

Berkshire County Scout Council

Procedures

Reserves (1.07 v06)

Summary

This document describes the Reserves policy for Berkshire County Scout Council (BCSC).

Reserves policy

1. Berkshire County Scout Council operates a Reserves Policy based on a risk management process which forms an integral part of its strategic planning. The reserves held and the risks associated with the projected income, expenditure, and activities, of Berkshire Scouts are reviewed on a regular basis by the Finance and Risk sub-committee (FRSC) and the County Trustee Board (CTB).

The Trustees seek to hold the minimum reserves which are commensurate with the required programme to deliver 'skills for life' for the next five years on a rolling basis.

2. On an annual basis the County Trustee Board, based on the recommendations of the FRSC, will agree the target amount for reserves level for each of the following:
 - a. the amount needed to meet an unforeseen emergency or other unexpected need;
 - b. a contingency for the expenditure budget to meet unforeseen costs relating to activities, events, and operational requirements;
 - c. reserves to the equivalent of a number of weeks income to meet any uncertainty in income;
 - d. a planned spending commitment which cannot be met from future income;
 - e. an amount to cover troughs in the cash budget following a budget review.
3. The reserves will be reviewed against the target and any changes to a, b, c, d, or e, above at each of the bimonthly Trustee Meetings as a standing agenda item.
4. At the end of the year the amount of reserves will be stated and compared to the target amount. Any shortfall or excess will be explained together with the action being taken, or planned.
5. The monies held as reserves are invested in accordance with the Investment policy.

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