

Effective: November 30 th , 2007	Revised: January 22, 2009
Repealed:	January 21, 2010
	April 3, 2010

1.1.1 FINANCE & AUDIT COMMITTEE TERMS OF REFERENCE

Mandate:

The Committee provides assistance to the Commission in fulfilling its responsibility, pursuant to the *Police Act*, to determine estimates of funds required for policing and allocating funds that are provided to the Edmonton Police Service by City Council.

The Committee also assists the Commission in its oversight responsibilities relating to the integrity of the Service's financial statements, the financial reporting process, and the systems of internal financial controls.

The Committee also provides oversight of management's audit functions and overall risk culture for the Service to ensure that the Service's assets and reputation are protected and safeguarded within reasonable business limits.

1. Duties and Responsibilities of the Finance & Audit Committee:

Financial Matters

- a. consult with the Chief on the development of an annual financial plan that specifies the level of police service and programs to be provided in the City of Edmonton;
- b. oversee and review the preparation of long range financial plans for the Service for recommendation to the Commission;
- c. review and recommend to the Commission the guiding principles for changes to approved budgets and for transfer(s) or reallocation(s) of monies included in approved budgets;
- d. review and recommend financial policies to the Commission;
- e. authorize signing authorities for expense approvals to the Commission;
- f. review, analyze and recommend operating and capital budget financial information provided by management to the Commission;
- g. review strategic key performance indicators as they relate to financial performance;

- h. review and make recommendations with respect to relevant legislative changes affecting financial resources and environmental issues as they relate to the Commission and or the Service;

Audit Matters:

- i. engage, serve as primary contact and report on reviews of external auditors;
- j. review and recommend to the Commission the internal auditor's annual plan;
- k. receive, review and report on audit outcomes and initiatives and recommend required action;
- l. meet "in camera" at least quarterly with the internal auditor to discuss audit outcomes and initiatives, emerging issues, and review management's cooperation;

2. Composition of the Finance & Audit Committee:

- a. The Committee shall designate, at its first meeting of the year, one of the appointed members to be Chair of the Committee for that calendar year.
- b. The Executive Director of the Commission and the Chief shall provide management support to the Committee.

3. Meetings of the Finance & Audit Committee:

- a. Meetings will be held as scheduled by the Commission, at the call of the Chair, or on written request by a majority of members of the Committee.

Effective: November 30th, 2007

Revised: January 21, 2010

Repealed:

5.2.4 FINANCE COMMITTEE TERMS OF REFERENCE

Under the *Police Act* (section 31(1)), and as part of its oversight of the Edmonton Police Service, the Edmonton Police Commission is responsible for allocating funds that are provided for policing by City Council. The Finance Committee is created by the Commission for the purpose of supporting the Commission in delivering on this responsibility and is responsible to the Commission.

Procedures:

1. Mandate of the Finance Committee:

The Edmonton Police Commission is responsible for allocating the funds provided by Edmonton City Council under the *Police Act* (section 29(3)). The Finance Committee shall monitor, give advice and make recommendations on behalf of the Commission with respect to all-strategic and significant financial matters and policies of the Commission. Without limiting the generality of the foregoing the Committee shall:

- a. consult with the Chief of Police on the development of an annual financial plan that specifies the level of police service and programs to be provided in the City of Edmonton;
- b. oversee and review the preparation of long range financial plans for the Edmonton Police Service for recommendation to the Edmonton Police Commission;
- c. review and recommend to the Edmonton Police Commission the guiding principles for changes to approved budgets and for transfer(s) or reallocation(s) of monies included in approved budgets;
- d. review and recommend financial policies to the Edmonton Police Commission;
- e. authorize signing authorities for expense approvals to the Edmonton Police Commission;
- f. review, analyze and recommend operating and capital budget financial information provided by the Edmonton Police Service to the Edmonton Police Commission;
- g. review strategic key performance indicators as they relate to financial performance;
- h. recommend or report on audit outcomes and initiatives and recommend any required action, if any; and,
- i. review and make recommendations with respect to relevant legislative changes affecting financial resources and environmental issues as they relate to the Edmonton Police Commission and or the Edmonton Police Service.

2. Composition of the Finance Committee:

- a. The Finance Committee shall designate, at its first meeting of the year, one of the appointed members to be Chair of the Committee for that calendar year.
- b. The Executive Director of the Commission and the Chief Administrative Officer of the Edmonton Police Service shall provide management support to the Finance Committee.

3. Meetings of the Finance Committee:

- a. Meetings will be held as scheduled by the Commission, at the call of the Chair, or on written request by a majority of members of the Committee.