

CHICHESTER DISTRICT COUNCIL

Statement of Reserves

Reserves	Balance at 31 st March 2022 £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	8,918	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.

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Revenue Budget Support Reserve	8,000	Funds set aside as part of the Council COVID Recovery Action Plan to aid a return to a balanced budget over the medium term.	Use of this 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.	The Council	Annually
Capital Projects Fund	310	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	10,026	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	323	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	14,096	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	1,406	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	227	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	148	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	696	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	335	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	106	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	6,221	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
Local Plan Reserve	496	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
Restructuring Reserve	317	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

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Community Led Housing Grant Reserve	986	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
Investment Risk Reserve	1,429	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

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Flexible Homeless Support Grant Reserve	466	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
Council Tax Hardship Support Reserve	160	Funding granted by the government to local authorities to provide a scheme of relief to households most likely to be economically vulnerable to the impacts of COVID-19.	As determined by the Director of Corporate Services	Use of this reserve is reviewed by the Director of Corporate Services and Senior Leadership Team	Annually

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COVID Outbreak Management Fund (COMF) Reserve	277	Funding granted by the government to support local authorities to be used for test, trace and contain activity to reduce the spread of coronavirus in their area, and to support local economies and public health. Any funds that are not utilised for these purposes by 31 March 2023 are likely to be repaid.	As determined by the Director of Corporate Services and Senior Leadership Team	Director of Corporate Services provided the funds are used for the purpose that the reserve was created.	Annually
Other Reserves	1,240	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	57,693				

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CAPITAL RESERVES					
Usable Capital Receipts Reserve	1,713	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	1,713				
Total Reserves	59,406				