



Great Maplestead Parish Council

Reserves Policy

**Adopted: 8th September 2021
For Review: May 2022**



Great Maplestead Parish Council

Reserves Policy

Great Maplestead Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation, but has no legal powers to hold reserves other than those for reasonable working capital needs or for specifically earmarked purposes.

1. Purpose of this Policy

- 1.1 The purpose of this policy is to set out how the **Parish Council** will determine and review the level of such reserves, and how they will be used.
- 1.2 Local government legislation requires parishes to have regard to the level of reserves needed for meeting estimated future expenditure, when calculating their budget. However, there is no specified minimum or maximum level of reserves that an authority should hold, and it is the responsibility of the **Responsible Financial Officer** (Clerk) to advise the **Parish Council** about the level of reserves, and to ensure that there are key protocols for their establishment and use.
- 1.3 Reserves can be used for long-term planned or exceptional (unbudgeted or higher than expected) expenditure on the following conditions:
 - The expenditure must not be recurring
 - Income in reserves from the sale of fixed assets ('capital receipts') such as the sale of land, can only be used for capital projects, such as the acquisition and enhancement of land, building, vehicles, plant and equipment.
- 1.4 Budget allocations can be moved from one budget line to another during the course of a financial year, with approval from the **Parish Council**, as long as the total expenditure for the financial year is not exceeded.

2. Types of Reserves

- 2.1 Reserves can be categorised either as:
 - **Earmarked** (held for a specific purpose)
 - **General** (held to cushion the impact of uneven cash flows or unexpected events), or
 - **Ringfenced** (held for one purpose only and cannot be transferred).

3. Earmarked Reserves

- 3.1 These reserves are a means of building up funds over several years to deliver a defined project, cover predicted liabilities or for known significant expenditure. They are **not** to be used for emergency operations.
- 3.2 Earmarked reserves must be reviewed and/or established by the **Council** at the annual budget setting meeting.
- 3.3 Any changes to the proposed use of reserves must be agreed by the **Council**. The RFO will note earmarked reserves movements at the end of the financial year.
- 3.4 Earmarked reserves are held for specific projects or purposes, or to meet known or predicted liabilities, for example:
 - Renewals – to enable the **Parish Council** to plan and finance an effective programme of equipment replacement. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
 - Carry forward of underspend – some expenditure is budgeted for projects, but is not spent in that financial year. Reserves are used as a mechanism to carry forward these resources.

4. General Reserves

- 4.1 These are funds which do not have any restrictions as to their use. They can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.
- 4.2 The **Parish Council** considers a prudent level of general reserves to be the equivalent of **12 months' annual expenditure**.
- 4.3 If, in extreme circumstances, general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the **Parish Council** would be able to draw down from its earmarked reserves to provide short term resources.
- 4.4 Even at times when extreme pressure is put on the **Parish Council's** finances, the **Council** must keep a minimum balance in its general reserves sufficient to pay 6 month's salary to staff. Agreement from full **Council** is required to move funds from the general reserves.

5. Ringfenced Reserves

- 5.1 These reserves are grants allocated for a specific project only; this money **must not** be used for any other purpose.

6. Review of Reserves

- 6.1 Given the opportunity costs of holding reserves, it is critical that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.