



<b>Policy Name:</b>	<b>FINANCIAL AUDIT</b>		
<b>Policy #:</b>	AD 8.4	<b>Last Updated:</b>	2021-07-06
<b>Issued By:</b>	FINANCIAL SERVICES	<b>Approved By:</b>	SURREY POLICE BOARD
		<b>Review Frequency:</b>	TRIENNIAL

**RELATED POLICIES**

AD 8.1 Budget Process

AD 8.5 Audit Process

**1. PURPOSE**

1.1. To ensure the Surrey Police Service’s (SPS’s) integrity of its financial information and internal controls by participating in the annual financial audits conducted by the City of Surrey’s (City) external auditors.

**2. SCOPE**

2.1. This policy applies to all SPS employees, including sworn Members and civilian staff, and all Bureaus, Sections, Teams and Units of SPS.

**3. POLICY**

3.1. The SPS ensures the integrity of its financial information and internal controls by participating in the annual financial audits conducted by the City of Surrey’s (City) external auditors.

**4. PROCEDURE**

4.1. The Chief Constable will ensure that the SPS will be included in the annual audit conducted by the City’s external auditors.

4.2. Financial Services will cooperate with and facilitate the conduct of the audit conducted by the City’s external auditors.

- 4.3. At the request of the Surrey Police Board (SPB) or the Executive Leadership Team, Financial Services will perform internal financial audits of functions, processes or internal controls. External auditors may be used to perform special internal audits at the discretion of the SPB or Executive Leadership Team.
- 4.4. All audit reports will be reviewed by the Chief Constable, who will submit a report to the SPB with a summary of the findings and recommendations, and the SPS's proposed actions.
- 4.5. This Policy will be reviewed every three years or as requested by the Executive Leadership Team. Any amendments will be approved by the SPB.

## **APPENDIX A: DEFINITIONS**

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

**APPENDIX B: REFERENCES**