

# CLIVE PARISH COUNCIL

## GENERAL RESERVES POLICY

Date adopted: 19 April 2018

### Introduction

Local authorities need to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves<sup>1</sup>.

### Level of council reserves

Local authorities need to plan to hold a certain amount of funds in reserves for a variety of reasons. Often these will be earmarked for specific purposes to help the council save up each year towards the cost of large capital projects, replacing equipment, in case of contested elections, etc. However, it is also good practice for a Council to hold general revenue reserves for reasonable working capital, and to cover unexpected inflation, unforeseen events, and unusual circumstances, although the level of a Council's General Reserves should be considered carefully.

It is important that local councils adopt a level of reserves appropriate to their size and situation and plan their Budget and Precept so as to ensure the adopted level is maintained. Changes in activity levels/range of services provided will inevitably lead to changes in the required minimum level of General Reserves in order to provide working capital for those activities.

The generally accepted recommendation with regard to the appropriate **minimum** level of a Local Council's General Reserve (as opposed to its Earmarked Reserves), is that this should be maintained at between three and twelve months **Net Revenue Expenditure (NRE)**<sup>2</sup>.

### Calculating General Reserves

**Net Revenue Expenditure** (subject to any planned surplus or deficit) is effectively Precept less any Loan Repayment and/or amounts included in the Precept for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual Councils. The smaller the Council, the closer the figure should be to 12 months Net Revenue Expenditure, the larger the Council, the nearer to 3 months.<sup>3</sup> In practice, a Council with an NRE in excess of £200,000 should plan on 3 – 6 months equivalent General Reserve.

**As Clive Parish Council is a small Council with a small Precept, it should aim to maintain General Reserves closer to 12 months Net Revenue Expenditure.**

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<sup>1</sup> See JPAG 2024 Practitioners Guide, Section 5.31 – 5.39 for more guidance.

<sup>2</sup> JPAG 2024 Practitioners Guide, section 5.34.

<sup>3</sup> JPAG 2024 Practitioners Guide, section 5.35.

## **The budgeting process**

Clive Parish Council and the Responsible Financial Officer will work together to prepare and agree well-thought out, accurate, and detailed Budgets and Precept proposals which take into account, amongst other things:

- General running costs (including increases in National Pay Award for staff)
- Current and future activities (including the possibility of devolved services)
- Councillor and staff training and development
- Capital projects
- Replacing and repairing equipment and assets
- Contingencies
- Benefit for the community
- Impact on the tax payer

Should the Parish Council hold significantly less than the recommended level of General Reserves, it will consider how it will budget for this in the future, and make allowances for building up these reserves over time to minimise risk. This is to enable the Council to continue its activities and services in case for example, there are delays in receiving Precept payments from the Principal Authority.

However, should the Council hold significantly more than the recommended level of General Reserves, i.e. where its year end General Reserve is significantly higher than the annual Precept, this will be explained at Year End and during the audit process.<sup>4</sup> It is considered unethical for parishioners to have to pay a tax which is not then being used for the benefit of the local community.

## **Monitoring and transfers between General and earmarked Reserves**

The Council will monitor and review actual payments against budget throughout the financial year to ensure the appropriate level of General Reserve is maintained, and the clerk will calculate expected year end General Reserves at regular intervals. In general, any underspend at the end of the financial year will go into the Parish Council's General Reserves, provided this is not already significantly in excess of recommended levels.

The Council may decide to transfer some of the funds from General Reserves into a specified Earmarked Reserve during or at the end of the year. This is acceptable providing: usual Financial Regulations and Standing Orders are observed; there is adequate justification for the transfer; and any such decisions are properly minuted.

### **Note on Earmarked Reserves**

There is in practice, no upper or lower limit to Earmarked Reserves that the council may or should hold, save that they must be held for genuine and intended purposes, and that their

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<sup>4</sup> JPAG 2024 Practitioners Guide, section 5.204.

level will be subject to regular review and justification (at least annually), and will be separately identified and enumerated<sup>5</sup>.

## **Review of policy**

Clive Parish Council will aim to review the level of General Reserves quarterly, and will aim to review this policy annually as a minimum.

Reviewed: April 2019

Reviewed and updated: April 2020, April 2021, April 2022, April 2023, April 2024

Next review: April 2025