



<b>Policy Name:</b>	<b>BUDGET PROCESS</b>		
<b>Policy #:</b>	AD 8.1	<b>Last Updated:</b>	2021-07-06
<b>Issued By:</b>	2021-07-06	<b>Approved By:</b>	SURREY POLICE BOARD
		<b>Review Frequency:</b>	AS REQUIRED

**RELATED POLICIES**

AD 8.2 Accounting System

AD 8.3 Acquisition of Goods and Services

**1. PURPOSE**

1.1. To ensure that Surrey Police Service (SPS) budgets are prepared in accordance with the *Police Act* and will support the initiatives and objectives included in the SPS Strategic Plan.

**2. SCOPE**

2.1. This policy applies to all SPS Employees.

**3. POLICY**

3.1. The SPS has developed a budget process that is transparent and open. It is a consultative process that links operational functions and programs with the funding necessary for their support. It will ensure that the budgets are prepared in accordance with the *Police Act* and will support the initiatives and objectives included in the SPS Strategic Plan.

**4. PROCEDURE**

4.1. The Surrey Police Board (SPB) is responsible for reviewing and approving the annual budgets of the SPS.

4.2. Supervisors of sections or functions will prepare recommendations to develop the SPS's budgets:

- i. derived from operational and program analyses;
- ii. addressing current and anticipated staffing requirements; and

- iii. including rationale based on operational and activity analysis, and the strategic goals of the SPS.
- 4.3. The budgets are administered in conjunction with guidelines set by the City of Surrey. The Finance Manager is responsible for the submission of the operating and capital budgets, and for their daily application and administration.
- 4.4. This Policy will be reviewed every three years or as requested by the Executive Leadership Team. Any amendments will be approved by the SPB.

## **APPENDIX A: DEFINITIONS**

“Employee” means a sworn Member or Civilian Employee appointed by the Surrey Police Board.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“Supervisor” means a Team Leader, Manager, Staff Sergeant, Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of the SPS.

## **APPENDIX B: REFERENCES**

*Police Act, R.S.B.C. 1996, c. 367*