

EMERGENCY FUND POLICY

The purpose of the BC Society of Landscape Architects Emergency Fund Policy is to ensure the stability of the mission, programs, employment, and ongoing operations of the organization. The Emergency Fund is an internally restricted fund that is used for emergencies as determined by the BCSLA Board of Directors.

The Emergency Fund was established in an amount sufficient to maintain ongoing operations and programs for six months. The calculation of average monthly operating costs includes all recurring, predictable expenses such as salaries and benefits, occupancy, office, travel, program, and ongoing professional services. Depreciation, in-kind, and other non-cash expenses are not included in the calculation. The calculation of average monthly expenses also excludes some expenses such as one-time or unusual, capital purchases.

The Funds were funded from the general account over time. The funds are invested in interest-bearing Vancouver City Savings Credit Union Term deposits that mature annually.

The Emergency Fund amounts are reported to the Board of Directors and included in the regular financial reports and the audited financial statements.

The Emergency Fund is not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of the Emergency Fund to be used and replenished within a reasonably short period of time. The Emergency Fund serves a dynamic role and will be reviewed and adjusted in response to internal and external changes.

This Policy will be reviewed every other year, at a minimum, by the Finance Committee, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Finance Committee to the Board of Directors.

ADOPTED: September 26, 2023

The BCSLA offices are located on unceded Coast Salish territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and sə́ilwətaʔ (Tsleil-Waututh) First Nations. We recognize and respect the history, languages, and cultures of the First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our organization, our lives and our country.



British Columbia Society of
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#450, 355 Burrard Street, Vancouver, BC V6C 2G8 | (604) 682-5610 | (855) 682-5610 | admin@bcsla.org | www.bcsla.org