

# Hamilton Police Services Board

## **Auction Account Fund Policy**

It is the policy of the Hamilton Police Services Board that the Auction Account Fund be used to support and encourage the participation of members of the Hamilton Police Service and the citizens of the City of Hamilton in policing and justice initiatives that promote positive community partnerships and enrich the quality of life in Hamilton.

And further, it is the policy of the Police Services Board that all expenditures related to requests for financial assistance be made within the limits of its Auction Account Fund policy, and satisfy the Eligibility Criteria and Funding Guidelines outlined in this policy.

### **STATUTORY AUTHORITY**

Sections 132 (2) and 133 (3) of the Police Services Act give Police Services Boards the authority to use the proceeds from the sale of unclaimed personal property and money found and seized by the police service for any purpose that it considers in the public interest.

Pursuant to its statutory authority, the Police Services Board establishes the Auction Account Fund to be used in accordance with this policy.

Any unused monies in the Auction Account Fund shall be carried forward to the next fiscal year.

### **GOAL**

To establish an Auction Account Fund policy, consisting of a set of guidelines that identifies recognized funding priorities to assist the Board in allocating the discretionary funds contained within the Board's Auction Account. The guidelines need not limit the Board in its funding of unique projects / functions, but would provide some consistency and rationale in dealing with the funding requests that come before the Board for consideration.

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## GUIDING PRINCIPLES

The Board will give preference to funding requests that fall into one of the following categories:

1. **Community Relations through Involvement with Police Related Organizations**  
Intended to enable the Board / Service to purchase tickets or contribute donations for individuals officially representing the Police Services Board and / or the Hamilton Police Service at external organizations and / or fundraising events. The attendance and participation of Board and Service members at fundraising events for organizations that work closely with the Hamilton Police Service serves to demonstrate the Board's goodwill and community involvement.
2. **Board / Police Service Relations**  
To assist members of the police service to participate in police-sponsored events, with the goal of enhancing the image of the Hamilton Police in other communities as well as home.
3. **Public Education / Awareness**  
To provide funding to projects that assist the Board in communicating to the general public information related to crime prevention, community policing or other public safety issues.
4. **Special Board / Police Requirements**  
Intended to provide flexibility to the Board to fund one-time requirements associated with Board functions, such as the sponsorship of functions at police-related conferences, or special meeting requirements outside of normal budgetary provisions.

## ELIGIBILITY CRITERIA

5. That all requests for funding from the Auction Account Fund, not otherwise explicitly authorized by this policy, are to be considered on an item-by-item basis.
6. That the first priority be for those initiatives that directly relate to the guiding principles of the policy.
7. Approval of funding for particular items is not to be considered a precedent, which binds the Board, and that this be clearly enunciated to any recipients.
8. The Auction Account continue to be utilized to offer financial support for individual, groups and/or organizations attending police oriented competitions. These items are to be considered through one single convenor or organizer.
9. That community groups be advised that a condition of receiving the funds is the filing of the previous year's annual audited statement.

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10. That recipients be advised that as a condition of receiving funds, the organization must be willing to make available, if requested, financial records indicating the disposition of the Board's contribution of the project or activity.
11. Groups and organizations requesting funding must be based in Hamilton and organized along not-for-profit principles.
12. The organization receiving the funding must clearly provide a benefit for the Hamilton Police and the community.
13. Where the financial contribution of the Police Services Board is by way of sponsorship, the correspondence enclosing the contribution shall request that the contribution be acknowledged in marketing and promotional materials and at the event, where applicable.

### **FUNDING LIMITATIONS**

14. The Fund not be used for any item that would normally be funded through the current / operating or capital budget for either the Board or the police service.
15. Use of the funds must not extend beyond the current fiscal year.
16. Funds cannot be used to cover a deficit from a previous year.
17. The Board does not commit to ongoing funding of or recurring donations to any community program or activity. Recipients cannot expect that subsequent requests for financial support will be approved automatically by the Board.
18. Funds not used as allocated or not needed within the fiscal year, in whole or in part, shall be returned to the Fund.
19. Funds will only be provided to the group directly responsible for the activity or project being funded.
20. The Board not support through use of the Auction Account any overtly political or partisan political events or activities.
21. That support for community events be limited to those events where the proceeds go to support a policing priority or priority of the Board, or the goals and work of the Board as identified in the guiding principles.
22. That the Board not commit to any single disbursement over \$1,000 without prior consideration as the effect such disbursement would have on the unrestricted fund balance.

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22. The Board will ensure value for funding dollars and evaluate all requests equitably and consistently.

### **FUND ADMINISTRATION**

23. The Chief of Police, under the direction of the Board, has primary responsibility for the Auction Account Fund.
24. The Chief of Police or designate staff are responsible for the accounting and day-to-day handling of the Auction Account Fund.
25. The Chief of Police or designate staff shall ensure that the appropriate procedures are in place for the collection, maintenance and disbursements of funds.
26. The Chief of Police or designate staff shall ensure the appropriate accounting and audit systems are in place to protect the integrity of the Auction Account Fund.

### **REPORTING AND ANNUAL REVIEW**

27. The Chief of Police shall prepare and submit an annual report to the Board that will summarize for the completed fiscal year all requests approved by the Board. At this time the Board will review the policy to ensure that the funding priorities and criteria remain reasonable and reflective of the Board's own priorities.

### **MEMBER RESPONSIBILITY**

28. If a Board Member arranges to attend an event and is unable to attend it is the Member's responsibility to arrange through the Administrator of the Board to find a replacement to attend the event on their behalf.



Chair Lloyd Ferguson