



NOVA SCOTIA  
FEDERATION OF  
MUNICIPALITIES

## **Financial Request Policy from Outside Agencies**

### **1.0 Purpose:**

The purpose of this policy is to provide a formal procedure for the NSFM Board and staff to make decisions regarding financial requests from outside agencies.

### **2.0 Policy Statement:**

1. Financial requests from outside agencies in the amount of \$1000 or less shall be determined by the Executive Director.
2. Financial requests from outside agencies over \$1000 shall be determined by the Board of Directors. No decision shall be made by the Board on such a request until a staff report is prepared and discussed by the Board. A final decision shall be determined by majority vote at a board meeting where a quorum is confirmed. The board meeting can be conducted in person or via teleconference or videoconference.
3. Staff will track financial requests and activities on an annual basis and report back to the Board.

### **3.0 Date of Approval:**

Approved by the NSFM Board of Directors on August 19, 2011