

POLICY AND PROTOCOLS ON FINANCIAL RESERVES

The Board will interpret and adapt the Chartered Institute of Public Finance and Accountancy's Guidance Note on Local Authority Reserves and Balances (LAAP Bulletin 99 – July 2014) and any subsequent guidance to its legislative and regulatory circumstances and follow the principles of the guidance as far as they relate to the Board's financial activity.

The Board will comply with the mandatory guidance issued in 2019 by the Joint Panel on Accountability and Governance

Policy

The Board will hold reserves sufficient to provide:

- a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing;
- a contingency to cushion the impact of unexpected events or emergencies; and
- a means of building up or holding funds to meet known or predicted liabilities.

The level and utilisation of each reserve will be determined formally by the Board, informed by advice from and judgement of the Director and Finance Officer.

The reserves will be reviewed at least quarterly to ensure their continuing relevance and adequacy. The balance on each fund and changes during the year will be reported in the Board's Statement of Accounts. The Accounts will include a statement by the Finance Officer as to the adequacy of reserves.

Protocols

The Board will maintain reserves in accordance with the following protocols. These protocols will be reviewed annually at the time of compiling the Statement of Accounts.

General Fund

The working balance of unused funds. The general fund is available to fund project and core activity as determined by the Board in its budget, or in accordance with the delegated authority of the Executive Committee or the Director.

Countryside Fund

Contains income generated by the Board's Voluntary Wardens to help fund their activities or other activity which they wish to support. The fund is used in accordance with established guidelines agreed between officers and the wardens.

Voluntary Wardens Fund

Contains money held by North and Central Voluntary Wardens to fund social and other activities.

Lottery Match Funding Fund (formerly “Caring for the Cotswolds” Fund)

Contains the balance of funds generated as part of the Caring for the Cotswolds Scheme to be used to support future lottery bids and programmes.

Legacies and Donations Fund

Contains money received from donors for use by the Board on the purposes set out by the donor, if indicated.

Asset Acquisition Fund

Contains money set aside to provide for replacement of vehicles, IT and equipment.

Sustainable Development Fund

Contains money to fund projects through the sustainable development grant fund in the Cotswolds.

Student Placement Fund

Contains money to enable the Board to fund the appointment of a student placement in advance of grant funding agreements.

Management Plan Fund

Sets aside money to fund the statutory five-yearly revision of the Management Plan for the Cotswolds AONB.

Cotswold Way Fund

The balance of unused funds provided for maintenance of the Cotswold Way National Trail.

Visitor Giving Scheme Fund (now promoted as Caring for the Cotswolds)

Money received from the scheme that has not yet been distributed as a grant.

Accumulated Deficit on Agency Operational Agreement

Represents the cost of establishing, equipping and staffing the Cotswold Lion Café under the Agency Operational Agreement with the Friends of the Cotswolds. The Agreement provides for recovery of these costs from future profits.