

TERMS OF REFERENCE FOR THE EDMONTON CAMPAIGN STABILIZATION FUND (ECSF)

Preamble:

This Fund is designed to provide a buffer in the event that the annual UJA campaign fails to provide enough income for Federation (in the opinion of the Executive) to meet its commitments to local and overseas beneficiaries and to operate the organization.

At the present time and based upon current organizational structure and perceived community needs, annual campaign receipts of between \$750,000 and \$800,000 will enable Federation to deliver the minimum required level of community programming and provide modest support to local, national and international agencies.

Growth of Fund:

To August 31, 2022

The Executive, upon recommendation from the Treasurer, shall transfer at each year-end, a minimum of 50% of the verified surplus from the fiscal year ended ONE FULL YEAR past into the Fund, whenever that surplus is greater than \$100,000. If the surplus is less than \$100,000 there shall be no amount transferred to the Fund.

In all cases, the remainder of a surplus amount that is not transferred to the Fund shall be distributed to local and overseas organizations in accordance with the allocations policy in place at the time of distribution.

Transfers in shall continue until the Fund reaches \$1 million at which time a decision shall be made as to how to deal with any future surpluses.

After August 31, 2022

There shall be no further transfer of funds into the Campaign Stabilization Fund at the end of the fiscal year. Instead, all surplus revenues not allocated internally or externally shall go into the endowed fund created by the Jewish Federation of Edmonton with the Edmonton Jewish Community Charitable Foundation.

Withdrawals from Fund:

No funds may be withdrawn from the fund without the approval of 75% or more of the Executive at their September meeting or as soon as practical thereafter. Proper and adequate notice of the meeting and notice that a request to withdraw money from the Fund must be given. The Board must be advised of any withdrawals from the Fund; for information only.

The Treasurer may only request money from the fund if campaign receipts (effective September 1, 2022, this shall include all funds received from Legacy Fund I and Legacy Fund II) in the fiscal year are less than \$700,000. If the campaign falls below expectation but is above \$700,000, management shall be responsible to make the necessary changes in order to continue normal operations (expense cuts; allocation changes; shortfalls to national organizations). No annual deficit of more than \$100,000 will be allowed, nor will deficits in two, successive fiscal years be tolerated.

The Treasurer may request that up to 20% of the total amount in the Fund be transferred back into operations in any one fiscal year. He or she (in consultation with management) shall have full flexibility as to how and where such money is used except that it may not be used to hire additional staff (however, funds may be used to hire replacements for staff that left during the past fiscal year).

In the unlikely event that the campaign receipts in the fiscal year are less than \$500,000 and, in the opinion of the Treasurer, the enterprise is unable to meet its financial obligations without a cash injection exceeding 20% of the ECSF, the Treasurer may request that up to 40% of the Fund be transferred back into operations. The approval of 80% or more of the Executive is required for such a transfer. If the amount being transferred into operations exceeds \$250,000 in any one fiscal year, once the approval of the Executive has been received the action must be ratified by the Board.

Effective September 1, 2022, in each fiscal year thereafter until the Fund is exhausted, should Federation Executive not withdraw funds from the Fund, then on the last day of each fiscal year, \$50,000.00 shall be remitted from the Fund into the endowed fund created by the Jewish Federation of Edmonton with the Edmonton Jewish Community Charitable Foundation. If in any given year there is less than \$50,000.00 in the Fund, then the residual balance then held in the Fund shall be remitted into the endowed fund created by the Jewish Federation of Edmonton with the Edmonton Jewish Community Charitable Foundation.

Lifespan of the Fund:

These Terms of Reference and the proposal, from which they arise, are intended to be in force only until the Facility Planning Committee of Federation comes to a ratified decision as to the future home for our Community or until the exhaustion of funds in the Fund, whichever shall occur first. If the Facility Planning Committee ratifies a decision as to the future home of our Community, then it is recommended that a complete review of all money that remains uncommitted and under the umbrella of Federation be conducted with a view to consolidating as much as possible inside the Edmonton Jewish Community Charitable Foundation to provide for the long-term viability of the Community.

However, subject to the results of the above review, should the facility process result in either the construction or acquisition of new space for the Federation and its operations, there is nothing in this policy that precludes the use of these monies towards construction, renovation or relocation expenses or towards the cost of new equipment, provided that proper approval is first obtained.

Review of Policy

The Executive Committee of the Jewish Federation of Edmonton shall review this policy with a view to maintain remittances from the Fund or to increase the remittances no earlier than September 1, 2025.