

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, 2023	Venue Rental & Refreshments - \$200 Guest Speaker - \$100	The 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	The board may use up to \$1,200 without additional approval
Advocacy \$500	Federal & Provincial Election Town Halls	By Dec 31, 2025	Venue Rental - \$200 Refreshments - \$300	The board may use up to \$500 without additional approval
IT & Equipment \$1,000	Purchase IT Equipment	By Dec 31, 2024	Laptop \$700 Printer \$300	The 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	The 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. Motion to approve made by Marian Muir, seconded by Marilyn Rayner, carried (all were in favor). 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).

National office noted in our annual review that this template should have been approved by the membership at the March 14, 2022 AGM. As a result, we need a motion to approve the 2021 reserves totalling \$6,000.00 as per the above noted categories and allocations.