

RESERVES TEMPLATE



BRANCH **BC 15 – Prince George** For the year ending **2021**

Name & Amount	Define (To be used for)	Timeline (To be used when)	Justify Amount (actual dollar = amount)	Use/Transfer authority
Special Events \$300	60 th Anniversary Tea	By Dec 31, 2022	Venue Rental & Refreshments - \$200 Guest Speaker - \$100	Board may use up to \$300 without additional approval
Recruitment & Communications \$1,200	Satellite Meetings to increase recruitment Smithers (11) & Quesnel (14)	By Dec 31, 2024	Venue Rental - \$100 Travel - \$600 Refreshments - \$500	Board may use up to \$1,200 per event without additional approval
Advocacy \$500	Federal & Provincial Election Town Halls	By Dec 31, 2025	Venue Rental - \$200 Refreshments - \$300	Board may use up to \$500 without additional approval
IT & Equipment \$1,000	Purchase IT Equipment	By Dec 31, 2024	Laptop \$700 Printer \$300	Board may use up to \$1,000 without additional approval
Training & Succession Planning \$3,000	Send one Branch Observer to AMM	By Dec 31, 2022	Travel - \$1,200 Meals & Accommodations - \$1,800	Board may use up to \$3,000 without additional approval

Total Reserves: \$6,000.00

This Reserves Motion Template totalling \$6,000.00 with additional allocations for 2021 in the amount of \$2,486.50 was presented at the March 7, 2022 executive meeting. Categories were reviewed as detailed above. For 2021, reserves are adjusted as follows: add Special Events \$300; reclassifying 2020 Special Event \$1,198.81 to Recruitment (per National office) and top up to \$1,200; add Advocacy \$500; add IT & Equipment \$1,000; and top up 2020 Training to \$3,000 (an additional \$685.31 added to this 2020 reserve). Motion to approve made by Marian Muir, seconded by Marilyn Rayner, carried (all were in favor).

Note: Either copy and paste the filled-out table directly into the AGM/GM minutes or attach it to minutes **only if** amounts represented in the above table also appear in the minutes. This will help to tie the minutes to the attachment to ensure the documents referred to agree.