



## INTERNAL MONITORING REPORT

**ENDS:** FINANCIAL CONDITION AND ACTIVITIES

**Period:** 3rd Quarter 2005(September 30)

**Date:** November 14, 2005

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I hereby submit my monitoring report on your Executive Limitations Policy “Financial Conditions and Activities” according to the schedule set out. I certify that the information contained in this report is true.

### BROADEST POLICY PROVISION:

*“With respect to ongoing financial conditions and activities, the Chief of Police will not cause or allow development of fiscal jeopardy or material deviation of actual expenditures from the Board priorities established in the Ends policies.”*

### Interpretation of the Chief of Police:

It is my interpretation of this policy that compliance with the four following policy statements and the data there tendered fulfills the total requirement of this provision.

I therefore report **compliance** with this Executive Limitations Policy.

“Further, without limiting the scope of the foregoing by the enumeration, the Chief of Police will not:”

Policy Provision #1:

1.     *“Expend more funds than have been allocated by the Regional Municipality of Durham for the Fiscal Year.”*

**Interpretation of the Chief of Police:**

It is my interpretation of this policy that it applies to the entire budget as a whole and that any significant deviation from norms is to be addressed in the succeeding period. Further that any significant deviation that is likely to cause non-compliance with provision 1 be reported to the Board at its next meeting.

**Data Support:**

Upon review of the budget summary produced by the Director of Business Services, I report the following:

At this point, based on current trends and staffing levels, our forecast for the year-end is that spending will be within the \$112.3 million budget.

Therefore I report **compliance** with this provision.

Policy Provision #2

2.     *“Fail to authorize the payment of payroll and other financial obligations in a timely manner.”*

**Interpretation of the Chief of Police:**

It is my interpretation of this policy that the Durham Regional Police Service will process payments through the Region’s systems and that payments will be made in such a manner as to ensure that members receive their payroll, and that suppliers receive payment in a timely manner.

**Data Support:**

The Financial Services Manager reports that we have had no significant complaints with respect to payment of invoices or payroll during the reporting period

I therefore report **compliance** with this provision.

Policy Provision #3

3.     *“Negotiate, commit, approve or sign any collective agreements or addendums without explicit Board authorization. (This does not preclude the Chief or designate from participating in bargaining sessions in an advisory capacity as per section 120(4) of the Police Services Act.”*

**Interpretation of the Chief of Police:**

It is my interpretation of this policy that the Chief of Police and designates have no authority whatsoever in this area without the explicit authorization and that the Chief or designate should request said authorization in writing.

**Data Support:**

No such activity has taken place in the reporting period at all, and no authorizations have been received.

I therefore report **compliance** with this policy.

Policy Provision #4

4.     *“Negotiate, commit, approve or sign any Board-to-Board agreements or addendums without explicit Board authorization.*

**Interpretation of the Chief of Police:**

It is my interpretation of this policy that the Chief of Police have no authority whatsoever in this area without the explicit authorization and that the Chief should request said authorization in writing.

**Data Support:**

No such activity has taken place in the reporting period at all, and no authorizations have been received.

I therefore report **compliance** with this policy.

Policy Provision #5

5.     *“Approve or sign any agreements with other police services, service providers, or service recipients, which exceed annual transfers of \$1,000,000, without explicit Board authorization.”*

**Interpretation of the Chief of Police:**

It is my interpretation of this policy that the Chief of Police have no authority whatsoever in this area without the explicit authorization and that the Chief should request said authorization in writing.

**Data Support:**

No such activity has taken place in the reporting period at all, and no authorizations have been received.

I therefore report **compliance** with this policy.

**Policy Provision #6**

6.     *“Acquire, encumber or dispose of real property. (Property as defined in the Police Services Act section 132 exempted.)”*

**Interpretation of the Chief of Police:**

It is my interpretation of the policy that I am not authorized to deal with the purchase, sale or encumbrance of real property, meaning real estate without express authorization from the Board. This however does not prevent my ability to lease premises as required pursuant to the budget and as coordinated with the Real Estate Division of the Regional Municipality of Durham. (The practice of the Regional Municipality of Durham is to submit all such real estate leases to Council for approval after approval by the Chief.)

**Data Support:**

There were no such acquisitions, encumbrances or dispositions undertaken during the reporting period.

I therefore report **compliance** with this provision.

**Policy Provision #7**

7.     *“Fail to comply with the spirit of the financial by-laws and policies of the Regional Municipality of Durham.”*

**Interpretation of the Chief of Police:**

It is my interpretation of this policy that all purchases of goods and services shall be in compliance with the Durham Regional Police Service Financial Manual, which is in substantial compliance with Regional Processes, subject to limits being established

by the Chief of Police in consultation with the Director of Business Services. It is my further interpretation that the practice of expending funds from operating accounts prior to final budget approval is acceptable in order to meet payroll and account payment obligations as per #2 above. Further that Capital Budget items are subject to final budget approval unless specifically dealt with by the Board for pre-approval.

**Data Support:**

Our financial manual was published in the 1<sup>st</sup> quarter and the procedures and controls took effect in the new budget year on January 1, 2005. We are not experiencing any difficulties with respect to Regional Finance approving our expenditures.

I therefore report **compliance** with this provision.

Vern White  
Chief of Police