(Scout Group Name)

# Reserves Policy

……………….. committee is registered with the Charity Commission and complies with the requirements of the Charity Commission in terms of an annual independent inspection of the organisation’s accounts and submitting the accounts as part of the Charity Commission’s annual return.

The management committee operates a system of general funds to cover the core running costs of the scout group and restricted funds to cover the costs associated with particular activities or projects, for example the activities which are funded by a grant from the ……………………………..……...

The management committee is responsible for all aspects of the day to day running costs of the centre which includes heating, lighting, water rates, cleaning, insurance, security alarm, trade waste, telephone, broadband services etc. All running costs are met by the general fund.

At a meeting of the management committee held on ………………… members of the committee considered what level of funding the charity should hold in reserve.

It was agreed that the committee would hold 12 month’s general running costs in reserve. Based upon current levels of expenditure £x,000 would be held in reserve.

The committee acknowledged that this amount may be higher than recommended reserve levels which tend to be set at 3-6 months general running costs. The reason for the higher amount to be held in reserve was due to COVID-19 and the impact this has had on our ability to hold fundraising activities which usually boost our income. Holding a reserve of 12 months running costs would give the committee the time it would need to find alternative funding sources without impacting the services it offers to youth members.

At the meeting the committee also agreed how surplus funds beyond the amount to be held in reserve could be used for the benefit of the scout group. It was agreed that surplus funds could be used as follows –

* to give financial support to existing scouting activities if required
* to purchase additional equipment for the benefit of our scout group and / or replace existing equipment if required
* to make minor improvements to our scout hall
* to support training needs of our scout group volunteers / committee members
* to support our scout group volunteers through provision of volunteer expenses for travel and associated costs

In the eventually that the organisation had to wind up the committee have agreed that a minimum level or reserves including wind up cost should be set.

12 months running cost x,000

Finance on wind up x,000

**Total x,000**

The committee will consider on a regular basis the levels of funding that it holds and how this funding can be used to benefit the community centre and its associated activities and services.

This policy and procedures will be reviewed annually and signed and dated by the management committee.

Policy adopted on: ……………………………………………………………………………………….….

Signed (on behalf of the committee): ………………………………………………………………..……

Last reviewed on: ……………………………………………………………………………..…………….

Signed (on behalf of the committee): ……………………………………………………..………………