be tabled and if appropriate, discussed with the Board first.
- (ii) If the Chief of Police appears before Council or any of its committees, he/she will be accompanied by the Board Chair or another Board member so designated, unless he/she is there for an administrative matter such as a zoning change which is within the purview of the Chief's responsibilities to obtain, or to monitor Council or a Committee's discussions.

15. Administration

15.1 That the Financial Policy enacted by the Peterborough Lakefield Police Services Board on the 9th day of September 2003 is repealed.

15.2 That this Financial Policy is hereby enacted by the Peterborough Lakefield Police Services Board on this 11th day of January 2011 and shall take effect on that date.

15.3 That distribution of this Policy be unrestricted.

Chair
Peterborough Lakefield Police Services Board

funds needed? Expected completion date.

7. **How does the project, event or item fit with the Board's Auction Fund criteria and designated uses as set out in section 10.3?**

8. **Please include one or more letters of endorsement.**

Reminder:

Groups receiving grants must submit a full report to the Board's Administrative Assistant showing the Board how the grant money was used. This report should include a financial statement and be submitted within ninety (90) days following the conclusion of their project.