



## GUYANA POLICE FORCE ACADEMY FINANCIAL POLICY

### BACKGROUND

The Guyana Police Force Training Academy is the Force's educator, providing training to Ranks, civilians, and private security firms. Its operational income comes primarily from the National budgetary allocation. Staff are paid by the Government of Guyana, with salaries, stipends, and allowances processed through the Guyana Police Force Finance Office. Funding and asset acquisition are funded from budgetary allocations, and assets are procured through Quarter Master stores. This Policy is in keeping with the **Guyana Police Force Standing Order No. 38**.

The Guyana Police Force Academy (GPFA) establishes a strong, transparent financial policy to manage resources efficiently and responsibly. This policy guides allocation, controls expenditures, and achieves sustainable economic growth. Transparency and accountability are crucial for maintaining public trust and ensuring effective resource utilization. This comprehensive finance policy establishes budget planning, expenditure authorization, internal controls, financial reporting, risk management, and compliance with regulations, contributing to a stronger police force in Guyana.

### OBJECTIVE

- **Cost-effectiveness-** Optimizing resource allocation to deliver necessary training while staying within budget constraints.
- **Funding sustainability-** Securing stable and sufficient funding sources to maintain and improve the Training Academy operation and facilities.
- **Generating revenue-** Income-generating activities (e.g., training for private security teams) while adhering to ethical and professional guidelines.
- **Supporting economic development-** Investing in high-quality police training can contribute to a safer environment, which attracts investment and promotes economic growth.
- **Efficient utilization of resources-** Ensuring optimal use of facilities, equipment, and personnel to maximize training effectiveness and minimize waste.

## **POLICY STATEMENT**

The Guyana Police Force Academy is committed to responsible and transparent financial management, recognizing that efficient resource allocation is crucial to fulfilling our mission of training professional and effective police officers who serve and protect the Guyanese community. We continuously strive to optimize our financial practices, ensuring responsible investment in the future of the Guyana Police Force and the safety of the Guyanese people.

## **SCOPE**

### **Funding Sources**

- Government allocations- This constitutes the primary source of funding for the Academy, covering core operational expenses like salaries, training materials, and facility maintenance.
- Grants and external funding- The Academy may seek additional funding through grants, partnerships with private organizations, or international collaborations for specific training programs or infrastructure projects.
- Revenue generation- Exploring ethical and responsible revenue-generating opportunities, such as offering specialized training to private security companies or other agencies, could supplement the Academy's budget.

### **Expenditures**

- Personnel costs- Salaries and benefits for instructors, administrative staff, and other personnel.
- Training program costs- Funding for curriculum development, training materials, equipment, and guest instructors.
- Infrastructure and maintenance- Expenses associated with operating and maintaining the Academy's facilities, including utilities, repairs, and renovations.
- Technology and equipment- Investments in technology hardware and software for training purposes and administrative functions.
- Professional development- Resources for faculty training and development to enhance the quality of instruction.

### **Budget Planning and Management**

- Needs assessments- The Academy regularly evaluates its training needs and resource requirements to inform budget planning.

- Budget allocation- Funds are allocated across various categories based on priorities and projected expenditures.
- Program Development and Maintenance- Maintaining and updating accreditation standards, developing evaluation methodologies, and conducting research require significant investment.
- Financial monitoring and control- Mechanisms are in place to track expenses, ensure adherence to budget allocations, and identify potential areas for optimization.
- Financial reporting- The Academy maintains financial records and reports, providing transparency and accountability to stakeholders.
- Marketing and Outreach: Raising awareness about accreditation and its benefits among police agencies involves promoting services and engaging with stakeholders.
- International Collaboration: Maintaining partnerships and collaborative networks with other accreditation bodies across the globe incurs travel, communication, and coordination expenses.
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- Operational Expenses: Institutes incur costs for staff salaries, office space, technology, travel, and other operational needs.

### **Risk Management**

- The Academy considers potential financial risks, such as fluctuating government funding or unexpected expenses, and develops contingency plans to mitigate their impact.
- Investing in sustainable revenue generation and responsible financial management practices can help ensure financial stability in the long term.

### **Strategic Development**

- The financial scope aligns with the Academy's long-term strategic goals, such as expanding training programs, upgrading facilities, and implementing innovative training methods.
- Investing in future development and strategic allocation of resources to ensure sustained improvement in the quality of police training.

### **Financial Sustainability Models**

- Non-Profit vs. For-Profit: Some institutes operate as non-profit organizations relying heavily on grants and donations, while others function as for-profit entities primarily sustained by accreditation fees and consulting services.

- **Cost Recovery vs. Subsidized Services:** The extent to which accreditation fees and other income sources cover all operational costs determines whether the institute operates on a full cost-recovery model or relies on external funding to subsidize its activities.
- **Financial Transparency and Accountability:** Maintaining public trust necessitates transparent financial reporting and accountability mechanisms to demonstrate how funds are utilized and the value delivered to stakeholders.

## **COMPLIANCE AND ENFORCEMENT**

The Academy Administration is led by a Force Training Officer, Commandant, with the Finance Unit responsible for financial records, budget preparation, and compliance with the Constitution of Guyana which establishes a legal framework for public finance and accountability, including transparency, fiscal responsibility, and proper management of funds, the Financial Administration and Audit Act, Police Act, Public Procurement Act, Guyana Police Force Standing Orders, and Police Service Commission Regulations.

## **REPORTING AND COMMUNICATION**

The Force Training Officer as the overall head of the institution, bears ultimate responsibility for financial transparency and reporting accuracy. The Academy's Finance Department plays a central role in compiling and maintaining financial records to prepare regular financial reports.

## **EFFECTIVE DATE**

This policy came into effect on October 2, 2023.

## **REVIEW PERIOD**

A review of this policy will be conducted annually. The review will be conducted by the Training Board. The results of the review will be shared with the relevant stakeholders and necessary changes to the policy will be implemented based on the review.

## **REVISION DATE**

Revised in January 2024.

## **APPROVAL OF POLICY**

This Policy was approved by the Guyana Police Force Executive Leadership Team and the Guyana Police Force Academy Training Board.