



<b>Policy Name:</b>	<b>ACCOUNTING SYSTEMS</b>		
<b>Policy #:</b>	AD 8.2	<b>Last Updated:</b>	2024-07-31
<b>Issued By:</b>	FINANCIAL SERVICES SECTION	<b>Approved By:</b>	SURREY POLICE BOARD
<b>Version</b>	2.0	<b>Review Frequency:</b>	TRIENNIAL

**RELATED POLICIES**

*AD 8.6 Expense Reimbursement*

**1. PURPOSE**

1.1. To ensure Surrey Police Service (SPS) compliance with statutory requirements and the safeguarding of SPS assets.

**2. SCOPE**

2.1. This policy applies to all SPS Employees and all Bureaus, Sections, Teams, and Units of SPS.

**3. POLICY**

3.1. SPS uses accounting processes and procedures that adhere to Canadian Public Sector Accounting Standards. A system of accounting and financial controls ensures compliance with statutory requirements and the safeguarding of SPS assets.

3.2. SPS will comply with financial policies and procedures established by the Surrey Police Board.

3.3. SPS will utilize accounting systems that best meet its operational requirements for accounting, efficiencies, and financial controls to ensure compliance with statutory requirements and the safeguarding of SPS assets.

3.4. All cash, including cheques and negotiable items, will be collected, safeguarded, and disbursed in an accountable and transparent manner until deposited to the appropriate bank account.

## 4. PROCEDURES

### **Accounts Payable**

- 4.1. SPS accounts payable will be processed by the Financial Services Section. This includes the handling of the establishment of vendor files, purchase orders, and verification of payment approvals before payment is issued.
- 4.2. The Financial Services Section will ensure that all invoices are properly coded and are approved for payment by an authorized signatory.
- 4.3. When required, based on procurement thresholds, purchase orders will be generated by the Financial Service Section to ensure cost control and that procurement budgets are adhered to.
- 4.4. SPS Employees' and SPB Members' expense claims will be processed by the Financial Services Section and approved by an authorized signatory.

### **Accounts Receivable**

- 4.5. The Financial Services Section will process SPS external billings, issue invoices, and collect amounts due to SPS.

### **Deposits**

- 4.6. The Financial Services Section will prepare bank deposit records listing the cheques and cash to be deposited. The Finance Manager or designate will review and approve the deposit details prior to the cheques and/or cash being taken to the designated Bank for deposit into the appropriate account.
- 4.7. The Financial Services Section will keep on file a copy of the deposit record stamped by the teller.

### **Petty Cash**

- 4.8. Petty cash will be used for reimbursement of minor expenses of less than \$100. Custody of the petty cash will be maintained by the Finance Manager or designate. Any disbursements out of petty cash will require an original detailed receipt and the completion of a petty cash voucher. The voucher will be completed by a Financial Services Section Staff, including coding the nature of the expense and signed by the recipient of the petty cash.

## **APPENDIX A: DEFINITIONS**

“Employee” means all SPS Employees, including sworn Members and civilian staff, appointed by the Surrey Police Board.

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

**APPENDIX B: REFERENCES**