

**HALTON REGIONAL POLICE SERVICES BOARD  
POLICY MANUAL**

<b>Policy:</b>	Financial Condition and Activities	<b>Date of Issue:</b>	21 February 2019
<b>Prepared by:</b>	Strategic Advisor	<b>Revision Date:</b>	
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**Policy Statement and Scope**

The Board has a fiduciary responsibility to ensure that their assets are safeguarded. In exercising this fiduciary role, the Board adopts a budget and reviews financial statements.

With respect to the actual ongoing financial conditions and activities of the HRPS, the Chief of Police will ensure there is no fiscal jeopardy or material deviation of actual expenditures from the Board-approved budget and priorities.

Further, the Chief of Police will:

1. Honour all payroll, contract and other financial obligations.
2. Ensure that reimbursed travel expenses comply with the Board's Expense policies.
3. Ensure that public monies are not used for the purchase of alcohol.
4. Ensure that the use of public monies for food and non-alcoholic beverages is in the public interest, and meets at least one of the following criteria:
  - a. The purpose is to host business meetings involving members of the public and/or public safety partners, and/or
  - b. The purpose is to hold a ceremonial event of a formal or semi-formal nature, including special recognition and appreciation of members' outstanding performance, and/or
  - c. The purpose is to hold business meetings during extended hours' meetings where catering or delivery is more practical than any other option.
5. Comply with the spirit of the financial by-laws and policies of the Regional Municipality of Halton.
6. Not expend more funds than the overall allocation in the budget.

The Chief shall notify the Chair and the Board at the earliest opportunity of any material deviation from this policy.