



# NIAGARA REGIONAL POLICE SERVICE

## Police Service Board Report

PUBLIC AGENDA

---

**Subject:** Special Fund Policy Review  
**Report To:** Chair and Members, Niagara Police Service Board  
**Report Date:** 2024-11-25

---

### Recommendation(s)

**That the Niagara Police Service Board (Board) approve the recommendations outlined in this report.**

### Key Facts

- The purpose of this report is to provide the Board with recommendations that will ensure transparency and accountability of all special fund requests by ensuring the report is a fair representation of the intended uses of the monies and provides an adequate accounting of the monies spent.
- At the May 9, 2024, Finance Committee, the Board received a report from the Executive Director of the Board and presentation from the Service Finance Manager on the uses of special funds.
- Following discussion, the Board motioned that a report be prepared by the Executive Director of the Board and Finance Manager on possible recommendations to the reporting and processing structure.
- The recommendations include a structured report template (Appendix 1) be submitted to the Chief's office and only one monthly special fund request be submitted to the Board with attached appendices. Further, that an annual report be submitted on the activities, their outcomes, and a financial reconciliation on money spent.

### Financial Considerations

There are no financial considerations to the recommendations included in this report.

### Analysis

At its May 9, 2024, Finance Committee meeting, the Committee considered a memo dated April 12, 2024, providing the Board's By-Law 403-2024 respecting the Administration, Limitations, and Guidelines of the special fund and presentation from the Service outlining the purpose, revenue sources, disbursements, future considerations, and recommendations. Following the discussion, the Board Motioned:

That the Board's Executive Director and the Service's Finance Manager determine a set of guidelines that will ensure transparency and accountability of allotted special fund donations, and that their recommendations be brought to the Board for consideration. That the Board's Finance Committee re-evaluate the Board's By-Law 403-2024 respecting the Administration, Limitations, and Guidelines of the special fund, when the Police Foundation policies are developed by its Board of Directors.

The purpose of this report is to provide the Board with recommendations that will ensure transparency and accountability of all special fund requests by ensuring the report is a fair representation of the intended uses of the monies and provides an adequate accounting of the monies spent.

There are three clear objectives:

- To achieve transparency – all requests should be structured in a similar manner to ensure a fair representation of the event; therefore, it is recommended that all requests are submitted to the Chief's office, in a draft template outlined in Appendix 1. In addition to the special funds request approved by the Chief's office for Board consideration, all requests that are denied also be included in the report.
- To achieve accountability – an annual report be submitted to the Board outlining the outcome of the events, and a reconciliation of the funds spent on the event.
- To achieve a streamlined process – submit one monthly special funds request with each event reported as an Appendix.

The following changes to the reporting format and process are recommended:

- All requests are to be submitted using the draft report template provided in Appendix 1. The template to include:
  - Event, date, and brief description of the event;
  - Agency hosting and benefactor of the proceeds from the event;
  - Service or Board staff attending the event;
  - Amount requested and receiver of the funds;
  - Details on how funds will be spent – i.e., registration, travel costs, supply items;
  - The By-Law category that the event and a brief description how the event aligns with the By-Law category.
    - Support Community Relations
    - Board/Service Relations
    - Public Education Awareness
- One special fund report will be submitted monthly by the Chief's Office with each request detailed in the appendices.
- Finance to monitor the funds for each request that is spent in the manner requested and any unused funds returned to the special fund account.

- Finance will notify the members of approved fund requests, disperse funds, and require that the Post-Event Form is completed in a timely manner.
- An annual report be prepared by the Finance Unit outlining the activities of the year and a brief update on the achievements of the activities.

It is recommended that no changes to the special fund By-Law 403-2024 be made until after the Police Foundation has developed their policies.

In conclusion, the recommendations put forth in this report will streamline the special fund request process, as well as ensure transparency for the intended uses of the funds and provide the Board with a detailed account of the funds spent post event.

### **Alternatives Reviewed**

Not applicable.

### **Relationship to Police Service/Board Strategic Priorities**

The Board has a fiduciary responsibility to ensure the funds disbursed from the special funds are in accordance with the intent of the By-Law.

### **Relevant Policy Considerations**

- By-Law 403-2024 – Administration, Limitations and Guidelines of the special fund.

### **Other Pertinent Reports**

6.1 – 2024.05.09 Public Finance Committee Meeting – Special Fund Policy Review.

*This report was prepared by Laura Rullo, Director of Finance and Asset Management, and Deb Reid, Executive Director, Niagara Police Service Board. Recommended by Luigi Greco, Deputy Chief, Support Services.*



---

#### **Submitted by:**

Bill Fordy, O.O.M. #9615  
Chief of Police

### **Appendices**

Appendix 1 Special Funds Request Form

**APPENDIX 1**  
Special Funds Request Form

*(Please limit to two pages per Special Fund Request)*

**1. Request for Funding: Sections A-O**

**A. Event:**

Event Name

**B. Date of Event:**

YYYY-MM-DD

**C. Hosting Agency and Benefactor of the Event (if any):**

Agency Name and Benefactor of the proceeds from the event.

**D. Brief Description of the Event:**

Provide a brief description of the event.

**E. Service Staff or Board Members Attending (if applicable):**

Name, rank of members attending the event.

**F. Aligns with the Special Fund guiding principles (Community Relations, Board/Service Relations or Public Education/Awareness):**

Please explain how the event aligns with the three categories as outlined in the guiding principles of Administration, Limitations and Guidelines of the Special Funds By-Law 403-2024.

**G. Detail account of Funds requested and its intended uses:**

| <b>Items</b>                   | <b>Amount</b> |
|--------------------------------|---------------|
| Registration Fee/Tickets       |               |
| Travel                         |               |
| etc                            |               |
| <b>Total Amount Requested:</b> |               |

**H. Funds will be disbursed by:**

Please provide the cheque payable to “name of agency” and address to mail cheque OR issued to Niagara Regional Police under the control of the Finance Unit.

**I. Submitted by:**

**J. Immediate Supervisor Approval:**

**K. Program Manager Approval:**

**L. Sponsored by (Member of the Executive Leadership Team):**

**M. Dated Submitted to Chief’s Office:**

**N. Chief’s Approved \_\_\_\_\_ or Denied \_\_\_\_\_**

**O. Chief’s Comments:**

**2. Post Event Report:**

**A. Please provide a follow up report on the outcome of the event(s), achievement of the main objective, members that attended the event. (please limit to 2-3 paragraphs)**

**B. Final Financial Report: (to be completed by Finance)**

| <b>Items</b>             | <b>Funding Request</b> | <b>Amount Spent</b> | <b>Difference:</b> |
|--------------------------|------------------------|---------------------|--------------------|
| Registration Fee/Tickets |                        |                     |                    |
| Travel                   |                        |                     |                    |
| etc                      |                        |                     |                    |
| <b>Total Amount:</b>     |                        |                     |                    |

***Any unspent funds will be returned to the Special Fund Account.***