

**Roxborough Park Foundation  
Contingency Fund Policy & Procedure**

The following policy and procedure for the Contingency Fund was adopted by the Board of Directors of Roxborough Park Foundation ("Foundation") at a regular meeting of the Board of Directors.

**Effective Date:** October 20, 2022.

1. The following Operating Contingency Fund Policy and procedure supersedes the Policy adopted in August 2010.
2. Roxborough Park Foundation will maintain an interest-bearing operating contingency account separate from the operating account.
3. The Contingency Fund will maintain a balance equivalent to 10% of Total Budgeted Operating Expenses of the following year's approved budget. A "Contingency Fund" expense line item will be included in the budget to ensure the required balance is maintained.
4. The Operating Contingency account is to be maintained as a funding source for unforeseen and unforeseeable urgent situations that may arise in the course of operations that require expenditures in excess of those available through the operating funds or via insurance coverage. Examples of unforeseen and uninsurable events are excess snow removal expenses, soil expansion damage requiring mitigation, insurance deductibles, etc.
5. It is the intent of the Contingency Fund to preclude the necessity for special assessments in the event of a catastrophic, uninsurable or unforeseen event, or events in which the expenditures exceed insurance coverage and/or available funds.
6. The Contingency Account funds may only be invested in FDIC-insured products
7. Expenditure of monies from this account requires a vote of the Board of Directors, at a monthly or specially convened Board meeting where Contingency Fund spending is a listed agenda item in the pre published meeting notice
8. At the end of any fiscal year where funds were expended from this account, the Board at the time will determine a replenishment plan.
9. Income to and expenditures from this account will be accounted for and reported separately from the operating account, and the Treasurer will report any transactions affecting this account at the monthly meeting of the Board as well as present an annual accounting at the annual membership meeting.

The undersigned hereby certifies that the foregoing resolution was adopted and made a part of the minutes of the meeting of the Board of Directors of the Foundation conducted on the 20<sup>th</sup> day of OCTOBER, 2022.

**Roxborough Park Foundation**

By: Cynthia Livingston

CYNTHIA LIVINGSTON

(Print Name)

President

(Print Title)