



Ramsgate Town Council

## Financial Reserves Policy

*(informed by the Smaller Authorities Proper Practices Panel Practitioners' Guide 2025, Ramsgate Town Council's Financial Regulations, and Sections 32 and 43 of the Local Government Finance Act 1992)*

Adopted	26.01.2022
Due to review	Annually after the Annual Meeting of the Council

### 1. Purpose of a Financial Reserves Policy

Ramsgate Town Council is required to maintain adequate financial reserves to meet the needs of the organisation as set out in Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of Reserves needed for meeting estimated future expenditure when calculating the budget requirement.

The Council has no legal powers to hold reserves other than those for reasonable working capital needs or for specifically earmarked purposes.

The purpose of this policy is to set out how the Parish Council will determine and review the level of such reserves, and how they will be used. This policy should be read alongside Ramsgate Town Council's Financial Regulations, which govern financial control, budgetary management, virements, authorisation of expenditure and the role of the Responsible Financial Officer.

Local government legislation requires parishes to have regard to the level of reserves needed for meeting estimated future expenditure, when calculating their budget. However, there is no specified minimum or maximum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer (Clerk), in accordance with the Council's Financial Regulations, to advise the Council about the level of reserves, and to ensure that there are key protocols for their establishment and use. Reserves can be used for long-term planned or exceptional (unbudgeted or higher than expected) expenditure on the following conditions:

- The expenditure must not be recurring.
- Income in reserves from the sale of fixed assets ('capital receipts') such as the sale of land, can only be used for capital projects, such as the acquisition and enhancement of land, building, vehicles, plant and equipment.

Budget allocations can be moved from one budget line to another during the course of a financial year, with approval from the Council, as long as the total expenditure for the financial

year is not exceeded. Any such movement, including virements to, from or between reserves, must be approved and recorded in accordance with the Council's Financial Regulations and any scheme of delegation in force.

## **2. Types of reserve**

Reserves can be categorised as earmarked (held for a specific purpose), general (held to cushion the impact of uneven cash flows or unexpected events), or ringfenced (held for one purpose only and cannot be transferred).

### **2.1 Earmarked reserves**

Earmarked reserves are a means of building up funds over several years to deliver a defined project, predicted liabilities or for known significant expenditure. They are not to be used for emergency operations. Earmarked reserves must be reviewed and/or established by the Council at the annual budget setting meeting. Any changes to the proposed use of reserves must be agreed by Council. The RFO will note earmarked reserves movements at the end of the financial year. Earmarked reserves are held for specific projects or purposes, or to meet known or predicted liabilities, for example:

- Renewals – to enable the Parish Council to plan and finance an effective programme of equipment replacement. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of underspend – some expenditure is budgeted for projects, but is not spent in that financial year. Reserves are used as a mechanism to carry forward these resources.

### **2.2 General reserves**

General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies. The Council considers a prudent level of general reserves to be the equivalent of 4 months' annual expenditure, subject to annual review as part of the budget-setting and risk-management process, having regard to proper practices and the Council's Financial Regulations.

If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources. Even at times when extreme pressure is put on the Parish Council's finances, the Council must keep a minimum balance in its general reserves sufficient to pay three months' salary to staff. Agreement from full Council is required to move funds from the general reserves (virement), unless otherwise permitted under the Council's Financial Regulations or an approved scheme of delegation.

### **2.3 Ringfenced reserves**

Ringfenced reserves are grants allocated for a specific project only, this money must not be used for any other purpose, unless the terms of the funding permit it and the Council has approved the change in accordance with its Financial Regulations.

## **3. Review of reserves**

Given the opportunity costs of holding reserves, it is critical that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate. The review should be reported to Council and recorded in accordance with the Council's Financial Regulations.