

DRAFT Jackson County Tourism Development Authority

Tourism Capital Project Fund (TCPF) Carryforward Policy

Effective Date: _____

1. Purpose

The purpose of this policy is to establish how unspent monies designated for the Tourism Capital Project Fund (the “TCPF”) are treated at the close of each fiscal year. The Jackson County Tourism Development Authority (the “Authority” or “TDA”) recognizes that some tourism-related capital projects are larger than the amount budgeted to the TCPF in a single year. By allowing unspent TCPF dollars to remain in the fund and accumulate over time, the Authority can build a balance sufficient to finance larger capital projects when the opportunity arises. This policy ensures that funds dedicated to the TCPF are preserved for their intended capital purpose rather than lapsing or being redirected at year-end.

2. Policy Statement

Any monies budgeted or allocated to the TCPF line item that remain unspent at the end of a fiscal year shall not lapse and shall not be reallocated to other line items. Instead, such unspent funds shall remain in, and be carried forward within, the TCPF line item and shall be reserved for future tourism-related capital projects. The Authority intends that, where TCPF funds are not expended in a given year, the balance accumulate from year to year so that the fund may build over time and provide a meaningful source of financing for larger capital projects that advance travel and tourism in Jackson County.

3. Use of Funds

All TCPF funds, including accumulated carryforward balances, shall be expended only for tourism-related capital projects and other purposes consistent with the Authority’s enabling legislation and applicable North Carolina law, including the statutory requirements governing the use of occupancy tax proceeds. Nothing in this policy authorizes any expenditure that would not otherwise be a permissible use of Authority funds.

4. Board Authority to Reallocate

Notwithstanding Section 2, the Board of the Authority retains full discretion over the TCPF. The Board may, by formal vote at a duly held meeting, appropriate, draw down, or otherwise direct the use of accumulated TCPF funds for any eligible tourism-related capital project, or may otherwise reallocate such funds in a manner consistent with applicable law. The carryforward provisions of this policy operate as the default treatment of unspent TCPF funds and do not limit the Board’s authority to act on those funds when it determines doing so is in the best interest of tourism development in Jackson County.

5. Annual Review

The Board shall review the accumulated balance of the TCPF at least once each fiscal year, ordinarily in connection with the preparation or adoption of the annual budget. This review allows the Board to monitor the growth of the fund, confirm that the accumulated balance continues to serve the Authority’s capital project objectives, and consider whether any portion of the fund should be appropriated to a specific project.

6. Effective Date

This policy shall take effect upon adoption by the Board of the Jackson County Tourism Development Authority and shall remain in effect until amended or rescinded by the Board.

Adopted by the Board of the Jackson County Tourism Development Authority this _____ day of _____, 20____.

Chair, Jackson County Tourism Development Authority

Attest: Secretary