**CATEGORY: Finance**

## Policy: A3-07 General Reserve Fund

**Revision Date: November 1, 2018 Approved by:**

1. The organization maintains an Unrestricted Operating Reserve Fund to meet essential expenditures on a short-term basis in the event of loss of funding.
2. The General Reserve shall cover a minimum of one month to a maximum of four months’ average operating expenses, excluding any non-eligible expenses as defined by the Finance Committee.
3. The Finance Committee will review the General Reserve Fund annually to assure compliance with this policy and other policies and will review how it is invested.
4. If the level of the General Reserve Fund is above or below our guidelines, the Finance Committee will report to the Board and submit a plan of action to bring the reserve level into compliance with our policy. The Executive Director will monitor these actions until they are complete and the outcome is achieved and will report to the Board of Directors on achieving the plan.
5. The Board of Directors will approve any funds transferred from the General Reserve Fund.