
Reserves Policy

Policy Area	Reserves Policy
Policy no.	Policy no. 35
Policy version	Version number 1
Policy operational date	22.01.2024
Policy review date	22.01.2026

Current Reserves

The torc.CFRC has reasonable cause to set aside and hold reserves in case of scenarios which may cause temporary or short-term instability to the core activities of the torc.CFRC. The current number of Reserves is indicated in the Balance Sheet of the latest Financial Statement.

Reasons as to why the torc.CFRC hold reserves are as follows:

- It is a requirement of funders of the Family Resource Centre.
- To ensure a contingency fund is in place for emergencies to cover ongoing operations of the entire organisation for cc 3 weeks

Risk Assessment

The Family Resource Centre has agreed the following as accepted scenarios whereby operational reserves may be used:

1. Working Capital: The Family Resource Centre Bank A/C reserves are available to pay staff and meet bills where income is irregular or delayed.
2. Essential Internal Development Costs: Applications and planning for spends accounted for as per Financial Policies and Procedures.
3. Capital costs: set aside a minimum amount for the repair and replacement of equipment and assets deemed essential to the organization's day to day operation.
 - a. See most recent Risk Assessment Form
 - b. Contingencies: Risk Assessment Form

Future Activity Level

The Family Resource Centre is going to build up the required level of reserves from the following sources:

- Fundraising
- Unrestricted Income

The Family Resource Centre Commitment as follows:

The Family Resource Centre is dedicated to its commitment of extending the supports and services offered by it to the Greater Killarney area in line with the Family Resource Centre Constitution.

Reserves Statement

A formal policy on reserves was agreed and reviewed at a meeting of the VOLUNTARY BOARD OF TRUSTEES on _____

The VOLUNTARY BOARD OF TRUSTEES has set this Reserves Policy which requires:

- Reserves to be maintained at a level which ensures that the Family Resource Centre's core activity could continue during a period of unforeseen difficulty.
- The calculation of the required level of reserves is an integral part of the organisation's planning, budget and forecast cycle.
- Monitoring and review of the reserves policy annually, the VOLUNTARY BOARD OF TRUSTEES where the activities are reviewed, noted, and signed off on in the minutes of the meeting or more frequently if required.

The Family Resource Centre has considered its planned activity and organisation commitments.

Reporting Use of Reserve Funds

The Family Resource Centre will report to the VOLUNTARY BOARD OF TRUSTEES's on the status of any reserves used. Relevant staff and sub-groups will report at least quarterly, and more regularly if possible. Authority to access reserves is as follows:

Monitoring and Reviewing Reserves

The Family Resource Centre Reserves will be monitored on a half yearly basis in line with internal management & accounts and this policy reviewed at end of year by the VOLUNTARY BOARD OF TRUSTEES's in consultation with relevant financial advisors and the Family Resource Centre Management.

Relevant Policies

- Financial Policies and Procedures
- Risk Assessment Policy

Signature and Review History

The VOLUNTARY BOARD OF TRUSTEES at the Family Resource Centre has approved at a meeting on _____ that the Reserves amount, policy,



and plan have been well-considered and are deemed to be reasonable, proportionate, transparent, accountable, and integral.

This policy will be reviewed in 3 years or sooner should circumstances change.

Signed by the Chairperson: _____ **Date:** _____

Signed by Manager/CEO: _____ **Date:** _____

Revision History

Revision No.	Approval Date	Document Reference and Changes Made	Name