

## **Business Contingency Plan and Disaster Recovery Program**

### **Firm Identification of Emergency Contact Personnel**

Money Management Advisory, Inc. has two designated people who are responsible for contacting FINRA and the NCS in the event of an emergency, which would cause an interruption in service. The Primary Principle is our Vice-President and CCO, Jeffrey Dillman. The Secondary Principle is our Vice-President, George Klander, who is responsible for our Branch Offices.

### **Business Contingency Plan Back-up System Recovery**

As a safeguard, power for our computer systems is backed-up with emergency power supply capability. Our computer system is backed-up daily, and the back-ups are stored in a fireproof safe. We also maintain off-site data storage to ensure that all source data is recoverable in a disaster. As an additional safeguard, our data is backed-up daily by E-VAULT Inc, based in California.

### **Mission Critical System**

For the type of business Money Management Advisory, Inc. conducts, all processes are done by the Investment Companies.

### **Periodic Financial and Operation Assessment**

Money Management Advisory, Inc. reviews business and changes in operations annually. In the event of an emergency, which would disrupt MMA's ability to perform business in our Feasterville Office, business will be conducted from an alternate location at 212 Lantern Drive in Doylestown, Pennsylvania.

### **Alternate Communication**

Money Management Advisory, Inc. will communicate with our customers and vendors using whatever telephone system is available (i.e., cell phones or Lan Lines). Our clients have the 800 numbers for their investment companies. MMA will contact the phone company to redirect the phone system. Our Primary Principle will contact our employees and redirect them to our alternative location at 212 Lantern Drive in Doylestown, Pennsylvania.

### **Critical Counterpart Impact**

Money Management Advisory, Inc. will contact the primary banks we do business with.

MMA would continue to hand deliver deposits and check on account balances and wire transfers from an alternative site. We would be able to continue to pay bills using counter checks from our banks.

### **Regulatory Reporting and Communication Regulations**

In the event of business disruption, MMA will contact FINRA and FINRA's examining office in Philadelphia, Pennsylvania.

### **Customer Access to Funds and Securities**

Money Management Advisory, Inc. does not hold Funds/Securities. Clients may contact the companies holding their Funds/Securities by calling the 800 numbers on the confirmations, which they receive from those companies.

### **Disclosure Requirements**

Money Management Advisory, Inc. annually furnishes our clients copies of the firm's Business Contingency Plan in our quarterly newsletter.

**Updates, Annual Review and Senior Management Approval**

Senior management will approve the firm's Business Contingency Plan. The firm will do an annual review at the same time other regulatory reviews are completed. The firm will update the Business Contingency Plan anytime material changes occur.

I have approved this Business Continuity Plan as reasonably designed to enable our firm to meet its obligations to customers in the event of an SBD.