

CHICHESTER DISTRICT COUNCIL

Statement of Reserves

Reserves	Balance at 31 st March 2020 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
REVENUE RESERVES					
General Fund Reserve	15,254	This general reserve is used to fund non-recurring expenditure such as the capital programme, Policy Initiatives and emergencies. The reserve is used to finance any general fund deficits and is conversely credited with any surplus.	Use of this general reserve is reviewed by the Director of Corporate Services and Senior Leadership Team as part of the annual budget setting process and a 5 year Financial Strategy. Approval for non-recurring expenditure to be funded from this reserve must be sought from the Cabinet, and Council if greater than £100,000.	The Cabinet and delegated powers granted to the Director of Corporate Services.	Annually as part of the 5 year Financial Strategy and as part of the budget process i.e. funding the capital programme.
Housing Reserve	592	A reserve set aside to fund housing investment projects.	Approval to spend subject to reports to the Cabinet.	The Council	Annually as part of the 5 year Financial Strategy.

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Restructuring Reserve	110	A reserve earmarked to cover the potential one-off costs of future service reductions.	Approval to spend subject to approval by Cabinet and the Chief Executive.	Delegated powers to the Chief Executive.	Annually
Capital Projects Fund	902	This reserve is earmarked to support the funding of the Council's approved capital programme.	As determined by the Director of Corporate Services when formulating the financing of the capital programme as part of the 5 year Financial Strategy.	The Council	Annually
Asset Reserve	7,637	To provide for the future replacement of plant and equipment, vehicles and information technology. The fund is replenished by repayments from revenue and interest generated from the Council's treasury management activities.	Approval to spend subject to reports to the Cabinet and Council.	The Council	Annually

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Carry Forwards Reserve	204	A reserve containing the funds to finance approved carry forwards from the previous financial year.	Funds approved by the Cabinet to finance carry forwards from the previous financial year.	Corporate Governance & Audit Committee ↓ The Council	Annually
New Homes Bonus Reserve	15,169	A reserve containing the funds received under the New Homes Bonus Scheme.	Approval to spend subject to reports to the Cabinet.	The Council	Annually
Grants and Contributions Reserve	1,056	A reserve to hold external funds the Council has received where the condition(s) of the grant or contribution has been met but not all the expenditure has been incurred.	Funds held in this reserve are released once the qualifying expenditure relating to the grant or contribution is incurred.	Director of Corporate Services	Annually
Rent Deposits Reserve	223	A reserve to hold external funds the Council has received and revenue contributions the Council has made to fund the award of rent deposits to housing applicants	Applications received under the Rent Deposit Scheme are considered by Councils' Housing Team.	Director of Housing & Communities	Annually

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Pump Prime Initiative	168	A one-off reserve created as part of the approved 2013-14 budget, to help fund pump prime initiatives where the primary objective is to help reduce the base budget in future years	Approval to spend subject to reports to the Cabinet as per approved delegation authority.	For individual initiatives <£20,000 – delegated to the Chief Executive and Cabinet Member for Finance. For individual initiatives >£20,000 – Cabinet	Annually
Investment Opportunities Reserve	1,244	A reserve created to principally fund investments that aim to generate increased income. Its aim is to generate higher returns than currently available for alternative cash investments.	Approval to spend subject to reports to the Cabinet.	The Council	Annually
Building Repairs Reserve	355	A reserve set up to provide for slippage in the annual building repairs and maintenance programme.	As determined by the Director of Corporate Services.	Director of Corporate Services provided the funds are used for the purpose that the reserve was created.	Annually

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Insurance Fund	266	A reserve to provide for a mechanism of self-insurance to meet potential liabilities arising from uninsured losses i.e. policy excesses and where external insurance cover is not available or uneconomic. The reserve is replenished by premium contributions from the Council's revenue budget.	As determined by the Director of Corporate Services	Director of Corporate Services provided the funds are used for the purpose that the reserve was created.	Annually
New Homes Bonus Grants Reserve	108	Grant funding of projects to reward those communities taking new housing growth. Represents grants awarded but not yet drawn down.	Applications made by Parish Councils for funding are considered by the Grants and Concessions Panel.	Grants and Concessions Panel	Annually
Elections Reserve	46	To provide for the funding of future District Council Elections. The reserve is replenished by annual contributions from the Council's revenue budget.	As determined by the Director of Corporate Services.	Director of Corporate Services provided the funds are used for the purpose that the reserve was created.	Annually

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Retained Business Rates Equalisation Reserve	432	A reserve set up to account for timing differences relating to the accounting transactions required under the Business Rates Retention Scheme.	Funds held in this reserve are released annually when the Business Rates Collection Fund is closed at the end of the financial year.	Director of Corporate Services	Annually
Grants and Concessions Reserve	66	To provide for the future funding of the Grants and Concessions Panel. This reserve receives an annual contribution from the Council's revenue budget.	As determined by the Director of Corporate Services when formulating the financing of the capital programme as part of the 5 year Financial Strategy.	The Council	Annually
Chichester Warm Homes Initiative Reserve	40	A reserve that received the repurposing of the balance remaining in the former Carbon Reduction Fund. The purpose of the reserve is to provide funding to the most vulnerable residents living in the poorest housing in the district with an adequate and efficient heating system.	Applications for funding are assessed by the Council's existing Energy Visiting officers to ensure they meet the qualifying criteria of the scheme.	Director of Housing & Communities	Annually

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Local Plan Reserve	480	The Financial Strategy approved by Cabinet in December 2016 provided for an annual contribution of £160k to a Local Plan Reserve to support the funding of the Council's Local Plan Submission.	Approval to spend subject to reports to the Cabinet.	The Council	Annually
Community Led Housing Grant Reserve	1,179	This reserve represents funds received from the Government to support community led housing developments within the district. The reserve is to enable local community groups to deliver affordable housing units and may be used to provide technical support, revenue funding and enable capital investment to make more schemes viable.	Delegated authority has been given to the Director for Housing and Communities, following consultation with the Cabinet Member for Housing and Revenues and Benefits, to approve the spend of these funds in line with government guidance relating to the funds and the Council's adopted Housing Strategy.	Delegated authority has been given to the Director for Housing and Communities, following consultation with the Cabinet Member for Housing and Revenues and Benefits.	Annually

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Investment Risk Reserve	565	A sum set aside in 2018-19 towards the change in the value of council investment as a consequence of the decision by the Chartered Institute of Public Finance and Accountancy (CIPFA) to adopt the accounting standard IFRS9.	As determined by the Director of Corporate Services	Director of Corporate Services	Annually
Flexible Homeless Support Grant Reserve	317	The Flexible Homeless Support Grant is intended to allow flexible support for homelessness and is ring-fenced for this purpose. It is intended that the outcomes of the grant will be to prevent homelessness by offering housing options advice at an early stage and also ensuring residents are accessing all the benefits to which they are entitled.	Approval to spend subject to reports to the Cabinet.	The Council	Annually
Pay Review Reserve	404	A reserve to provide for the salary protection costs following the outcome of the staff pay review.	As determined by the Director of Corporate Services	Director of Corporate Services	Annually

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Climate Change Emergency Reserve	150	At its meeting on 7 January 2020, Cabinet agreed the Climate Emergency Initial Action Plan. This included the funding of a Climate Emergency Officer post plus an operational budget from reserves for a period of two years to support the delivery of the action plan.	Approval to spend subject to reports to the Cabinet.	The Council	Annually
Other Reserves	1,071	Minor reserves and funds earmarked to be used for specific items of future expenditure.	These reserves and funds are earmarked for specific items of future expenditure.	Director of Corporate Services provided the funds are used for the purpose that the reserve was created.	Annually
Total Revenue Reserves	48,038				

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CAPITAL RESERVES					
Usable Capital Receipts Reserve	1,928	Receipts that arise from the sale of Council assets. These resources can only be used to finance the Council's capital programme.	All scheme proposals are considered as part of the Capital Strategy and funding allocated to schemes based upon the Council's capital prioritisation process.	The Council	Annually
Total Capital Reserves	1,928				
Total Reserves	49,966				