

Policy Type: **GOVERNANCE PROCESS**



Policy Title: **Management of the  
Unclaimed Money and  
Property Account**

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**Policy Statement**

In the course of exercising its policing duties, the Service may come into the possession of money and property. The Board is committed to ensuring that items that come into the possession of the Service are returned to their lawful owner when possible and to disposing of all such items in accordance with the provisions of the *Community Safety and Policing Act*. Appropriate and secure tracking and storage of all such items is essential. Any funds derived from coming into the possession of these items will be transferred to the Board and expended in accordance with the provisions of this policy.

**Policy Application**

1. The Board shall disburse funds in the Unclaimed Money and Property account, subject to sections 258 and 259 of the *Community Safety and Policing Act*, in accordance with the public interest and the provisions of this policy.
2. The Board shall consider the following factors in determining the “public interest”:
  - The needs of community organizations and events requesting financial support, and the extent to which the requesting entity will direct the funds towards supporting community safety and/or wellbeing;
  - The needs of the Durham Regional Police Service in ensuring the safety of the community and its officers; and,
  - Equitable distribution across the municipalities that comprise Durham Region.
3. No entity shall receive more than one donation or more than \$5000 from the Board per year.
4. The Executive Director has the authority to spend up to \$2,000 from the Unclaimed Money and Property Account. All spending above this amount is to be approved by the Board. A minimum balance of \$10,000 shall be maintained in the Unclaimed Money and Property Account.
5. The Account shall be audited by an external auditor once per year.

## **Reporting**

The Auditor's report shall be provided to the Board annually.

The Executive Director shall provide the Board with a report once per year, providing details of the disbursements from the account and details with respect to revenue into the account.