



REPORT TO THE EDMONTON POLICE COMMISSION

DATE: May 10, 2019

AUTHOR: Bonnie Riddell, Interim Executive Director

SUBJECT: Policy Revisions

RECOMMENDATION:

That the Edmonton Police Commission approve revisions to the following policies:

- 1) 5.5.1 – Budget Reallocations
- 2) 5.5.2 – Expenditure Approval and Signing Authorities

Attachment

Effective: Nov. 30, 2007	Revised: September 17, 2015
Repealed:	

(REVISED)

5.5 FINANCIAL MANAGEMENT

5.5.1 BUDGET REALLOCATIONS

The Chief of Police (the “Chief”) may reallocate funds between account categories where necessary to achieve annual objectives or to reflect adjustments to annual objectives based on Edmonton Police Commission (the “Commission”) and community requirements.

Guidelines:

1. The Chief presents periodic reports to the Commission on the Edmonton Police Service’s budget and reports anticipated variances in the annual budget as soon as is practicable.
2. The Chief must advise the Commission and obtain approval of any budget reallocations over the amount of \$500,000 from the annual allocation plan approved by the Commission.

Effective: Nov. 30, 2007 Repealed:	Revised: April 19, 2012 September 17, 2015
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(REVISED #2)

5.5.2 EXPENDITURE APPROVAL AND SIGNING AUTHORITIES

The purpose of this policy is to specify the signing authorities for the Edmonton Police Commission (the “Commission”) when executing approval of financial expenditures.

Guidelines:

1. The Executive Director has the authority to approve Commission expenditures up to \$10,000 per transaction, including, but not limited to, payment of accounts, credit card purchases, reimbursement for Commissioners or staff, and contracts.
2. The Executive Director may also approve all expenses in excess of \$10,000 where the Commission has previously approved the expenditure and includes, but is not limited to, legal fees, rent or other contractual arrangements.
3. The Chair of the Edmonton Police Commission, or their designate, will have signing authority on all contracts in excess of \$10,000.
4. Other one-time payments in excess of \$10,000 require signed approval by the Executive Director and the Chair of the Commission or their designate.