

# Central England Quakers – Finance Committee

## Reserves Policy, September 2019, previously revised March 2019

### A Purpose of a Reserves Policy

(a) to ensure that the charity has adequate funds to undertake its charitable activities and protect itself from fluctuations in income or expenditure and (b) to reassure the public that it is using its income for charitable work, and not accumulating excessive reserves.

*Notes: These proposals relate to “free reserves” – capital invested in buildings is not considered to be available for supporting operating expenditure, and is excluded from the policy. Investment fund values must be regarded as “nominal” – clearly the value of any portfolio will rise and fall according to market conditions. Portfolio values quoted include any cash held in the broker accounts.*

### B Policy

Fund	Criteria	Policies	Target values	Current status
General Fund	a) General fund commitments, protection for normal cash flow	General Fund budget should be balanced – capital should not be used for operational expenditure in normal circumstances.	£30,000, excluding Restricted/Reserve Funds (see below)	Cash balance at end 2018 was £39,000. Surplus will be used to fund a small budget deficit in 2019. Balance at end 2018 £15,000. 2019 GF Budget includes a £10k trf to reserves.  Value of GF portfolio at end 2018 was £182,000
	b) Reserve for unforeseen expenditure, including funding new concerns not anticipated in the budget	Maintain GF Reserve Fund ( <i>established March 2013 from proceeds from sale of Trustee Reserve Funds</i> )	£25,000 target balance	
	c) Investments to cover exceptional unforeseen expenditure, and to provide adequate investment income	Investments to be equivalent to between 6 months and 12 months GF expenditure (GF expenditure currently ca £100k pa)	Suggested portfolio values:-  For c) £75,000 } For d) £100,000 }	
	d) Contingency needed to cover a major financial disaster affecting a Local Meeting or Branch	Contingency fund in addition to the above reserves.	<b>Total £175,000</b>	
	e) Reserves for LMs/Bs financial risks	LMs/Bs should aim to cover their own financial risks, per MoU clause 2.2	Nil	
	f) Black Country Fund established 2015 from residual funds of Dudley LM, to fund Black Country projects	BC Fund will continue to receive income from Trustee Reserve Fund of around £9k per year	No target values have been established yet	

Fund	Criteria	Policies	Target values	Current status
Building Fund	<p>a) Investments needed to provide income to cover annual grants to LMs, to avoid using capital and to provide a reserve for major project expenditure</p> <p>b) Funds held in bank account should be sufficient to support normal grant/loan cash flow</p>	<p>Assume average grants of £12k pa. Funded by investment income £12k. Assume investment yield 2.5%.</p> <p>Specify minimum cash balance for Building Fund bank account.</p>	<p>£480,000 minimum portfolio value</p> <p>£30,000 minimum balance</p>	<p>Value of portfolio at end 2018 was £423,000 (inc former Bull Street Fund investments)</p> <p>Balance at end 2018 was £44,000, surplus c/f to 2019</p>
Bull Street Fund	Original purpose was to set funds aside to cover refurbishment to Priory Rooms & Bull Street MH from 2014. Fund is now used to cover all routine repairs & maintenance at 40 Bull St & 41 Bull St (Peace Hub).	Decision taken by Finance Committee in May 2018 to use the Building Fund to support Bull St property expenditure. From July 2019 Bull Street investments are incorporated within the Building Fund	Fund operates with a "balanced budget", and shares bank account with Trustees Fund	
Trustee Fund	<p>a) Cash flow protection for late receipt of rental income</p> <p>b) Protection for salary payments</p> <p>c) Contingency for unforeseen repairs</p>	<p>Maintain adequate funds in bank account to cover late receipt of rental income</p> <p>Sufficient funds to cover 6 months salary Reserve £20k, sell investments for &gt;£20k</p>	<p>Minimum £30k } } 60k Minimum £10k } Minimum £20k }</p>	Balance at end 2018 was £76,000, surplus carried forward to cover a budget deficit in 2019
Trustee Reserve Funds	Constituent Charities and other historical funds, some restricted and/or designated to specific beneficiaries. Outside the scope of the central Reserves Policy.	Sell all funds with income mandated to General Fund. Sell those funds with income mandated to Susanna Cole Trust and transfer capital to SCT. Retain only those Funds with income designated or restricted to LMs	Funds restricted to designated LMs: ie Cotteridge, Hartshill, Northfield and BC Fund (formerly Dudley LM)	Achieved 2013
Other Restricted Funds	Redditch Building Fund	Retain the Fund in a discrete bank account for repairs and improvements to Redditch Friends Meeting House		Funds utilised in 2018 for repairs, Fund value at end 2018 was £15,000

**Summary target fund values:-**

General Fund: bank balance £30,000

General Fund Reserve: £25,000

General Fund Investments: £175,000 (nominal)

Trustee Fund: bank balance £60,000

*No investments held*

Trustee Building Fund: bank balance £30,000

Building Fund Investments: £480,000 (nominal)

Trustee Bull Street Fund: Nominal cash balance held within Trustee fund

*No investments held*