

**NORTH BAY POLICE SERVICES BOARD
BY-LAW # 10/97
FINANCIAL ACCOUNTABILITY**

Whereas the Police Services Act R.S.O. 1990 states that, a Board is responsible for the provision of Police Services and for law enforcement and crime prevention in the municipality, and

Whereas the Board is required to provide the Force with equipment and facilities that the Board considers adequate, and

Whereas the Board submits annual estimates to council including separately the amounts that will be required, to maintain such equipment and facilities, and

Whereas the Solicitor General, by virtue of Part 1, Police Services Act, R.S.O. 1990, has issued Financial Management Standards, including guidelines for police services, and

Whereas the Board is required to establish policies for the effective management of the Police Force,

Now therefore the North Bay Police Services Board enacts as follows:

1. Annually on a date established by the Board, the Chief of Police, shall present budget estimates for the Force showing separately, the amounts that will be required to:
 - (a) Maintain the Force and provide it with equipment and facilities, and
 - (b) Pay the expenses of the Board's operation other than the remuneration of the Board Members, for the ensuing year.
2. Force Operational Budgets shall be compiled by the Chief of Police and reflect only those estimates that have received Board approval.
3. The Chief of Police shall:
 - (a) Supervise and administer all Board approved budgets and expenditures,
 - (b) Establish accounting systems which conform to the requirements of Section 4 of the By-law, Municipal By-laws and/or Provincial Regulations and provide for the control of all monies received by and disbursed by the Force,

- (c) Designate the person(s) who will be responsible for the system of receiving and paying out money,
 - (d) Ensure that secure storage is provided for the safekeeping of cash or valuable securities, with limited access to identified key holders,
 - (e) Ensure that funds which cannot be appropriately secured are placed in a financial institution, and
 - (f) Once annually, ensure that the financial accounts outlined in Section 4 of this By-law, are audited and the results reported to the Board.
4. All money received and disbursed shall be accounted for as follows:
- (a) Licence Fees
 - (b) FAC and permits
 - (c) Police Reports
 - (d) Parking Tags
 - (e) Warrants of Committal
 - (f) Sale of Property at Auctions
 - (g) Informants Fees (Names confidential)
 - (h) Special Accounts (drugs, alarms, traffic education initiative, etc.)
 - (i) Other revenues (specify)
5. In accordance with the Municipal Act, Municipal Auditors will continue to conduct independent financial audits of the accounting records of the Police Services Board, as required.

READ A 1ST TIME ON THIS 9TH DAY OF December, 1997

READ A 2ND TIME ON THIS 9TH DAY OF December, 1997

READ AND PASSED A 3RD TIME ON THIS 9TH DAY OF December, 1997

Signed by: S. Kidd
Chair

Judy Celentano
Secretary