

## Governance of Non-NSP Financial Matters – Policies and Procedures

(added to website in September, 2008)

1. All requests for financial support from MWCC must first be presented to the Board of Directors. All funding requests must be for activities that have not occurred prior to the meeting with the Board.
2. All requests for financial support must be in writing and contain a detailed budget listing all projected expenses and income for the project. All requests must also be accompanied by a written description of the project.
3. The Board of Directors will vote on each budget request and its recommendations will be presented to the members for their approval/denial at the next membership meeting following the Board of Directors meeting.
4. Following completion of the event, a final budget of the program including all receipts and documentation must be submitted to the MWCC Treasurer within (30) days after the completion of event unless otherwise approved by the Board or membership.
5. In the event a funded activity does not occur for whatever reason, reimbursement and/or disbursement of the previously approved funds will be at the discretion of the membership.
6. If the final expenditures for a pre-approved budget item for the event are less than the approved reimbursement amount, the unspent funds will not be reallocated to another budget item for the event without Board or membership approval and unspent monies will be returned to the MWCC.
7. Failure to comply with these Policies and Procedures may result in nonpayment of expenses.