



JustUs Reserves Policy

Aims and Objectives

1. JustUs is registered with the Charity Commission and complies with the requirements of the Charity Commission in terms of an annual independent examination of the organisation's accounts and submitting the accounts as part of the Charity Commission's annual return.
2. The Trustees operate a system of unrestricted funds to cover the core running costs, and restricted funds to cover the costs associated with particular activities or projects as determined by the donor.
3. In terms of the unrestricted fund JustUs receives income in the form of regular public donations, one-off public donations, and income from our own fundraising events or other fundraising events put on by the public.
4. The Trustees are responsible for all aspects of the day to day running costs (core costs) of JustUs which includes any resource that enables JustUs to fulfil its Charitable Objectives. This could include, but not be limited to:
 - 4.1. IT software, including Microsoft Office updates, email, and website hosting
 - 4.2. Renewal of registrations e.g. to the Information Commissioners Office
 - 4.3. Printing and stationery
 - 4.4. Report writing
 - 4.5. Books and other sources of information
 - 4.6. Staff training
 - 4.7. Room hire
5. All core costs are met by the unrestricted funds.
6. The Trustees are also responsible for all aspects of costs that enable JustUs to work directly with clients (operational costs) by way of invoiced payments to caseworkers. All operational costs are met by restricted funds determined by donors (grant makers) or if necessary unrestricted funds from public donations or from fundraising events.
7. At a virtual meeting of the Trustees held during January 2024 Trustees considered what level of funding the charity should hold in reserve.

8. It was agreed that JustUs would hold 3 month's operational costs in reserve up until the review date of January 2025. Based upon current levels of expenditure (a mean average of 3 month's operational costs at the new hourly rates and with the departure of one caseworker equalling £5,835) £6,300 would remain in reserve.

9. The Trustees acknowledge that the reserve does not factor in core costs. The reason for this is that JustUs is best able to fulfil its Charitable Objectives by placing an emphasis on its operational costs rather than its core costs i.e. JustUs would still be able to maintain its level of support to its beneficiaries with a limited amount of core cost capital but would struggle to do so with depleted operational capital.

10. At the meeting the committee also agreed how additional unrestricted funds beyond the amount to be held in reserve could be used for the benefit of JustUs beneficiaries. It was agreed that unrestricted funds would be used as follows:

10.1. To meet all operational costs

10.2. To meet part core costs when necessary

11. The Trustees will consider on a regular basis the levels of funding that it holds in reserve and how this funding will be used to benefit its beneficiaries.

12. This policy will be reviewed, and reserve capital adjusted annually.

Adopted: January 2020

Reviewed: January 2021

Reviewed February 2022

Reviewed February 2023

Reviewed March 2024

Next review date: January 2025