

CCF RESERVES POLICY

Version 2, Adopted by Trustees, 7/11/13

All charities are legally required to state, in their Annual Accounts, a Reserves Policy and the level of reserves held at that time. The CCF Reserves policy, set out in this document, explains the Trustees' aims in relation to the level of reserves held by CCF.

CCF is funded by a combination of grants, which are often restricted to the support of specific projects, donations and trading income. All of these income streams are uncertain. But CCF has commitments to staff and to future events, which it needs to be sure that it can discharge, even if funding circumstances unexpectedly and suddenly become adverse.

The Trustees have therefore decided it is prudent for CCF to hold minimum reserves at any one time equivalent to at least 3 months typical expenditure at that time and that CCF should ideally aim to maintain at any time reserves equivalent of at least 6 months expenditure at that time.

Reserves at this level will provide:

- the ability to meet unforeseen expenditure, including costs arising should CCF be wound up (closedown costs, redundancy payments, return of grant funding);
- flexibility in achieving our objectives; and
- a financial 'cushion', giving time to seek additional core funding.

The Trustees will review this policy, in accordance with the Charity Commission's guidelines, on a regular basis and at least once a year. See <http://www.charitycommission.gov.uk/Publications/cc19.aspx>