



Texas Conference of Clubs, Inc.

Contingency Fund

Adopted: July 25, 1998

Procedure 4-01

A Contingency Fund may be established upon the approval of the Conference. This procedure shall govern the establishment and operation of such a fund.

1. This fund is basically for operational emergencies that may arise in conjunction with a function or activity at the TCC land site.
2. This fund shall consist of an initial principal amount of two thousand dollars [\$2,000].
3. This fund shall be established in a separate interest bearing account as distinguished from the "General Fund," such as a Certificate of Deposit, Money Market Fund, etc.
4. Interest received on this account shall be "rolled over" into the principal amount at the end of each fiscal accounting cycle.
5. If any funds need be withdrawn from this account, it is understood that the Treasurer shall replenish the amount withdrawn at the earliest possible time.
6. Any "emergency funds" required should come from the General Fund if at all possible, and only if the General Fund is insufficient to furnish the "emergency funds" should such funds be withdrawn from the Contingency Fund.
7. The "Decision Makers" or Managers of this Contingency Fund shall be the four (4) elected officers of the Conference: Chairman, Vice-Chairman, Secretary and Treasurer.
8. The balance of this fund, as of December 31st of each fiscal year, shall be reported to the Conference as part of the Annual Financial Report.