

HSNEF Community Emergency Assistance Fund

On this 15th of July, 2013, the HSNEF board hereby resolves to set up and maintain a “HSNEF Community Emergency Assistance Fund” (HSNEF CEAF) for the benefit of its members, families or others of Hindu origin living in Greater Jacksonville Area identified to be in need of emergency financial assistance as described below.

PURPOSE: The purpose of HSNEF CEAF is to provide emergency one-time financial assistance to individuals or families in urgent need, through grants or loans based on the availability of funds. 100% of the funds will go to help individuals and families build or restore their lives.

Community Emergency Assistance Fund Management Committee (CAEFMC)

The Fund will be managed by a Committee of five members comprised by representation from the Advisory Council, Executive Board & the membership at large. This will be a Standing Committee of the HSNEF Board. The Executive Board will appoint this committee at its transitional meeting in December, and latest at its first meeting of the calendar year. The CAEFMC will have tenure of the calendar year. Some or all members of the Committee may be reappointed by the EB, at its discretion. Effort should be made to retain at least two members each year for an additional year to allow for continuity. This Committee will receive, analyze and approve requests for disbursement in a timely manner. It will be responsible to evolve operational guidelines as necessary, which will become final upon approval by the EB. It will be the responsibility of this committee to solicit funds for this purpose as well as make decisions of whether or not to approve applications as presented to it and how much to approve.

ELIGIBILITY: Who will be eligible? This is an important question to be addressed by the committee including definition of emergency.

APPLICATION: Individuals or families can seek assistance by completing a simple application that briefly explains the need. Friends and well-wishers may assist in preparing this application but the application would need to be signed by the recipient of the funds except in extenuating circumstances. There is no application dead-line for this process and the application can be completed whenever the emergency arises. The application will be reviewed on an urgent basis to meet the immediate need of the applicant. The Administrative office shall collect all the necessary information convey the request to the chair of EFMC within four hours.

REVIEW PROCESS:

Once the Chair of CAEFMC receives the application, he/she will secure additional information as necessary and convene a meeting of the committee, either through a conference call or face-to-face at the earliest convenience but no later than 72 hours of receiving a request. The decision made by the Committee will be conveyed to the EB and the requesting party by the Chair, member of the Committee or the administrative staff within 48 hrs. Any decision made by the CAEFMC will be final.

CAP on distributions: There needs to be cap on how much can be given to one applicant (individual or family). This initial cap can be reviewed by the initial committee and can later be revised based on the available balance by subsequent committees on a 3 year basis. The suggested cap at this time is \$2,000 for cash assistance and \$3,000 for loan per family. Also same individual or family cannot be eligible for assistance again for 36 months from receiving the initial distribution.

If the committee feels that a grant is not warranted but the applicant may benefit from short-term, interest-free loan assistance it can do so. The terms of the loan should be clearly defined and a proper agreement /IOU should be executed keeping in mind these are Society Funds being temporarily advanced to the beneficiary. The term of the loan should be 24 months or less.

CONFLICT OF INTEREST: If a member serving on the CAEFMC or his/her family applies for assistance, the member shall not only recuse himself/herself from any deliberations of the committee on the application but these will be carried out in the absence of this member.

BUILDING/REPLENISHING AND ACCOUNTING OF FUNDS ON HSNEF BOOKS: Members, donors or any benefactor could contribute to the fund, indicating clearly that the donation is for the Emergency Fund. The EB too may decide to allocate a portion from general collections to the Emergency Fund. Appropriate receipt will be provided to the donor noting that it has been made for Emergency Fund. This Fund will be maintained separately from the General Account. Any contributions received for this type of assistance should be booked as cash in bank on the debit or asset side and a credit on the Owner's Equity or Liability side on HSNEF books. These funds should not be used for any other purpose except the one stated above. Any disbursement of funds for grant purposes would be booked in the reverse manner. However loans would be booked as Accounts Receivables on the debit side and cash on the credit side. Receipt of loan payments will booked in the manner reverse to above. The CAEFMC may decide to invest certain portion of this Fund in cash instruments for easy access and the rest in CDs.