

**Financial  
Accountability  
Procedures Manual  
Review**

**Policy &  
Governance  
Committee Meeting**

**May 1, 2023**



# What is the FAP?

The Financial Accountability Procedures (FAP) Manual includes the following content:

- Legislative Authority
- Administrative Procedures
- Contracts and Financial Procedures
  - Authorization of Contracts and Expenditures
  - Purchasing
  - Other Delegated Financial Authority
  - Conflict of Interest
- Petty Cash
- Travel Expenses

# Items to be Reviewed

Here are a list of the main items being considered for update:

- General administrative clean up
- Competitive and sole source approval limits
- Returning funding to capital
- Disposal of assets
- Travel claims

Other factors influencing the update to the FAP:

- Credit Card Audit recommendations
- New SAP Ariba System

Excerpt from FAP states the following:

## Section 2.3 Amendments to the Manual

The Board's Policy and Governance Committee is responsible for initiating a full review of the manual once every four years, at minimum, in consultation with the Chief of Police and Chief Administrative Officer. Individual amendments, if necessary and applicable, may be presented at any time. Board approval must be obtained for all amendments.

➤ That the Policy and Governance Committee:

- Direct the Executive Director to undertake a full review of the Board's Financial Accountability Procedure Manual in consultation with the Chief of Police and Chief Administrative Officer and bring back any recommended amendments to the Committee before the end of Q4 2023.