

## HAMILTON POLICE SERVICES BOARD

### - INFORMATION -

**DATE:** July 23, 2020

**REPORT TO:** Chairman and Members  
Hamilton Police Services Board

**FROM:** Eric Girt  
Chief of Police

**SUBJECT:** *Hamilton Police Service Budget Process*  
*PSB #20-061*

#### **BACKGROUND:**

The Hamilton Police Service is committed to an informative and transparent budget process. Section 39 of the Police Services Act sets out the annual budget process for Police Services. In accordance with these requirements, each year the Chief of Police presents recommendations for the next fiscal year to the Hamilton Police Service Board after meetings with the PSB Budget Sub-committee for approval and subsequent referral to City Council. The Chief attends Council to deliver the budget presentation, address any questions from Council, and obtain final approval of the overall capital and operating budget. Presentations to the Board and Council are accompanied by detailed reports which highlight increases and reductions to the budget over the prior year, drivers of any increases, as well as forecasts for future years.

While setting the budget is a one-time annual process, there are a number of other regular reports/activities that the Service undertakes to ensure the HPSB and public remain informed as to the status of our budget. All of these reports and discussions occur at the monthly meetings of the HPSB in public session, and are available on the HPS website.

- Quarterly budget variance reports are provided to the HPSB. These reports compare budget to actuals for the relative period and serve to identify if we are meeting the stated budget targets throughout the year
- An annual year-end budget variance report is produced after the completion of our external financial audits to inform the HPSB of the prior year's actual-to-budget and actual-to-actual analysis of revenues and expenditures. This report would identify any surpluses or deficits from the prior year ending December 31<sup>st</sup>
- An annual surplus allocation plan is submitted to the HPSB with recommendations on how to utilize any surpluses resulting from the prior year

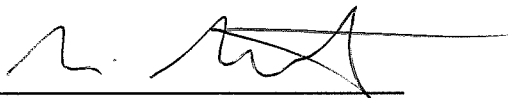
- Quarterly Capital project status updates are provided to the HPSB to allow a simple and transparent mechanism for monitoring budgets associated with short and long term capital projects
- An annual ten year Projected Capital Expenditures report is produced for the HPSB and forwarded to Council to ensure awareness, long term planning and appropriate financing of key capital projects

In an effort to continuously improve our processes, we recently made further changes to our budget reporting to assist in aligning our budget format to the City of Hamilton's reporting standards:

- For the 2020 budget submission and for all future submissions, the Service separated its operating and capital budgets
- For the 2020 budget submission and for all future submissions, the Service included year end projections as part of its reporting and presentation to the HPSB

The Service's current and past operating and capital budgets can be accessed anytime on our website at the link below. These documents provide a **line by line** description of all accounts of the Service and highlight any increases/decreases to the budget lines over the prior year.

<https://hamiltonpolice.on.ca/about/hps-budget>



Eric Girt  
Chief of Police

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cc: John Randazzo, Director of Finance/CFO