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| **Policy Name :** | **Reserve Policy** |
| Date last reviewed: | N/A |
| Approved by: | Jake Furby (Secretary) on behalf of the committee |
| Date: | 17/11/2016 |

York LGBT Forum exists to promote social inclusion for the public benefit by preventing lesbian, gay, bisexual, trans, intersex, queer, questioning people (LGBT) and allies or associates from being socially excluded from society on the grounds of sexual orientation and gender identity.

The organisation is a voluntary led registered charity and currently has no employees or fixed property assets.

This Reserves Policy exists is to maintain sufficient level of reserves to enable normal operating activities to continue should a shortfall in income occur and to take account of potential risks and contingencies that may arise from time to time.

Excluded from the Reserves Policy is income associated with restricted project funds (earmarked income).

Therefore, in order to demonstrate transparency, accountability and sound financial management, this Reserves Policy clearly justifies the amount of reserves to be kept back.

The Trustees have considered the risks in respect of expenditure, unrestricted income and where appropriate restricted income. Also taken into consideration is any external identified potential risks to income and expenditure during the year under consideration.

A risk assessment has been undertaken for the period 2016/17 and the level of reserve required by the Forum has been agreed to cover basic operating costs encompassing insurance, accounting and any administration costs that may fall due.

York LGBT Forum should hold in reserve approximately 6 months operating capital which within the current budget period, equates to £300.

Our reserves will be monitored and reviewed annually or in the event of any significant change to the organisation’s circumstances.