



JustUs Reserves Policy

1. Aims and Objectives

- 1.1. JustUs is registered with the Charity Commission and complies with the requirements of the Charity Commission in terms of an annual inspection of the organisation's accounts and submitting the accounts as part of the Charity Commission's annual return.
- 1.2. The Trustees operate a system of unrestricted funds to cover the core running costs, and restricted funds to cover the costs associated with particular activities or projects as determined by the donor.
- 1.3. In terms of the unrestricted fund JustUs receives income in the form of regular public donations, one-off public donations, and income from our own fundraising events or other fundraising events put on by the public.

2. Trustees' Responsibility

- 2.1. The Trustees are responsible for all aspects of the day to day running costs (core costs) of JustUs which includes any resource that enables JustUs to fulfil its Charitable Objectives. This could include, but not be limited to:
 - 2.1.1. IT software, including Microsoft Office updates, email and website hosting
 - 2.1.2. Renewal of registrations to the Information Commissioners Office and the Bedfordshire Rural Charities Commission
 - 2.1.3. Printing and stationery
 - 2.1.4. Report writing
 - 2.1.5. Books and other sources of information
 - 2.1.6. Staff training
 - 2.1.7. Room hire
- 2.2. All core costs are met by the unrestricted funds.
- 2.3. The Trustees are also responsible for all aspects of costs that enable JustUs to work directly with clients (operational costs) by way of invoiced payments to caseworkers. All operational costs are met by restricted funds determined by donors (grant makers) or, if necessary unrestricted funds from public donations or from fundraising events.

3. Agreed amounts and timescales

- 3.1. At a meeting of the Trustees held on 10th January 2017 Trustees considered what level of funding the charity should hold in reserve.

- 3.2. It was agreed that JustUs would hold 1 month's core costs and 6 month's operational costs in reserve. Based upon current levels of expenditure (1 month's core costs of £120 and 6 month's operational costs of £2,180) £2,300 would be held in reserve.
- 3.3. The Trustees acknowledged that this amount may be higher than the recommended reserve levels which tend to be set at 1 month's core costs and 3 month's operational costs. The reason for the higher amount to be held in reserve was that JustUs is best able to fulfil its Charitable Objectives by placing an emphasis on its operational costs rather than its core costs i.e. JustUs would still be able to maintain its level of support to its beneficiaries with a limited amount of core cost capital but would struggle to do so with depleted operational capital.
- 3.4. At the meeting the committee also agreed how additional unrestricted funds beyond the amount to be held in reserve could be used for the benefit of JustUs beneficiaries. It was agreed that unrestricted funds would be used as follows:
 - 3.4.1. To meet all core costs
 - 3.4.2. To meet part operational costs when necessary
 - 3.4.3. The Trustees will consider on a regular basis the levels of funding that it holds in reserve and how this funding will be used to benefit its beneficiaries.

This policy will be reviewed annually.

Adopted: January 2018

Next review date: January 2019