

## Manual of Administration

<b>TOPIC:</b> ADMINISTRATION	<b>SUBJECT:</b> ANNUAL POLICY REVIEW	<b>CODE: AD004</b>
		<b>DATE OF ISSUE: 02/2001</b>
		<b>REVISED: APRIL 2002</b>
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**PURPOSE:** ALL POLICIES WILL BE REVIEWED ONCE YEARLY TO ENSURE THEY ARE UP TO DATE AND REFLECT ACCURATELY THE OPERATIONS OF THE AGENCY.

**PROCEDURE:**

- 1 THE EXECUTIVE DIRECTOR WILL REVIEW ALL POLICIES IN THE MANUAL OF ADMINISTRATION ONCE A YEAR.
- 2 CHANGES TO POLICIES WILL BE MADE AND REVISED COPIES DISTRIBUTED.
- 3 WHERE THERE ARE NO CHANGES THE EXECUTIVE DIRECTOR WILL SIGN OFF THE POLICY AS HAVING BEEN REVIEWED. IN THIS CASE NEW COPIES WILL NOT BE DISTRIBUTED.
- 4 CHANGES OR SUGGESTIONS FOR THE POLICIES SHOULD BE SUBMITTED TO THE EXECUTIVE DIRECTOR.