

Skills & Volunteering Cymru (SVC)



Reserves Policy

A formal policy on reserves was agreed on 14/09/2013 at a meeting of the Trustee Board. The Policy was updated on 22/05/17 at a meeting of the Trustee Board. Last reviewed 28/6/19.

	Reserves Policy
1.0	Introduction
1.1	<p>The purpose of this policy is to set out clearly for volunteers, the SVC Trustee Board, and staff employed at SVC the Policy regarding SVC Reserves.</p> <p>The SVC Trustee Board recognises the main risks facing the charity as the possible:</p> <ul style="list-style-type: none"> • loss of support from our partners • losing funding for running the projects • loss of the organisation's premises <p>To mitigate these risks, the Trustees have devised a Reserves Policy to build up the level of free reserves to cover the charity's overheads.</p>
1.2	The SVC Trustee Board recognise their responsibility to spend funds and grants received in a reasonable time; but also recognise the need to hold funds in the event of the level of income falling, and to operate an Exit Strategy should the Charity need to cease its activities.
2.0	Scope of policy
2.1	<p>This policy applies to</p> <ul style="list-style-type: none"> • The Trustee Board of SVC • Funders/supports of SVC • SVC volunteers • Staff who work at SVC
2.2	It is hoped that all of your questions relating to this policy have been clearly answered. If you have any questions which remain unanswered then please refer to the SVC Manager.
3.0	Policy
3.1	The SVC Trustee Board will ensure that Reserves equating to three months overheads, and/ or £40,000, whichever is greater, is held within the SVC account based at Unity Trust Bank.
3.2	The SVC Trustee Board recognises this is good practice to ensure SVC has a contingency plan, and fulfils its legal and moral commitments.
3.3	This Reserves Policy shows transparency and accountability to SVC supporters and funders, and good financial management of the charities accounts.
3.4	The SVC Trustee Board has set a Reserves Policy which ensures that the organisation's core activity could continue during a period of unforeseen difficulty, for at least a 3 month period. Allowing the charity to seek additional funding, or if required, undertake an Exit Strategy by a resolution passed by two thirds majority of the SVC Trustee Board.
3.5	A proportion of reserves to be maintained in a readily realisable form.

3.6	We hope that all your questions have been answered within this Policy, however if you require any further information then please contact the SVC manager.
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