

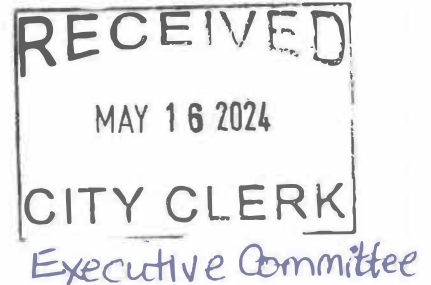
**Prince Albert Board of Police  
Commissioners**

1084 Central Avenue  
Prince Albert, SK S6V 7P3  
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May 16, 2024

City Clerk's Office  
1084 Central Avenue  
Prince Albert, SK.  
S6V 7P3



**Attention: Terri Mercier, City Clerk**

Dear Mrs. Mercier:

**RE: 2023 Prince Albert Police Service Year End Financial Report**

I am writing on behalf of the Board of Police Commission regarding the 2023 Prince Albert Police Service Year End Financial Report, which was discussed and approved during our meeting on May 14, 2024.

The Board of Police Commission, at its meeting on May 14, 2024, approved the following motion for the 2023 Prince Albert Police Service Year End Financial Report:

*"That the request to fund the 2023 Police Services financial shortfall in the amount of \$243,875 be forwarded to City Council for consideration."*

We are formally requesting your attention to this matter and kindly ask for your consideration in funding the mentioned financial shortfall. Our recent operational report has comprehensively outlined the financial details and breakdowns supporting this request.

The shortfall primarily arises from overruns in various operational areas, including salaries, benefits, contracted services and unexpected expenses across different departments. Despite diligent efforts to manage costs, unforeseen circumstances such as staffing shortages, staffing changes, and increased duties have contributed to this deficit.

Attached to this letter, you will find a detailed breakdown, completed by Prince Albert Police Services Financial Manager, of the budget versus actual spending. This report highlights areas of overages and savings, along with explanations for each variance. We believe that this breakdown provides transparency and accountability regarding the financial status of the Police Service for the year 2023.

Funding this shortfall is crucial to maintaining essential services, ensuring community safety, and continuing our commitment to reducing crime in Prince Albert effectively. We greatly appreciate your support in this matter, as it will enable Prince Albert Police Service to maintain operational integrity and service excellence.

Should you require any additional information or clarification to facilitate the review process, please do not hesitate to reach out to us. We look forward to your favorable consideration of this request.

Thank you for your attention to this important matter.

Sincerely,

A handwritten signature in cursive script that reads "Janet Carriere".

Janet Carriere

CHAIRPERSON

Prince Albert Board of Police Commissioners

Attachment – Prince Albert Police Service 2023 Year End Financial Report

Cc Prince Albert Board of Police Commissioners  
Patrick Nogier, Chief of Police



# PRINCE ALBERT POLICE SERVICE

## Board Report

**TITLE:** 2023 Prince Albert Police Service Yearend Financial Report

**DATE:** May 1, 2024

**TO:** Chief of Police

Board of Police Commissioners

**PUBLIC:**

**IN CAMERA:**

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### RECOMMENDATION:

That the report be received as information and filed.

### STRATEGIC PLAN:

2024 Operational Plan – Goal 9 – Accountable Financial Practices

### TOPIC & PURPOSE:

To provide a breakdown of the 2023 Police Service spending for the operations of Prince Albert Police Service.

### BACKGROUND:

City Council, at its meeting on December 12, 2022, approved the following recommendations for the 2023 Prince Albert Police Service Budget:

*“That the 2023 Prince Albert Police Service be funded in the amount of \$18,336,700 inclusive of Capital expenditures of \$263,040 and the Police Base Tax in the amount of \$621,100;*

*That the City accept a \$200,000 transfer from the Police Services Operating Reserve to The City’s General Fund, as approved by the Prince Albert Board of Police Commissioners, to assist with budget shortfalls.”*

The 2023 Prince Albert Police Service Budget was approved for \$18,336,700.

**PROPOSED APPROACH & RATIONALE:**

This report will provide a detailed summary of the 2023 operations compared to budget for the Prince Albert Police Service. This summary report reflects the budget as approved compared to actual operations for the year.

SUMMARY OF 2023 POLICE SERVICE YEAR-END

The summary of the 2023 Police Service Yearend shows a **shortfall** of \$243,875, broken down as follows:

	2023 Budget	2023 Actuals	(favorable) Unfavorable Change
<b>REVENUES</b>			
User Charges and Fees	(1,055,610)	(1,333,777)	(278,167)
Operating Grants and Donations	(3,828,080)	(4,017,951)	(189,871)
<b>Total Revenues</b>	<b>(4,883,690)</b>	<b>(5,351,728)</b>	<b>(468,038)</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	19,788,280	19,938,698	150,418
Contracted and General Services	1,630,110	1,988,767	358,657
Financial Charges	750	1,263	513
Utilities	139,210	129,203	(10,007)
Interest on Long Term Debt	-	-	-
Fleet Expenses	829,580	829,919	339
Maintenance Materials and Supplies	1,170,710	1,296,545	125,835
Insurance	19,810	19,046	(764)
<b>Total Expenses</b>	<b>23,578,450</b>	<b>24,203,441</b>	<b>624,991</b>
<b>Operating (Surplus) Deficit</b>	<b>18,694,760</b>	<b>18,851,713</b>	<b>156,953</b>
Approved Capital Reserve	263,040	263,040	-
Transfer from Proactive Policing Reserve	(621,100)	(534,178)	86,922
<b>Total Transfer from the City</b>	<b>\$ 18,336,700</b>	<b>\$ 18,580,575</b>	<b>\$ 243,875</b>

The 2023 Police Service shortfall includes the transfer from the Proactive Police Reserve in the amount of \$534,178, to fund the costs of the Proactive Policing Unit in 2023.

- For 2023, Revenues exceeded budget by \$468,038.
- For 2023, Expenses exceeded budget by \$624,991.
- For 2023, Proactive Policing Unit reserve transfer was reduced by \$86,922.

*This report going forward will illustrate a surplus as being (favourable).*

## 2023 POLICE SERVICE OPERATING REVENUES

### User Charges and Fees

User charges and fees include Provincial Magistrate Fines, Alarm charges, Criminal Record checks and other items. A breakdown of the revenue generated for Year 2023 for User Charges and Fees is as follows. There was a surplus of (\$278,167) for User Charges and Fees.

<b>User Charges and Fees</b>	<b>2023 Budgeted Revenue</b>	<b>2023 Actual Revenue</b>	<b>(Surplus)/ Shortfall</b>
Total User Charges and Fees	\$1,055,610	\$1,333,777	(\$278,167)

### Notes:

User Charges and Fees Revenue exceeded budgeted revenue by the amount of (\$278,167) mainly due to the following increased/decreased revenue:

- (\$17,946) increased revenue generated from Administration Revenue. Increases included Detention Services Contract: (\$1,681); CRT Facilities Rent/LAFOIP Revenue: (\$17,932); ICE Operating Costs Reimbursement: (\$4,753); and a shortfall in Sask. Policing Training Reimbursement \$6,420.
- (\$4,632) unbudgeted revenue generated from reimbursements for members traveling for certain training and/or instructing.
- \$5,000 shortfall in recruiting revenue. PA Police Service no longer charges potential recruits for POPAT Testing.
- \$4,620 shortfall for alarm charges.
- (\$301,307) increased revenue generated from Workers Compensation Board. (WCB Claims)
- \$19,687 shortfall in Special Events Overtime Revenue.

- \$85,645 shortfall for Provincial Magistrate Fines.
- (\$68,485) increased revenue generated from Criminal Records Checks.
- (\$750) unbudgeted revenue generated from rent of building.

### **Operating Grants and Donations**

Operating grants and donations include funding from SGI, the Provincial Government and the Federal Government, for officer positions and victim services positions.

The 2023-budgeted revenue for Operating Grants and Donations in the total amount of \$3,828,080 consisted of:

- \$2,530,000 ~23 funded officers X \$110,000 per officer.
- \$540,000 ~ funding from SGI for CTSS Program (three officers X \$120,000 and \$180,000 for operations.
- \$75,000 ~ one funded out of scope civilian intelligence analyst.
- \$308,000 ~ CRT operating dollars.
- \$34,000 ~ STRT operating dollars.
- \$295,180 ~ Victim Services, Indigenous Resource Officer and Missing Persons Liaison funding.
- \$45,900 ~ SGI funding for Traffic Enforcement Initiatives.

The revenue funds the various programs such as Combined Traffic Services Saskatchewan (CTSS), Crime Reduction Team (CRT), Integrated Child Exploitation (ICE), Criminal Investigations (CID), Police and Crisis Team (PACT) and Saskatchewan Trafficking Response Team (STRT).

April 1, 2023, the Prince Albert Police Service received an increase in provincial funding as follows:

- 23 Officers at the rate of \$114,400 per officer.

Operating Grants and Donations Revenue exceeded budgeted revenue by the amount of (\$189,871).

<b>Operating Grants and Donations</b>	<b>2023 Budgeted Revenue</b>	<b>2023 Actual Revenue</b>	<b>(Surplus)/ Shortfall</b>
Total Operating Grants and Donations	\$3,828,080	\$4,017,951	(\$189,871)

Notes:

- (\$8,005) deferred revenue from 2022 for Victim Services, Missing Persons;
- (\$270,500) deferred revenue from 2022 for STRT;
- (\$29,009) deferred revenue from 2022 for CRT;
- (\$4,200) revenue from the Ministry of Health for CPKN Training courses;
- (\$986) revenue from the Province for HUB operating expenses;
- (\$1,551) revenue from SGI for traffic enforcement equipment;
- (\$88,549) increase in revenue from the Province for funded positions;
- (\$21,367) unbudgeted revenue for Civil Forfeiture Grant 2023-2024;
- (\$3,860) unbudgeted revenue donated for Shop with a Cop;
- (\$36,798) City Finance error in clearing deferred revenue of unspent funds for Civil Forfeiture in 2022;
- \$8,776 repayment to the Province for Missing Persons unspent funds for 2022-2023;
- \$15,896 deferred revenue moved to 2024, for unspent Civil Forfeiture Grant 2021-2022;
- \$19,333 deferred revenue moved to 2024, for unspent Missing Persons Contract 2023-2024;
- \$29,370 deferred revenue moved to 2024, for unspent Victim Services Contract 2023-2024;
- \$50,328 reduction in SGI CTSS Contract due to a vacancy in 2023 (invoiced quarterly on actual expenses);
- \$73,885 deferred revenue moved to 2024, for unspent STRT Contract 2023-2024;
- \$76,631 deferred revenue moved to 2024, for unspent CRT Contract 2023-2024;
- \$344 reduction for High Visibility Contract (invoiced quarterly on actual expenses);
- \$400 reduction in Operating Dollars from Province for STRT Contract 2023-2024.

POLICE SERVICE OPERATING EXPENDITURES

A breakdown of the budgeted versus actual spending for the Police Service Expenditures is summarized as follows: The total actual 2023 expenditures were over budget by \$624,991:

<b>Expenditures</b>	<b>2023 Budgeted Expenses</b>	<b>2023 Actual Expenses</b>	<b>(Surplus)/ Shortfall</b>
Contracted and General Services	\$1,630,110	\$1,988,767	\$358,657
Financial Services	\$750	\$1,263	\$513
Fleet Expenses	\$829,580	\$829,919	\$339
Insurance	\$19,810	\$19,046	\$(764)
Maintenance Materials and Supplies	\$1,170,710	\$1,296,545	\$125,835
Salaries, Wages, and Benefits	\$19,788,280	\$19,938,698	\$150,418
Utilities	\$139,210	\$129,203	\$(10,007)
<b>Total Expenditures</b>	<b>\$23,578,450</b>	<b>24,203,441</b>	<b>\$624,991</b>

This report will provide a more detailed analysis of the following Police Service Expenditures:

Salaries, Wages and Benefits

Salaries, Wages and Benefits were over budget for 2023 in the total amount of \$150,418.

<b>Salaries, Wages and Benefits</b>	<b>2023 Approved Budget</b>	<b>2023 Actual Spending</b>	<b>(Surplus)/ Shortfall</b>
Total Salaries, Wages and Benefits	\$19,788,280	\$19,938,698	\$150,418

The over expenditures are as follows:

\$311,111 over budget in Administration:Savings

- Vacancy Savings Chief of Police: (\$71,376)  
Explanation -Secondment coded to Contracted Services.
- Payroll Benefits Chief of Police: (\$50,349)  
Explanation -Secondment coded to Contracted Services.
- Clothing Allowance: (\$782)
- Main Station: (\$9,869)



Explanation – Casual Custodian was not available as much as projected and vacancy savings for Building and Fleet Coordinator of 1.5 months.

- Mechanical Maintenance: (\$5,030)  
Explanation -Prince Albert City wages were less than budgeted.
- Information Management: (\$64,178)  
Explanation - Vacancy savings in IT, Systems Programmer for six months.

#### Unbudgeted Expenses

- Chief of Police: \$272,010  
Explanation – New Chief of Police
- Media Relations: \$8,423  
Explanation – Salaries coded to Administration instead of Community Relations.
- Executive Team: \$14,403  
Explanation- Increment dates and staff turnover.
- Overtime for Finance Manager: \$16,760  
Explanation –Vacancy of executive assistant and Special Inquiry reports.
- Payroll coding error: \$93
- Sub Station \$1,007  
Explanation -Prince Albert City wages were more than budgeted.
- Vacancy savings of 1%: \$200,000

#### \$62,997 over budget in Board of Police Commission:

#### Savings

- Board Indemnities: (\$1,000)
- Board Benefits: (\$95)

#### Unbudgeted Expenses

- Board Secretary Secondment: \$64,092

#### (\$405,946) savings in Criminal Investigations:

#### Savings

- Criminal Investigation Major Crimes: (\$348,205)  
Explanation: Two vacancies were maintained throughout 2023 to bolster frontline support.
- Court Exhibits: (\$4,223)
- PACT: (\$37,498)  
Explanation – Savings attributed to a WCB claim.
- Missing Persons, Victim Services Unit: (\$28,216)  
Explanation- Vacancy resulted in savings, to be returned to the Province as deferred revenue by March 2024.

- ISET: (\$100)  
Explanation- Coding error.

Unbudgeted Expenses

- IDENT: \$11,966  
Explanation- Overtime costs exceeded budget allocation.
- ICE: \$332

\$714,148 over budget in Patrol Division:

Savings

- Statutory Pay: (\$121,451)  
Explanation - Savings attributed to leaves of absence.
- Shift Differential: (\$3,646)
- Clothing Allowance : (\$3,605)
- Court Overtime Salaries: (\$12,243)  
Explanation- Intime assists with scheduling members for court on days of work.
- Detention Unit: (\$140,714)  
Explanation - Savings due to hiring Commissionaires with their salaries coded to contracted services.

Unbudgeted Expenses

- Salaries: \$445,682  
Explanation –Increased expenses due to duty to accommodate, coverage of various leaves and the pilot project -Alternative Call Response, resulting in more members assigned to Patrol in 2023 than budgeted.
- Overtime: \$367,476  
Explanation- Staffing shortages necessitated overtime coverage due to various leaves of absence.
- Benefits: \$176,092  
Explanation - Increased expenses due to duty to accommodate, coverage of various leaves and the pilot project -Alternative Call Response, resulting in more members assigned to Patrol in 2023 than budgeted.
- Wellness Program -\$6,556

Despite efforts to manage expenses, significant overspending occurred in salaries and benefits, mainly due to staffing shortages and increased duties.

(\$531,891) savings in Support Services:

Savings

- Victim Services Unit: (\$61,168)  
Explanation - Vacancy resulted in savings, to be returned to the Province as deferred revenue by March 2024.
- Proactive Policing: (\$81,074)  
Explanation – One vacancy was maintained throughout 2023 to bolster frontline support.
- Canine: (\$310,379)  
Explanation - Originally planned for four members, but due to staffing shortages, only two members were assigned to Canine.
- Community Policing Unit –(\$43,774)  
Explanation - Savings attributed to a WCB claim.
- CTSS: (\$103,890)  
Explanation - One vacancy was maintained throughout 2023 to bolster frontline support.
- High Visibility: (\$17,415)  
Explanation –Focus on overtime directed towards frontline staffing due to shortages.
- CRT: (\$99,455)  
Explanation -Changes in rank from original budget.
- STRT: (\$252,110)  
Explanation – Originally planned for four members, but due to staffing shortages, only two members were assigned to STRT.

Unbudgeted Expenses

- Community Relations: \$246,925  
Explanation - Vacancy in Media Relations, Staff Sergeant of Support Services coded to this account, and change in rank for officers since the original budget allocation.
- Support Services: \$167,492  
Explanation - Additional Administration Support required for Intime Launch and Inspector in Charge of Operations, and hiring of Document Server to support frontline officers and reduce workload
- Enforcement: \$3,998  
Explanation –Overage offset by Special Events revenue.
- ERT: \$10,159
- Mentorship: \$4,775
- Intersection Safety: \$4,025  
Explanation: Offset by revenue increase from SGI.

**Contracted and General Services**

<b>Contracted and General Services</b>	<b>2023 Approved Budget</b>	<b>2023 Actual Spending</b>	<b>(Surplus)/ Shortfall</b>
Total Contracted and General Services	\$1,630,110	\$1,988,767	\$358,657

The over expenditures are as follows:

**\$193, 256 over budget in Administration:****Savings**

- Health Services: (\$698)
- Wellness Strategy: (\$5,104)
- Mets Building: (\$240)
- Consulting Fees Information Technology: (\$13,270)

**Unbudgeted Expenses**

- Legal Services: \$31,985
- Consulting Services: \$122,317  
Explanation -Unbudgeted expense for Chief Secondment.
- Substation: \$23
- Information technology: \$58,243  
Explanation - Increase in licensing contributed to this short fall.

**(\$6,009) savings in Criminal Investigations:****Savings**

- Provincial Analyst: (\$11,220)  
Explanation – Province no longer is requesting PA Police to contribute to a Provincial Analyst.
- FIS: (\$375)  
Explanation -Members assigned to FIS, who have completed the Forensics Identification Training, are compensated \$750.00 each year. One member was pro-rated for 2023.

**Unbudgeted Expenses**

- Towing Services: \$360
- ICE: \$5,226  
Explanation- This expense was invoiced to Saskatoon City Police and has been recorded as revenue.

\$183,410 over budget in Patrol Division:

Unbudgeted Expenses

- Alterations: \$1,962
- Towing Services: \$2,019
- Detention Unit: \$176,656  
Explanation –Commissionaires contracted work in the Detention Unit, resulting in a shortfall despite savings in Detention Unit Salaries. The shortfall is \$34,942.
- Laundry Services Detention Unit: \$2,773

(\$12,001) savings in Support Services:

Savings

- Support Services: (\$20,300)  
Explanation – Unexpected savings despite anticipating an increase in the Dispatching Contract with CanOps.
- Emergency Response Team: (\$1,005)  
Explanation –Funds allocated for Parkland Ambulance attending ERT Calls.

Unbudgeted Expenses

- Community Relations: \$3,365  
Explanation - Expenses related to purchasing signature coins and contracting media relations for new Dispatch Model communication.
- Mentoring: \$275
- Canine: \$2,505  
Explanation- Emergency surgery required for one canine.
- Health Service: \$3,159  
Explanation- POPAT Costs. Vacancies are to offset costs of Recruiting.

Financial Charges

<b>Finance Charges</b>	<b>2023 Approved Budget</b>	<b>2023 Actual Spending</b>	<b>(Surplus)/ Shortfall</b>
Total Finance Charges	\$750	\$1,263	\$513

The over expenditures are as follows:

- There was a small increased cost for Finance Charges.

**Utilities**

<b>Utilities</b>	<b>2023 Approved Budget</b>	<b>2023 Actual Spending</b>	<b>(Surplus)/ Shortfall</b>
Total Utilities	\$139,210	\$129,203	(\$10,007)

**Notes:**

(\$10,007) savings in Utilities:

**Savings**

- Water and Sewer: (\$3,749)
- Heating: (\$9,109)

**Unbudgeted Expense**

- Power: \$2,851

**Fleet Expenses**

<b>Fleet</b>	<b>2023 Approved Budget</b>	<b>2023 Actual Spending</b>	<b>(Surplus)/ Shortfall</b>
Total Fleet	829,580	829,919	\$339

The over expenditures are as follows:

\$339 over budget in fleet

**Savings**

- Admin Vehicle: (\$381)

**Unbudgeted Expenses:**

- Substation: \$120  
Explanation - City of Prince Albert coded an expense to this account.
- Mechanical Maintenance: \$600  
Explanation - City of Prince Albert coded an expense to this account.

**Maintenance Materials and Supplies**

<b>Maintenance Materials and Supplies</b>	<b>2023 Approved Budget</b>	<b>2023 Actual Spending</b>	<b>(Surplus)/ Shortfall</b>
Total Maintenance Materials and Supplies	\$1,170,710	\$1,296,545	\$125,835

The over expenditures are as follows:

\$76,947 over budget in Administration:

**Savings**

- Travel: (\$2,525)
- Advertising: (\$1,101)
- Subscriptions and Renewals: (\$1,964)
- Memberships and Renewals: (\$1,041)
- Training: (\$4,570)
- Operating Expenses: (\$17,864)
- Building Maintenance (Main Station): (\$7,181)
- Rental/Leasing: (\$3,809)

**Unbudgeted Expenses**

- Service Awards: \$1,783
- Meeting Incidental: \$3,978  
Explanation -including Women's Commission and Elders/Chaplain Honorariums.
- Operating Supplies : \$7,812  
Explanation -Included \$3,720 for desk risers for members who needed desk modifications.
- Office Supplies: \$579
- Furniture : \$21,652  
Explanation - Extra costs for new offices.
- Special Projects: \$6,040  
Explanation - Completion of Strategic Plan.
- Miscellaneous: \$37
- Gym Equipment: \$7,067
- Telephone: \$2,096
- Media Storage: \$9,255  
Explanation - Unbudgeted expense, tracking costs, assigned a new account code. Subsequent savings in operating expenses.
- Provincial Public Safety Telecommunications: \$14,214  
Explanation – Invoiced quarterly and have increased.

- Building Maintenance (Main Station, Sub Station, and Mechanical Maintenance): \$42,490  
Explanation -Below is an itemized list of unbudgeted priority items relating to OHS and Emergent repairs. Savings offset some of the expenses below.

\$ 5,170.00	Pest Control
\$ 7,317.00	Furnace/Air conditioning repair at Sub Station
\$ 4,683.00	For Johnson Controls
\$ 2,479.00	Alarm Work - Sub Station
\$ 41,610.00	Furnace/Air conditioning repair at Main Station
\$ 845.00	Overhead Door Repairs
\$ 1,288.00	Elevator Repairs
\$ 1,776.00	Water Damage Clean up Main Station

The savings offset some of the overages in various categories resulting in a net overage of \$76,947 for the Administration Budget.

(\$2,383) savings in Board of Police Commission:

Savings

- Travel: (\$3,224)
- Conventions: (\$2,275)
- Memberships and Dues: (\$539)
- Printing: (\$255)

Unbudgeted Expenses

- Telephone: \$208
- Meeting Supplies: \$1,688  
Explanation -Includes the Chief of Police Swearing in Ceremony.
- Operating Supplies: \$530
- Office Supplies: \$1,485

\$13,907 over budget in Criminal Investigations:

Savings

- Telephone: (\$180)
- Operating Supplies: (\$9,854)  
Explanation -Destruction of weapons and waste savings.
- Missing Persons: (\$5,572)  
Explanation -Revenue was transferred to deferred revenue and will be spent by provincial fiscal year end of March 31, 2024.



Unbudgeted Expenses

- Travel and Expenses: \$839
- Meeting Supplies: \$1,139
- Digital Forensics: \$15,777
- Office Supplies: \$344
- Special Projects: \$3,458  
Explanation- Historic Crime expense.
- IDENT Operating: \$5,488
- ICE: \$2,467  
Explanation -Coding errors by the City of Prince Albert. All expenses were related to fleet and should be coded to Contracted Services for ICE.

(\$1,239) savings in Patrol Division:

Savings

- Operating Supplies : (\$21,735)  
Explanation – PA Police trimmed costs for 2023 and did not purchase any extra items for quarter master stores.
- Alarm Refunds: (\$1,730)

Unbudgeted Expenses

- Damaged Clothing: \$66
- Clothing: \$6,559
- Other Supplies: \$805
- Special Projects: \$5,889  
Explanation -Includes Commissionaires contracted services at criminal investigations.
- Detention Unit Telephone: \$697
- Detention Unit Meals: \$6,281
- Detention Unit Supplies: \$1,929

\$38,603over budget in Support Services:

Savings

- Community Relations Operating Supplies: (\$3,430)
- Victim Services: (\$5,750)  
Explanation –Revenue was transferred to deferred revenue and will be spent by provincial fiscal year end of March 31, 2024.
- Training: (\$22,927)  
Explanation - Funds for gun range transferred to capital from operating reserve.
- Support Services: (\$821)
- Proactive Policing: (\$5,848)

- Canine : (\$13,864)  
Explanation - Originally planned for four members but due to staffing shortages, only two members were assigned to Canine.
- CTSS: (\$34,708)  
Explanation –Revenue was transferred to deferred revenue and will be spent by provincial fiscal year end of March 31, 2024.
- CRT-(\$18,147)  
Explanation – Revenue was transferred to deferred revenue and will be spent by provincial fiscal year end of March 31, 2024.

Unbudgeted Expenses

- Shop with a Cop: \$3,860  
Explanation -All expenses were funded with donations and recorded in revenue.
- Emergency Response Team: \$5,028  
Explanation – Operating expenses exceeded original budget.
- Recruiting: \$95,654  
Explanation – We do not budget the costs for training recruits. We are mindful of vacancies each year, which offset recruit training costs.
- Mentorship: \$169
- STRT: \$4,387  
Explanation – Deferred revenue from 2022-2023 was spent in this year.
- Equipment: \$35,000  
Explanation – Civil Forfeiture expenses in the amount of \$43,232 were charged to this account. Actual savings of \$8,232, as all expenses for civil forfeiture are funded through grants.

<b>Insurance</b>	<b>2023 Approved Budget</b>	<b>2023 Actual Spending</b>	<b>(Surplus)/ Shortfall</b>
Total Insurance	\$19,810	\$ 19,046	(\$764)

Insurance savings of (\$764) relating to Police Administration:

Insurance	2023 Budget	2023 Actual	(Surplus)/ Shortfall
Administration	10,960	10,793	(167)
Main Station Repairs and Maintenance	6,380	6,054	(326)
Substation Repairs and Maintenance	2,210	2,070	(140)
Mets Building Costs	130	-	(130)
Police Equipment Maintenance	130	129	(1)

Proactive Policing Unit

The total expenditures for the Proactive Policing Unit for 2023 is as follows:

2023 Costs:

Salaries and Benefits	\$478,696
Fleet Expenses	\$52,860
Operating Supplies	\$2,622
<b>Total Costs</b>	<b>\$534,178</b>

The total transfer from the Proactive Policing Reserve for 2023 will be \$534,178. That amount is included in the 2023 Police Service Yearend.

**FINANCIAL IMPLICATIONS:**Police Service Operating Reserve

The Board of Police Commission approved the Recorded Police Service Operating Reserve at a cap of \$500,000.

The intent of the Police Service Operating Reserve is as follows:

- That any surplus funds from Audited Year-ends for the Prince Albert Police Service be forwarded to that Reserve.
- That any deficit in Audited Year-ends for the Prince Albert Police Service be funded from the Police Operating Reserve.
- That the Reserve fund any special projects or unanticipated expenses and/or emergency costs.
- That the Board approved any spending of funds from the Recorded Operating Reserve.

2023 Police Service Budget Reduction due to City Fiscal Challenges

City Council, at its meeting on December 12, 2022, approved the bellow motion regarding a transfer from the Police Service Operating Reserve:

*That the City accept a \$200,000 transfer from the Police Services Operating Reserve to The City's General Fund, as approved by the Prince Albert Board of Police Commissioners, to assist with budget shortfalls."*

For year 2023, the amount of \$200,000 was transferred to the City to assist with City's significant budgeting shortfalls.

2023 Police Service Shortfall

The PA Police Service remains steadfastly committed to ensuring community safety and reducing crime in Prince Albert. Reporting to the Prince Albert Board of Police Commissioners, and subsequently to City Council, our Service continues to prioritize financial accountability and transparency in this 2023 financial report.

The 2023 Prince Albert Police Service shortfall is mainly attributed to Salaries, Benefits, and Contracted Services.

The Projected Reserve balance ending in 2023 is as follows:

**Police Service Operating Reserve**

<b>Balance -Year 2021</b>	<b>\$ (496,037)</b>
Approved Transfer to the City -significant challenges	\$ 400,000
Approved Board Temporary Increase to Reserve- 2021 Police Service Surplus	\$ (114,144)
Gun Range Maintenance and infrastructure to Capital Reserve	\$ 10,000
Board of Police Commissioners Motion 123 dated November 21,2022	
2021 Interest Expense owing for Downtown Substation	\$ 6,763
Transfer 2022 Police Service Surplus to Reserve for Year Ending 2022	\$ (254,421)
<b>Balance -Year 2022</b>	<b>\$ (447,839)</b>
Approved Transfer to the City -significant challenges	\$ 200,000
Gun Range Maintenance and infrastructure to Capital Reserve	\$ 10,000
Ballistic Vests to Capital Reserve	\$ 9,040
<b>Projected Reserve Balance Ending Year 2023</b>	<b>\$ (228,799)</b>

	2023 Approved Budget	2023 Actual Spending	(Surplus)/ Shortfall
Prince Albert Police Service			
Prince Albert Police Service 2023	\$18,336,700	\$18,580,575	\$243,875
Prince Albert Police Service Operating Reserve Transfer	-		(\$228,799)
Prince Albert Police Service 2023 - Total			\$15,076

The above is conditional upon the final audited yearend numbers by the City's Auditor.

**PRESENTATION:**    **VERBAL**     **AUDIO/VISUAL**     **NONE**

**Written by:** Angela Dumont, Finance/HR Manager

**Signature:**



**Approved by:** Patrick Nogier, Chief of Police

**Signature:**

