



Updated Financial Reserve Policy

Approved by Board of Directors on 5/16/2024

The organization shall maintain a Financial Reserve equal to approximately six-months of budgeted operational expenses of the organization. Each year and within three months after approval of the annual budget, the Treasurer shall calculate the required Financial Reserve and recommend the amount of funds to be transferred to the Financial Reserve.

The organization shall maintain the Financial Reserve in a separate money market or similar account. A majority of the Board of Directors must authorize any disbursements from this fund. Disbursements from this fund shall be used only for emergency or exigent circumstances that materially threaten the continued existence and financial sustainability of the organization. Disbursements from this fund shall not be used for capital expenditures or maintenance.

Notwithstanding the foregoing, any amounts in the fund in excess of \$150,000, may be disbursed or expended for any official business or need of the organization upon the vote of a majority of the Board of Directors.

Recommendation for Transfer of Funds:

One month operating expense: \$23, 292 (calculated based on an average of 2023 actual expenses with 2024 budgeted expenses)

6 Months' Expenses: \$139,752

Current Reserves: \$153, 711

The Treasurer does not recommend an additional transfer of funds to the Chain Bridge Money Market Account in 2024.