



RESERVES POLICY

POLICY CONTROL

Version	Description	Date	Approval
1.0	Reserves Policy	Sept 2020	Board
1.1	Amount to be allocated to reserves	Feb 2023	
1.2	Full update	May 2024	
2.0	Board approval	11 June 2024	Board
Next Review:		June 2027	
Owner:		Treasurer	

RESERVES POLICY

1. INTRODUCTION

The purpose of the Reserves Policy for the Newquay Foodbank is to ensure an ability to provide ongoing support during a period involving a drop in donations, a sudden increase in expenditure, event not covered by insurance or closure.

2. POLICY STATEMENT

It is considered that an unrestricted general funds reserve value equal to 4 months expenditure (based on an average monthly expense) plus provision for redundancy costs for employees, should be held.

The reserve should cover the cost of any pre-designated funds such as insurance and phone bills, average food expense and background running costs.

Where employee salaries have been specifically fund raised for and are held in “restricted” funds, the salary will not form part of the reserves. Where salaries are unrestricted, the value should be held in the reserves.

3. REPORTING

The Treasurer will provide a report at each quarterly Trustee’s meeting outlining the value of the 4 month expenditure and reserves fund.

4. REVIEW

This policy and its implementation will be reviewed at least every three years or where significant financial changes occur.