**TSC Alliance**

**Reserve / Crisis Management Policy**

*Approved by the Finance and Executive Committees: February 25, 2010*

*Amended by the Finance Committee: March 7, 2019*

*Amended by the Finance and Executive Committees: November 12, 2021*

**RESERVE POLICY**

* For the purposes of this policy, “cash” shall be defined as all of the organization’s bank, checking, and liquid investment accounts plus all cumulative approved but unpaid TSC Alliance Endowment Fund contributions designated for the TSC Alliance from prior years (also known as the “rainy day fund”).
* The TSC Alliance is required to maintain a minimum reserve balance of approximately 3 months of core operating expenses excluding planned spending associated with research/clinical initiatives (i.e., Grants, Natural History Database, etc.).
* The minimum reserve amount will be reviewed annually during the budget approval cycle.
* If the core operating expenses increase/decrease by +/- 10%, the Finance and Executive Committee will meet to determine whether the minimum reserve amount should be adjusted accordingly.

**CRISIS MANAGEMENT POLICY**

* The TSC Alliance will be deemed to be in Crisis Management mode upon declaration of a state of emergency by the Board Executive Committee.
* Once declared, a 60-day freeze on all discretionary and program spending (including grants, natural database funding, etc.) will be implemented.
* Any relationships affected by the freeze will be notified immediately in writing.
* During this 60-day period, TSC Alliance Management and the Board of Directors will further assess the magnitude of the situation and develop an appropriate action plan including longer-term infrastructural changes if necessary.
* Upon completion of the overall assessment, all external partners will be provided with follow-up notification regarding the long-term viability of the relationship as well as proposed changes for proceeding forward.
* The state of emergency will remain in effect until officially revoked by the Board Executive Committee.