

Holy Trinity C. of E. Primary School, PTA

Financial Reserves Policy

Introduction

1. Purpose

This Reserves Policy outlines the approach of Holy Trinity PTA to managing its financial reserves, ensuring the charity's financial stability while supporting its objectives and charitable activities.

2. Policy Statement

Holy Trinity PTA aims to maintain a prudent level of reserves to ensure it can continue to operate effectively, cover committed or anticipated expenses and respond to unexpected financial challenges.

3. Reserve Level

- The maximum balance to be held in the PTA's bank account shall be **£25,000**.
- A minimum of **£5,000** shall be maintained as a **designated reserve**, specifically to cover outgoing and unforeseen expenses (e.g., deposits, supplier payments, event costs, or cancellations).

4. Use of Reserves

The designated reserve of £5,000 is not to be allocated for general project spending and shall only be accessed:

- In the event of a shortfall in income,
- For unanticipated or emergency expenditures,
- Or with the approval of the PTA Committee if essential to fulfil the PTA's objectives.

5. Monitoring and Review

- The **TREASURER** will monitor the reserve levels regularly and report the financial status at each PTA meeting.
- If reserves exceed £25,000, the Committee will review plans to allocate surplus funds to appropriate charitable activities or projects in line with the PTA's aims.
- This policy shall be reviewed annually by the Committee and updated as necessary.

6. Approval

This policy was approved by the Holy Trinity PTA Committee on 4th June 2025 and will be reviewed no later than November 2025.

This policy will be reviewed annually by the Holy Trinity C. of E. Primary School, PTA committee before the AGM