

RESERVES TEMPLATE



BRANCH

BC 15 – Prince George

For the year ending **2022** Approved February 14, 2023 Executive Meeting

Name & Amount	Define (To be used for)	Timeline (To be used when)	Justify Amount (actual dollar = amount)	Use/Transfer authority
Special Events \$300 add \$100 = \$400	60 th Anniversary Tea	By Dec 31, 2022 Amended May 30, 2022 executive meeting, to use by Dec 31, 2023	Venue Rental & Refreshments - \$200+\$100=\$300 Guest Speaker - \$100	The board may use up to \$400 without additional approval
Recruitment & Communications \$1,200	Satellite Meetings to increase recruitment Smithers & Quesnel	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 - \$259.63 = 740.37 Add \$159.63 = \$900	Purchase IT Equipment - purchased printer 2022 \$259.63	By Dec 31, 2024	Laptop \$740.37 + 159.63 = \$900	The board may use up to \$900 without additional approval
Training & Succession Planning \$3,000 add \$100 = \$3,100	Send one Branch Observer to AMM	By Dec 31, 2022 Amended May 30, 2022 executive meeting, to use by Dec 31, 2024	Travel - \$1,200+100=\$1,300 Meals & Accom - \$1,800	The board may use up to \$3,100 without additional approval

Total Reserves: \$6,100 Additional reserves available for Dec 31, 2022 year-end \$360.14; allocated \$359.63

This Reserves Motion Template totalling \$6,100 was adjusted by \$259.63 (IT & Equipment) to reflect the purchase of a printer during 2022 and additional allocations for 2022 in the amount of \$359.63. Resulting in an overall increase of \$100 to reserves. As at Dec 31, 2022, reserves balances are: Special Events \$400 (increased by \$100); Recruitment \$1,200; Advocacy \$500; Training \$3,100 (increased by \$100); and adjust IT & Equipment to \$900 (decrease by \$259.63 for printer purchased and increase by \$159.63).

Motion to approve made by Marian Muir. Approved by consensus. **Keep numbers rounded off per Finance.**