

Niagara Poverty Reduction Network

Policies and Procedures

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I. PURPOSE

Niagara Poverty Reduction Network is a group of individuals and organizations interested in reducing poverty in Niagara. The network does not generate regular revenue through membership dues. It is imperative that any revenue derived from donations or successful grant applications or any other source, is prudently spent on items that connect to the overall goals of the network.

II. POLICY

All monies of the Niagara Poverty Reduction Network will be held by the Niagara Prosperity Initiatives Secretariat. All purchases of the Niagara Poverty Reduction Network will be reviewed and decided upon by the Co-ordinating Committee.

III. PROCEDURES

1. Any proposed purchase will be brought to the monthly Co-ordinating Committee meeting for review.
2. A financial summary will be provided at each monthly Co-ordinating Committee by the Secretariat.
3. Purchasing decisions will be made by the Co-ordinating Committee and carried out by the Secretariat.
4. All purchasing decisions will be supported by reasonable documentation.
5. All purchasing decisions are to be noted in the Co-ordinating Committee meeting record.
6. A financial report will be made by the Co-ordinating Committee during monthly network meetings.