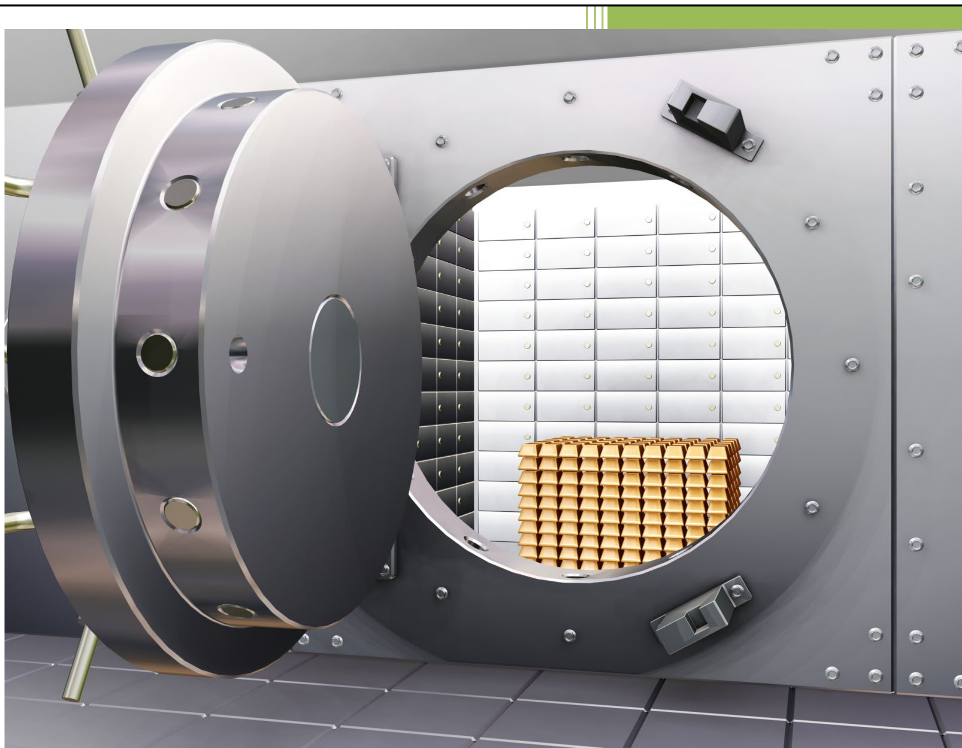
2026

LOCAL COUNCIL AWARD SCHEME GOLD

WOOTTON PARISH COUNCIL

REVENUE RESERVES POLICY



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Version History

Version	Reviewed at	Approved at
Version 1.00	Full Council meeting of Wootton Parish Council on 8th July 2015.	Full Council meeting of Wootton Parish Council on 8th July 2015.
Version 1.00	Annual Meeting of Wootton Parish Council on 11th May 2016	Annual Meeting of Wootton Parish Council on 11th May 2016
Version 1.00	Annual Meeting of Wootton Parish Council on 10th May 2017	Annual Meeting of Wootton Parish Council on 10th May 2017
Version 1.00	Annual Meeting of Wootton Parish Council on 9th May 2018	Annual Meeting of Wootton Parish Council on 9th May 2018
Version 1.00	Annual Meeting of Wootton Parish Council on 15th May 2019	Annual Meeting of Wootton Parish Council on 15th May 2019
Version 2.00	Full Council meeting of Wootton Parish Council on 10th July 2019	Full Council meeting of Wootton Parish Council on 10th July 2019
Version 2.00	Annual Meeting of Wootton Parish Council on 5th May 2021	Annual Meeting of Wootton Parish Council on 5th May 2021
Version 2.00	Annual Meeting of Wootton Parish Council on 11th May 2022	Annual Meeting of Wootton Parish Council on 11th May 2022
Version 2.00	Annual Meeting of Wootton Parish Council on 17th May 2023	Annual Meeting of Wootton Parish Council on 17th May 2023
Version 2.00	Annual Meeting of Wootton Parish Council on 8th May 2024	Annual Meeting of Wootton Parish Council on 8th May 2024
Version 2.00	Annual Meeting of Wootton Parish Council on 14th May 2025	Annual Meeting of Wootton Parish Council on 14th May 2025
Version 2.00	Annual Meeting of Wootton Parish Council on 13th May 2026	Annual Meeting of Wootton Parish Council on 13th May 2026

To be reviewed at each Annual Council Meeting.

Revenue Reserves Policy

A key component to sound financial and risk management is that the Wootton Parish Council maintains adequate reserves and balances to meet either known future commitments or expenditure arising from unforeseen, unexpected or emergency situations.

The purpose of this policy is to:

- Outline the legislative and regulatory framework underpinning the creation, use and assessment of the adequacy of reserves[1];
- Identify the principles to be employed by Wootton Parish Council in assessing the adequacy of the council's balances and reserves;
- Indicate how frequently the adequacy of the council's balances and reserves will be reviewed.
- Set out the arrangements relating to the creation, amendment and use of reserves and balances.

Reserves – there are two types of reserves:

Earmarked Reserves – the council will decide the total sum of earmarked reserves when determining the annual precept and what they may be used for. This usually includes election/by-election expenses and capital expenditure projects. Earmarked Reserves should be used for the purpose for which they are created. If that purpose becomes obsolete, or there is an over provision of funds, the excess may on the approval of Full Council be transferred to other revenue budget headings or to General Revenue Reserves.

General Revenue Reserves – the amount of general revenue reserves should be annually risk assessed and approved by Wootton Parish Council. The use of General Revenue Reserves must be authorised by Full Council. Where the amount has risen due to a result of excess funds through obsolete projects or activities, Full Council can elect to use the funds for another purpose for which no budget is available.

If a project is identified which is grant-aided but grant funds can only be received <u>after</u> the submission of paid invoices there will be a requirement for working capital – this may be funded from General Revenue Reserves and whilst only short-term, must be taken into account. This will be on the proviso that total General Revenue Reserves do not fall below 30% of the annual precept.

Wootton Parish Council supports the principle of prudent budgeting and is mindful that any delay in the payment of precept monies by Bedford Borough Council could have a detrimental effect on its finances, if insufficient General Revenue Reserves are held.

For the purposes of openness and transparency, the total sum of Earmarked Reserves and General Revenue Reserves are deposited between the following providers:

- Cambridge Building Society.
- Hampshire Trust Bank Plc.
- Public Sector Deposit Fund (CCLA).
- Redwood Bank Ltd.
- Triodos Bank UK Ltd.
- Unity Trust Bank Ltd.

When funds are paid against an invoice from Earmarked Reserves, monies will be moved from Earmarked Reserves to the appropriate budget heading at the time payment is made.

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[1] Wootton Parish Council works to guidance detailed within the Smaller Authorities Proper Practices Panel Practitioners' Guide 2026.